



<b>MEETING TITLE</b> Trust Board Meeting in Public		<b>MEETING DATE</b> 26/03/2013	
<b>TITLE of PAPER</b>	Business Conduct for Staff – Interests, Gifts, Hospitality, and Sponsorship Policy	<b>PAPER REF</b>	5.9
<b>STRATEGIC OBJECTIVE</b>	To provide services which exceed patient and commissioner expectations		
<b>PURPOSE OF THE PAPER</b>	The purpose of the paper is to: a) Provide the Trust Board with assurance of probity in the management of YAS' Policy for Business Conduct for Staff – Interests, Gifts, Hospitality, and Sponsorship; b) Seek approval of the record, at Appendix A, as a true representation of the Register of Declaration of Interests for the Financial Year 2012/13.		
<b>For Approval</b>	<input checked="" type="checkbox"/>	<b>For Assurance</b>	<input checked="" type="checkbox"/>
<b>For Decision</b>	<input type="checkbox"/>	<b>Discussion/Information</b>	<input type="checkbox"/>
<b>AUTHOR / LEAD</b>	Anne Allen, Director of Corporate Affairs and Trust Secretary	<b>ACCOUNTABLE DIRECTOR</b>	Chief Executive
<b>PREVIOUSLY CONSIDERED BY</b>	<b>Committee/Group:</b> Senior Management Group	<b>Date:</b> 16/01/2013	
<b>RECOMMENDATION</b>	That the Trust Board: 1. Is assured of probity in the management of YAS' Policy for Business Conduct for Staff – Interests, Gifts, Hospitality, and Sponsorship; 2. Approves the record, at Appendix A, as a true representation of the Register of Declaration of Interests for the Financial Year 2012/13.		
<b>RISK ASSESSMENT</b>		<b>Yes</b>	<b>No</b>
<b>Corporate Risk Register and/or Board Assurance Framework amended</b> <i>If 'Yes' – expand in Section 4. / attached paper</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Resource Implications (Financial, Workforce, other - specify)</b> <i>If 'Yes' – expand in Section 2. / attached paper</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Legal implications/Regulatory requirements</b> <i>If 'Yes' – expand in Section 2. / attached paper</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Quality and Diversity Implications</b> <i>If 'Yes' – please attach to the back of this paper</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>

<b>ASSURANCE/COMPLIANCE</b>	
<b>Care Quality Commission Registration Outcome(s)</b>	14: Supporting workers Choose an item.
<b>NHSLA Risk Management Standards for Ambulance Trusts</b>	1: Governance

## **Yorkshire Ambulance Service NHS Trust: Business Conduct for Staff – Interests, Gifts, Hospitality, and Sponsorship Policy**

### **1. PURPOSE/AIM**

- 1.1 The purpose of the paper is two-fold: to provide the Trust Board with assurance of probity in the management of YAS' *'Policy for Business Conduct for Staff – Interests, Gifts, Hospitality, and Sponsorship'* [the Policy] and to seek approval of the record (at Appendix A) as a true representation of the *'Register of Declaration of Interests for the Financial Year 2012/13'* [the Register].

### **2. BACKGROUND/CONTEXT**

- 2.1 The NHS Code of Accountability and the Trust's Standing Orders\* require the Chief Executive to ensure that a *'Register of Interests'* is established and maintained, to formally record declarations of interest of Board or Committee members and Trust staff. In particular, the Register will include details of all directorships and other relevant and material interests (as defined in Section 6 of Standing Orders) which have been declared by both Executive and Non-Executive Trust Board members. Standing Orders also require: see 2.2, 2.3.
- 2.2 An employee of the Trust who has a pecuniary interest in an organisation with which the Trust associates or with which the Trust operates should declare such an interest in the corporate Register. Any declaration must be made in writing.
- 2.3 Declarations of interest will kept up to date by means of a minimum of an annual review of the Register in which any changes to interests declared during the preceding 12 months will be incorporated.
- 2.4 The Director of Corporate Affairs & Trust Secretary, supported by the PA to the Chairman, has recently been assigned responsibility for the above Policy and Register.
- 2.5 The Policy and Register has each been reviewed in light of guidance, best practice and internal developments (above) the recording of declaration of interests and in respect of gifts, hospitality or sponsorship. These records, for 2012/13, are now held in newly created electronic format (password protected) with previous years' records archived appropriately.
- 2.6 YAS staff has been reminded of their responsibilities under the Policy, in an article in 'Operational Update' (22 March 2013). The practice of reminders to staff will continue on a six-monthly basis.

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\* Standing Orders, Reservation and Delegation of Powers & Standing Financial Instructions, Revised May 2012

2.7 Standing Orders (as defined in section 6.4.3 of Standing Orders) require the Register to be available to the public and the Chief Executive to take reasonable steps to bring the existence of the Register to the attention of local residents and to publicise arrangements for viewing it.

2.8 The Audit Committee will review the Register at least annually.

### **3. PROPOSALS/NEXT STEPS**

3.1 An updated Policy (see 2.5) will be submitted for approval of the Senior Management Group, on 10 April 2013.

3.2 Following approval, the updated Policy will replace that currently available on YAS' intranet (HR Policies, Procedures & Strategies).

3.3 From 3 April 2013, the current Policy and Register of Declaration of Interests of members of the Trust Board will be published on the Trust's website, and kept up to date through a rolling programme of quarterly review. Similarly, in future, the Council of Governors' declarations of interest will be also be updated to the website.

3.4 Other declarations of interest will be available on request (and a statement to this effect appended to the relevant YAS website page).

### **4. RISK ASSESSMENT**

4.1 The Trust Board is required to demonstrate compliance with and good governance of its Standing Orders including the Policy and Register under consideration.

### **5 RECOMMENDATIONS**

It is recommended that the Trust Board:

1. Is assured of probity in the management of YAS' Policy for Business Conduct for Staff – Interests, Gifts, Hospitality, and Sponsorship;
2. Approves the record, at Appendix A, as a true representation of the Register of Declaration of Interests for the Financial Year 2012/13.

### **6. APPENDICES/BACKGROUND INFORMATION**

Appendix A: Declaration of Interests for the Financial Year 2012/13