

APPENDIX 1 – INTEREST DECLARATION FORM

INTEREST DECLARATION FORM *(for all interests, gifts, hospitality and sponsorship)*

Name	Role	Description of Interest	Relevant Dates		Comments
			From	To	
Mr John Smith	Senior Policy Manager	Hospitality received - £95 from Organisation Z to pay for travel to speak at conference on Managing Conflicts of Interest on 21/03/2020	21/06/2020	21/06/2020	Approval to attend event and accept hospitality given by Mary Baker, Head of Unit

Please see below for information on how to populate the above boxes

I **do / do not** [delete as applicable] give my consent for this information to published on registers that DBTH holds.

If consent is **NOT** given please give reasons below:

I understand that it is a serious offence to make or conspire to make any false statement on this form or to withhold any relevant information, and that such an offence could lead to disciplinary action and I may be liable for criminal prosecution and/or civil recovery proceedings. I consent to disclosure of information from this form to and by the Trust with NHS Counter Fraud Specialists for the purpose of verification, prevention, detection and prosecution of fraud.

Signed:

Date:

GUIDANCE NOTES FOR COMPLETION OF INTEREST DECLARATION FORM

Name and Role:	Insert your name and your position/role in relation to the Trust
Description of Interest:	Provide a description of the interest that is being declared. This should contain enough information to be meaningful (e.g. detailing the supplier of any gifts, hospitality, sponsorship, etc.). That is, the information provided should enable a reasonable person with no prior knowledge should be able to read this and understand the nature of the interest.
Types of interest:	<p>Financial interests - This is where an individual may get direct financial benefits from the consequences of a decision they are involved in making</p> <p>Non-financial professional interests - This is 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 status or promoting their professional career</p> <p>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, because of decisions they are involved in making in their professional career</p> <p>Indirect interests - This is 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 who would stand to benefit from a decision they are involved in making</p> <p>Gifts - Defined as any item of cash or goods, or any service, which is provided for personal benefit at less than its commercial value.</p> <p>Hospitality - Defined as meals and or drinks, visits, entertainment, lecture courses organised etc. provided or offered by suppliers/potential suppliers.</p> <p>Sponsorship - Defined as including: NHS funding from an external source, including funding of all or part of the costs of a member of staff, NHS research, staff training, pharmaceuticals, equipment, meeting rooms, costs associated with meetings, meals, gifts, hospitality, hotel and transport costs (including trips abroad), provision of free services (speakers), buildings or premises.</p>
Benefit:	A benefit may arise from both a gain or avoidance of a loss.
Relevant Dates:	Detail here when the interest arose and, if relevant, when it ceased
Comments:	This field should detail any action taken to manage an actual or potential conflict of interest. It might also detail any approvals or permissions to adopt certain course of action

Once complete this form should be sent marked **Private & Confidential** to:

EPR
Trust Board Office
Doncaster Royal Infirmary
Armthorpe Road
Doncaster
DN 2 5LT