# Annex E: Template declarations of interest checklist

Under the Health and Social Care Act 2012, there is a legal obligation to manage conflicts of interest appropriately. It is essential that declarations of interest and actions arising from the declarations are recorded formally and consistently across all CCG governing body, committee and sub-committee meetings. This checklist has been developed with the intention of providing support in conflicts of interest management to the Chair of the meeting- prior to, during and following the meeting. It does not cover the requirements for declaring interests outside of the committee process.

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| **Timing** | **Checklist for Chairs** | **Responsibility** |
| **In advance** **of the meeting** | 1. **The agenda** to include a standing item on declaration of interests to enable individuals to raise any issues and/or make a declaration at the meeting.
2. A **definition of conflicts of interest** should also be accompanied with each agenda to provide clarity for all recipients.
3. **Agenda** to be circulated to enable attendees (including visitors) to identify any interests relating specifically to the agenda items being considered.
4. **Members should contact the Chair** as soon as an actual or potential conflict is identified.
5. Chair to review a **summary report from preceding meetings** i.e., sub-committee, working group, etc., detailing any conflicts of interest declared and how this was managed.

**A template for a summary report** to present discussions at preceding meetings is detailed below. 1. A **copy of the members’ declared interests** is checked to establish any actual or potential conflicts of interest that may occur during the meeting.
 | Meeting Chair and secretariatMeeting Chair and secretariatMeeting Chair and secretariatMeeting membersMeeting Chair Meeting Chair  |
| **During the meeting** | 1. **Check and declare the meeting is quorate** and ensure that this is noted in the minutes of the meeting.
2. Chair requests **members to declare any interests in agenda** **items**- which have not already been declared, including the nature of the conflict.
3. **Chair makes a decision** as to how to manage each interest which has been declared, including whether / to what extent the individual member should continue to participate in the meeting, on a case-by-case basis, and this decision is recorded.
4. **As minimum requirement**, the following should be **recorded in the minutes of the meeting**:
* Individual declaring the interest;
* At what point the interest was declared;
* The nature of the interest;
* The Chair’s decision and resulting action taken;
* The point during the meeting at which any individuals retired from and returned to the meeting - even if an interest has not been declared.
* **Visitors in attendance** who participate in the meeting must also follow the meeting protocol and declare any interests in a timely manner.

 **A template for recording any**  **interests** **during meetings** is  detailed below.  | Meeting Chair Meeting ChairMeeting Chair and secretariatSecretariat |
| **Following the meeting** | 1. All **new interests declared** at the meeting should be promptly updated onto the declaration of interest form;
2. All new completed declarations of interest should be **transferred onto the register of interests.**
 | Individual(s) declaring interest(s)Designated person responsible for registers of interest |
| Template for recording any interests during meetings |  |  |
| **Report from <insert details of sub-committee/ work group>** |
| **Title of paper** | <insert full title of the paper> |
| **Meeting details** | <insert date, time and location of the meeting>  |
| **Report author and job title** | <insert full name and job title/ position of the person who has written this report> |
| **Executive summary** | <include summary of discussions held, options developed, commissioning rationale, etc.> |
| **Recommendations** | <include details of any recommendations made including full rationale><include details of finance and resource implications>  |
| **Outcome of Impact Assessments completed (e.g. Quality IA or Equality IA)** | <Provide details of the QIA/EIA. If this section is not relevant to the paper state ‘not applicable’> |
| **Outline engagement – clinical, stakeholder and public/patient:** | <Insert details of any patient, public or stakeholder engagement activity. If this section is not relevant to the paper state ‘not applicable’> |
| **Management of Conflicts of Interest** | <Include details of any conflicts of interest declared><Where declarations are made, include details of conflicted individual(s) name, position; the conflict(s) details, and how these have been managed in the meeting><Confirm whether the interest is recorded on the register of interests- if not agreed course of action>   |
| **Assurance departments/ organisations who will be affected have been consulted:** | <Insert details of the people you have worked with or consulted during the process :Finance (insert job title)Commissioning (insert job title)Contracting (insert job title)Medicines Optimisation (insert job title)Clinical leads (insert job title)Quality (insert job title)Safeguarding (insert job title)Other (insert job title)>  |
| **Report previously presented at:** | <Insert details (including the date) of any other meeting where this paper has been presented; or state ‘not applicable’> |
| **Risk Assessments** | <insert details of how this paper mitigates risks- including conflicts of interest> |

## Template to record interests during the meeting.

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| **Meeting** | **Date of Meeting** | **Chairperson (name)** | **Secretariat (name)** | **Name of person declaring interest** | **Agenda Item** | **Details of interest declared** | **Action taken** |
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