# Annex A: Template Declaration of interests for CCG members and employees

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| **Name:** | |  | | | |
| **Position within, or relationship with, the CCG (or NHS England in the event of joint committees):** | |  | | | |
| **Detail of interests held (complete all that are applicable):** | | | | | |
| **Type of Interest\***  **\*See reverse of form for details** | **Description of Interest (including for indirect interests, details of the relationship with the person who has the interest)** | | **Date interest relates**  **From & To** | | **Actions to be taken to mitigate risk**  **(to be agreed with line manager or a senior CCG manager)** |
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*The information submitted will be held by the CCG for personnel or other reasons specified on this form and to comply with the organisation’s policies. This information may be held in both manual and electronic form in accordance with the Data Protection Act 1998. Information may be disclosed to third parties in accordance with the Freedom of Information Act 2000 and, in the case of ‘decision making staff’ (as defined in the* *statutory guidance on managing conflicts of interest for CCGs) may be published in registers that the CCG holds.*

I confirm that the information provided above is complete and correct. I acknowledge that any changes in these declarations must be notified to the CCG as soon as practicable and no later than 28 days after the interest arises. I am aware that if I do not make full, accurate and timely declarations then civil, criminal, or internal disciplinary action may result.

Decision making staff should be aware that the information provided in this form will be added to the CCG’s registers which are held in hardcopy for inspection by the public and published on the CCG’s website.  Decision making staff must make any third party whose personal data they are providing in this form aware that the personal data will held in hardcopy for inspection by the public and published on the CCG’s website and must inform the third party that the CCG’s privacy policy is available on the CCG’s website.   If you are not sure whether you are a ‘decision making’ member of staff, please speak to your line manager before completing this form.

**Signed**: **Date**:

**Signed: Position: Date:**

**(Line Manager or Senior CCG Manager)**

Please return to **<insert name/contact details for team or individual in CCG nominated to provide advice, support, and guidance on how conflicts of interest should be managed, and administer associated administrative processes>**

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| **Type of Interest** | **Description** |
| **Financial Interests** | This is where an individual may get direct financial benefits from the consequences of a commissioning decision. This could, for example, include being:   * A director, including a non-executive director, or senior employee in a private company or public limited company or other organisation which is doing, or which is likely, or possibly seeking to do, business with health or social care organisations. This includes involvement with a potential provider of a new care model; * A shareholder (or similar ownership interests), a partner or owner of a private or not-for-profit company, business, partnership or consultancy which is doing, or which is likely, or possibly seeking to do, business with health or social care organisations; * A management consultant for a provider; or * A provider of clinical private practice.   This could also include an individual being:   * In employment outside of the CCG (see paragraph 79-81); * In receipt of secondary income; * In receipt of a grant from a provider; * In receipt of any payments (for example honoraria, one-off payments, day allowances or travel or subsistence) from a provider; * In receipt of research funding, including grants that may be received by the individual or any organisation in which they have an interest or role; and * Having a pension that is funded by a provider (where the value of this might be affected by the success or failure of the provider). |
| **Non-Financial Professional Interests** | This is where an individual may obtain a non-financial professional benefit from the consequences of a commissioning decision, such as increasing their professional reputation or status or promoting their professional career. This may, for example, include situations where the individual is:   * An advocate for a particular group of patients; * A GP with special interests e.g., in dermatology, acupuncture etc.: * An active member of a particular specialist professional body (although routine GP membership of the Royal College of General Practitioners (RCGP), British Medical Association (BMA) or a medical defence organisation would not usually by itself amount to an interest which needed to be declared); * An advisor for the Care Quality Commission (CQC) or the National Institute for Health and Care Excellence (NICE); * Engaged in a research role; * The development and holding of patents and other intellectual property rights which allow staff to protect something that they create, preventing unauthorised use of products or the copying of protected ideas; or * GPs and practice managers, who are members of the governing body or committees of the CCG, should declare details of their roles and responsibilities held within their GP practices. |
| **Non-Financial Personal Interests** | This is where an individual may benefit personally in ways which are not directly linked to their professional career and do not give rise to a direct financial benefit. This could include, for example, where the individual is:   * A voluntary sector champion for a provider; * A volunteer for a provider; * A member of a voluntary sector board or has any other position of authority in or connection with a voluntary sector organisation; * Suffering from a particular condition requiring individually funded treatment; * A member of a lobby or pressure group with an interest in health and care. |
| **Indirect Interests** | This is where an individual has a close association with an individual who has a financial interest, a non-financial professional interest or a non-financial personal interest in a commissioning decision (as those categories are described above) for example, a:   * Spouse / partner; * Close family member or relative e.g., parent, grandparent, child, grandchild or sibling; * Close friend or associate; or * Business partner. |