



GIG
CYMRU
NHS
WALES

Iechyd Cyhoeddus
Cymru
Public Health
Wales

Reference Number: PHW05
Version Number: v3
Date of next review: 30-Nov-2020

DECLARATIONS OF INTERESTS, GIFTS, HOSPITALITY AND SPONSORSHIP POLICY

Policy Statement

Public Health Wales has a zero tolerance policy on bribery and corruption. It is committed to ensuring that its employees and Non-Executive Directors practice the highest standards of conduct and behaviour. This policy sets out those expectations and signposts the reader to related procedures and guidance so that all employees and Non-Executive Directors are supported in delivering that requirement.

Policy Commitment

The aim of this policy is to ensure that Public Health Wales is open, transparent and honest in the way it conducts its business. It also aims to ensure that Public Health Wales safeguards against conflict or potential conflict between private interests and public duties of members of staff and our Non-Executive Directors.

This policy re-states and builds on the provisions included in Public Health Wales Standing Orders. It re-emphasises the commitment of the organisation to ensure that it operates to the highest standards, the roles and responsibilities of those employed by the organisation and the arrangements for ensuring that declarations can be made. It extends to the acceptance of gifts, hospitality, and sponsorship, preferential treatment in private transactions, and loyalty schemes as an incentive for entering into business transactions.

Under this policy, Public Health Wales is required to:

- Outline the standards of conduct expected of all Public Health Wales staff (including those working in hosted bodies) and Non-Executive Directors, regarding private interests and their interface with public service duties;
- Provide a mechanism for interests to be declared, recorded and monitored;
- Provide a mechanism for declaring, recording and monitoring gifts, hospitality and sponsorship;
- Provide a mechanism for declaring and recording sponsorship of corporate events; and
- Ensure that the declaration of interests register is regularly updated and published in accordance with the requirements of the Freedom of Information Act.

Standards of behaviour

The Welsh Government's *Citizen-Centred Governance Principles* apply to all public bodies in Wales. These principles integrate all aspects of governance and embody the values and standards of behaviour expected at all levels of public services in Wales.

“Public service values and associated behaviours are, and must be at the heart of the NHS in Wales.”

