



AGENDA ITEM

2.1.4

CTM BOARD

**AMENDMENT TO THE STANDARDS OF BEHAVIOUR FRAMEWORK
POLICY – DECLARATION OF GIFTS, HOSPITALITY, SPONSORSHIP &
HONORARIA**

Date of meeting

26/11/2020

FOI Status

Open/Public

**If closed please indicate
reason**

Not Applicable - Public Report

Prepared by

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Presented by

George Galletly, Director of Corporate
Governance

Approving Executive Sponsor

Director of Corporate Governance

Report purpose

FOR APPROVAL

**Engagement (internal/external) undertaken to date (including
receipt/consideration at Committee/group)**

Committee/Group/Individuals

Date

Outcome

MANAGEMENT BOARD

19.08.2020

SUPPORTED

AUDIT & RISK COMMITTEE

19.10.2020

ENDORSED FOR BOARD
APPROVAL

ACRONYMS

CTM

Cwm Taf Morgannwg



1. SITUATION/BACKGROUND

- 1.1 In accordance with Standing Orders, and more specifically the Standards of Behaviour Framework Policy, the Director of Corporate Governance has delegated responsibility for ensuring a 'Register of Gifts, Hospitality, Sponsorship and Honoraria' is established and maintained as a formal record.
- 1.2 The purpose of this report is to seek Board support to reinstate the requirement to declare gifts, hospitality and sponsorship and consider and endorse the following changes to the Standards of Behaviour Framework Policy.
- A revised declaration form for Gifts, Hospitality, Sponsorship & Honoraria
 - Increased reporting to Management Board and Audit & Risk Committee

Each of these areas are explored further in section 2.

2. SPECIFIC MATTERS FOR CONSIDERATION BY THIS MEETING (ASSESSMENT)

2.1 Reinstate the requirement to declare gifts and donations

In April 2020, the Health Board supported a variation in Standing Orders and the Standards of Behaviour Framework Policy to suspend the requirement to declare gifts/donations being received in response to Covid-19. As the Health Board progresses its Resetting CTM Framework it is considered timely to reinstate the requirement for staff to declare gifts, donations, hospitality and sponsorship, however this will be monitored to ensure that the requirement to declare does not present an additional burden to staff at a time where there has been a resurgence in infections relating to the Covid-19 pandemic.

2.2 Revised Declaration Form for Gifts, Hospitality, Sponsorship & Honoraria

To coincide with reinstating the requirement to declare, the form included at Appendix 1a, strengthens the current process by capturing further detail around the nature of any declarations. For comparison purposes the current form in use in the Health Board is included at Appendix 1b.

2.3 Increased reporting to Management Board and Audit & Risk Committee

The current process is to receive an annual report to the Audit & Risk Committee detailing the gifts and donations offered/received during

a 12 month period. It is proposed that this is undertaken on a more frequent basis for increased assurance and scrutiny.

It is suggested that the frequency is increased to quarterly with a report firstly received at the Management Board and then the Audit & Risk Committee thereafter. This is consistent with the process recently supported for the Declarations of Interest.

3. KEY RISKS/MATTERS FOR ESCALATION TO BOARD/COMMITTEE

- 3.1 The requirement to reinstate declarations along with the new form, (in hard copy and an online form via SharePoint), will be launched with communication being issued via the CTM Daily Staff Brief, included in corporate induction and other mechanisms as considered appropriate to ensure Health Board wide promotion.
- 3.2 A dedicated page on SharePoint for the Declarations of Interests, Gifts, Hospitality, and Sponsorship & Honoraria is being developed to support the process and provide easy access to the forms and guidance to support their completion.

4. IMPACT ASSESSMENT

Quality/Safety/Patient Experience implications	Yes (Please see detail below)
	The Register and Declaration of Interests, Gifts, Hospitality and Sponsorship is the method by which the Health Board safeguards against conflict or potential conflict of interest
Related Health and Care standard(s)	Governance, Leadership and Accountability
	If more than one Healthcare Standard applies please list below:
Equality impact assessment completed	Not required
Legal implications / impact	There are no specific legal implications related to the activity outlined in this report.
Resource (Capital/Revenue £/Workforce) implications / Impact	There is no direct impact on resources as a result of the activity outlined in this report.
Link to Main Strategic Objective	To provide strong governance and assurance



Link to Main WBFM Act Objective	Service delivery will be innovative, reflect the principles of prudent health care and promote better value for users

5. RECOMMENDATION

5.1 The Board are asked to **APPROVE** the following:

- Reinstate the requirement to declare gifts, hospitality and sponsorship with the caveat this will be kept under review in light of the pressures presented by the response to the Covid-19 pandemic and donations received in that context.
- The changes to the Standards of Behaviour Framework Policy in relation to the management of the Register of Interests process:
 - A revised Declaration form for implementation Increased reporting to Management Board and Audit & Risk Committee