

## DECLARATION AND CONFLICT OF INTERESTS GUIDANCE

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### **1 introduction**

Healthwatch Havering is a network of people, organisations and groups from across the local area that wants to make health and social care services better. People who participate in Healthwatch Haveirng will have an interest in health and social care and may have a specialist interest; this is essential for the success Healthwatch Havering

### **2 Declaration of Interests**

Healthwatch Havering participants should not use their association with it to gain media or public attention in order to advance their person, business or party political interests. They must ensure that they declare all interests where they may have a financial interest in a decision or activity Healthwatch Haveirng, or any personal or business interest that might lead others to conclude that their decision about the work of Healthwatch Havering has been influenced by it:

Example; If the partner of a Healthwatch Havering Participant is an Accident and Emergency (A&E) doctor and A&E services are being reviewed, it would not be considered appropriate for the Participant to influence the outcome of the review or the recommendations.

Healthwatch Havering Participants should not accept gifts or hospitality from a third party which might reasonably be seen to compromise their personal judgement or integrity.

## Guidance relating to relevant interests

Relevant interests to be declared include the following (not an exhaustive list)

- Paid employment, directorship or partnerships if they relate to health or social care companies or organisations or public bodies
- Paid consultancies or advisory positions if they relate to health or social care companies or organisations or public bodies
- Paid commissioned work for a health or social care company or organisation or related activity or speaking engagements which do not form part of official duties
- Positions held as an office-holder or trustee within
  - A voluntary or not-for-profit organisation
  - A public body
  - A pressure group or trade union relating to health or social care
- Membership or fellowship of a body within health or social care other than Healthwatch Havering
- The employment or other financial interest of a partner or close relative which could reasonably be regarded as relevant to Healthwatch Havering, for example relating to a health or social care company or organisation or public body;
- Other support received from a healthcare company or organisation; for example: sponsorship such as grants, bursaries, fellowships or awards;
- If a Healthwatch Havering Participant or member has a formal complaint or is in the process of taking legal action against a health or social care organisation and Healthwatch Havering is reviewing that particular part of the service;
- Any other relevant interests, for example, depending upon their significance, other trusteeships, unpaid functions, membership of voluntary organisations, and the non-financial interest of a partner or close relative.

### **3 Register of Interests**

All core volunteers, Healthwatch Havering Board members, members of sub groups and focus groups will be asked to complete a Declaration of Interests Form, the copy of this will be kept by Healthwatch Havering. The information held by the Manager will be reviewed on an annual basis; however, an amendment may be made immediately should a Participant's circumstances change.

All information held by the Manager will be kept in compliance with the Data Protection Act, Freedom of Information Act, Equal Opportunities Act, and Human Rights Act, Healthwatch Havering legislation and any Codes and Policies issued with respect to that legislation.

### **4 Who should make a Declaration Conflict of Interests?**

As Healthwatch Havering allows people to get involved in ways that suit them, it is envisaged that not everyone who takes part its activities will have Conflict of Interests to declare, only those who play a part in decision making of Healthwatch Havering.

Healthwatch Havering volunteers should act and be seen to act with the highest standard. They have a personal responsibility to make a Declaration of Conflict of Interests where they may have a financial interest in a decision or activity of Healthwatch Havering.

Should a volunteer of the Healthwatch Havering make a Declaration of Conflict of Interests, the Chairman of the meeting will determine the most appropriate action to be taken. The member making the Declaration of Conflict of Interests may:

- Be allowed to stay within the meeting as it is deemed that the individual may have specialist knowledge
- Be allowed to participate in the meeting by invitation of the meeting/activity Chair but not be able to participate in any vote taken on the topic which is the reason for the Conflict of Interests, or
- Ask to leave the meeting for the durations of the discussion of the conflicting topic

## **5 Conclusion**

Participants of Healthwatch Havering are operating in the public domain, representing people, local groups and organisations; it is important that they conduct themselves in a proper manner which will stand up to public scrutiny. By following the guidance in this document on the declaration of interests that could possibly conflict with their role in Healthwatch Havering, Participants will be able to meet the standards expected of them.