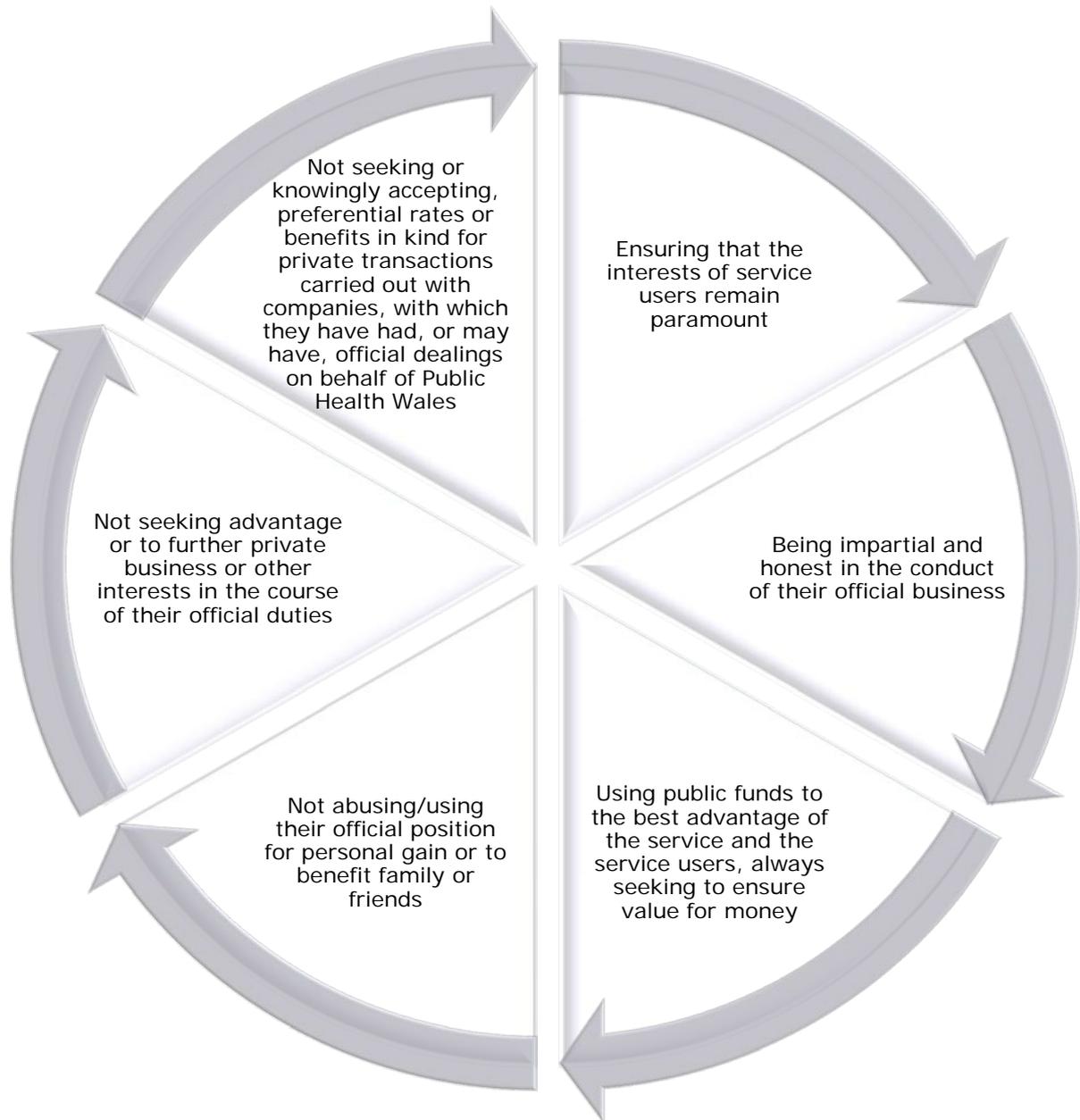
The Board is strongly committed to Public Health Wales being value-driven, rooted in the *Seven Principles of Public Life*. The *Seven Principles of Public Life*, also known as *The Nolan Principles*, form the basis of Public Health Wales' Standards of Behaviour requirements for its Board members and staff.

The *Seven Principles of Public Life* are:

Selflessness	• Individuals should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or friends
Integrity	• Individuals should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties
Objectivity	• In carrying out public business, including making public appointments, awarding contracts, recommending individuals for rewards and benefits, choices should be made on merit
Accountability	• Individuals are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate for their position
Openness	• Individuals should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it
Honesty	• Individuals have a duty to declare any private interests relating to their duties and to take steps to resolve any conflicts arising in a way that protects the public interest
Leadership	• Individuals should promote and support these principles by leadership and example

The Board expects all Board members and staff to practice high standards of corporate and personal conduct, based on the recognition that the needs of Service Users must come first.

In support of these principles, Board members and staff must be impartial and honest in the way that they go about their day to day functions. They must remain beyond suspicion at all times. They can achieve the *Seven Principles of Public Life* by:



Supporting Procedures and Written Control Documents

This policy will be supported by the [Declarations of Interest, Gifts, Hospitality and Sponsorship Procedure](#). The procedure provides a framework to ensure that conflict or potential conflict of private interests and public duties of staff and Non-Executive Directors should not occur. It outlines the standards of conduct expected of all Public Health Wales staff, including Non-Executive Directors, regarding private interests as they relate and interface with public service duties. The procedure also provides a mechanism for Public Health Wales and guidance for staff in relation to declaring, recording and monitoring interests, gifts, hospitality and sponsorship.

This policy should also be read in conjunction with the following documents:

- [Concerns, Complaints and Claims Handling \(Putting Things Right\) Policy](#)
- [Counter Fraud Policy](#)
- [Disciplinary Policy and Procedure](#)
- [Procedure for NHS Staff to Raise Concerns](#)
- [Public Health Wales Standing Orders and Reservation and Delegation of Power](#)

There are other relevant Public Health Wales people policies that provide for elimination of conflicts of interest in other situations e.g. guidance governing appointment panels.

The need to establish and maintain a process for the declaration of interests, gifts, hospitality, honoraria and sponsorship is referred to in the following guidance and legislation:

- *Bribery Act 2010*
- *Standards of Business Conduct (DGM(93)84) and Code of Conduct and Accountability WHC(2006)90*
- *The NHS and Sponsorship by the Pharmaceutical Industry WHC (2005) 016*
- *Public Health Wales National Health Service (Membership and Procedures) Regulations 2009*
- *Equality Act 2010*
- *Managing Welsh Public Money, 2016*
- *Public Health Wales Standing Orders and Reservation and Delegation of Power*
- *The Association of British Pharmaceutical Industry (ABPI) (2016) Code of Practice for the Pharmaceutical Industry*

This policy and supportive procedure has been developed in accordance with the requirements of the above.

Scope

This policy applies to all staff, including secondees, those with honorary contracts, agency workers, Non-Executive Directors, and those working in or with bodies hosted by Public Health Wales.

This policy includes declarations of interest, gifts, hospitality and sponsorship. Interests which should be declared include:

Financial interests:

Where an individual may get direct financial benefit from the consequences of a decision they are involved in making

Non-financial professional interests:

Where an individual may obtain a non-financial professional benefit from the consequences of a decision they are involved in making, such as increasing their professional reputation or promoting their professional career.

Non-financial personal interests:

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, because of decisions they are involved in making in their professional career.

Indirect interests:

Where an individual has a close association with another individual who has a financial interest, a non-financial professional interest or a non-financial personal interest and could stand to benefit from a decision they are involved in making.

Note: An interest may also be relevant for the purposes of this policy if there is "perceived" benefit.

This policy does not cover research and development projects by commercial companies. All research sponsored by commercial companies, including the pharmaceutical industry, must undergo assessment by Public Health Wales' internal research and development approval process and NHS approvals as appropriate.

Gifts, hospitality and sponsorship are defined below

• **Hospitality** is defined as the provision of beverages, meals, accommodation, travel, entertainment (i.e. an invitation or ticket to a sporting event or theatre) or entry to an event or conference, regardless of whether provided during or outside normal working hours.



• **Sponsorship** is an offer of funding to an individual, team or to Public Health Wales from an external source, whether in cash, goods, services or benefits. It could include an offer to sponsor a research or operational post, staff training, attendance at a conference, costs associated with meetings, conferences or a working visit. The sponsorship may cover some or all of the costs.



• **A gift** is an item of value, given by a third party. Examples include vouchers, money, prizes in draws and raffles at sponsored events and any other item of value.



This list is not exhaustive and offers of other benefits, goods or services will need to be considered on a case by case basis.

Equality and Health Impact Assessment	Equality and Health Impact Assessment undertaken. Document available at http://howis.wales.nhs.uk/sitesplus/888/page/54694
Approved by	
Approval Date	
Review Date	
Date of Publication:	
Group with authority to approve supporting procedures	Board
Accountable Executive Director/Director	Board Secretary and Head of Corporate Governance
Author	Corporate Governance Team

Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or [Corporate Governance](#).

Summary of reviews/amendments				
Version number	Date of Review	Date of Approval	Date published	Summary of Amendments
1	N/A	17 October 2011	17 October 2011	New policy
2	January 2017	26 January 2017	26 January 2017	Public Health Wales address has been updated from 14 Cathedral Road to Capital Quarter 2 Reference to Whistleblowing policy in paragraph 1 amended to 'Procedure for NHS Staff to Raise a Concern'. Sentence added to paragraph

				<p>5.4 to reiterate the need to declare, even if there is doubt.</p> <p>Paragraph added to section 5.4.1 about the pharmaceutical industry code of practice.</p> <p>Reference to HR Officer amended to HR Business Partner in section 6.2</p> <p>'members of the Executive Team' added to paragraph 6.3.2</p> <p>Reference to 'staff e-bulletin' changed to 'staff news' in paragraph 10</p>
3	August 2017	30 November 2017	19 December 2017	<p>Extensive amendments made to policy. High level policy statement identified. Detailed information and guidance, which appeared in original policy, has been moved to a supporting, more detailed, procedure, which accompanies this policy.</p> <p>Inclusion of suggested amendments received during consultation</p>