



## Trust Board

**Date of Meeting:** 7<sup>th</sup> June 2019

**Report Title:** Year End Governance Compliance Report

Agenda reference Number	21/0619 (21.1)
Reason for Being Heard in Confidential Session	N/A
Accountable Executive Director (AED)	Paul Roberts, Chief Executive Officer
Presenter (if not AED)	Gillian Steels, Trust Secretary
Author(s)	Gillian Steels, Trust Secretary
Board action required	To note
Previously considered by	None
Appendices	

### Executive Summary:

This report provides the Board with assurance on compliance with statutory register maintenance relating to:

- Register of Declaration of Interests (Directors)
- Register of Declaration of Interests (all Budget Holders)
- Register of Fit and Proper Persons Test
- Register of Gifts and Commercial Sponsorship
- Register of Seals

### Recommendations:

The Board is asked to:

- 1) **RECEIVE** this report.
- 2) **NOTE** that the registers detailed above are being held, maintained and updated as required in line with statutory requirements and good practice.

Related Trust Objectives	1,5
Risk Implications	No risks identified
Quality/Equality Impact Assessment (QEIA) Requirements/Implications	No equality implications identified
Financial Implications	No finance implications identified
Legal/Regulatory Implications	No legal or regulatory implications identified

# Year End Governance Compliance Report

## 1 Introduction and Purpose

To provide the Board with assurance that statutory governance compliance is being maintained.

## 2 Register of Declaration of Interests

The NHS Code of Accountability requires Board members to declare interests which are relevant and material to the NHS Board of which they are a member.

It is also a requirement that budget holders declare any interests that they have which may conflict with the interests of the Trust itself.

The following registers have been updated for 2019/20

- Register of Declaration of Interests (Directors)
- Register of Declaration of Interests (all Budget Holders)

For Board Members the following processes are in place, equivalent processes are in place for staff if required.

- Declarations made during the course of Board meetings are recorded in the Trust Board minutes. Any changes in interests are declared at the next Board meeting following the change and recorded in the minutes of that meeting.
- Board members' directorships of companies likely or possibly seeking to do business with the NHS are signposted in the statutory Annual Report & Accounts.
- Conflicts which arise during the course of a meeting are declared and if established, the Board member concerned should withdraw from the meeting and play no part in the relevant discussion or decision.

Declarations of Interest have been completed by all Board Members and Budget holders in line with the revised statutory guidance on managing conflicts of interest, which came into force 1 June 2017 for NHS Trusts.

This register for Board members is available on the public website under the "our publications" section.

### 3. Register of Fit and Proper Person Test

Since 27 November 2014, all NHS bodies that are required to register with the Care Quality Commission (CQC) must consider the fit and proper person requirements when making appointments to director level positions. A person's continued fitness should be assessed as part of the existing appraisal process. Following further guidance from the CQC in March 2018 all Board members all have also completed an Enhanced Disclosure and Barring Service (DBS) check.

All Board members have completed the Fit and Proper Person Declaration for 2019/20.

### 4. Register of Gifts and Commercial Sponsorship

The revised guidance on Managing Conflicts of Interest in the NHS came into force on 1<sup>st</sup> June 2017 and there is also increased public scrutiny in this area with the Association of the British Pharmaceutical Industry publishing records of gifts and hospitality given by their members to NHS organisations and staff.

The Trust's Gifts and Commercial Sponsorship forms are completed, recorded on the register and then authorised (if suitable) by the Director of Nursing or Medical Director for all applications.

### 5. Register of Seals

The common Seal of the Trust is primarily used to seal legal documents such as transfers of land, lease agreements. The seal has been used 7 times in 2018/19 in line with the Standing Orders.

### 6. Conclusion and Recommendations

The Board is asked to:

- 1) **RECEIVE** this report.
- 2) **NOTE** that the registers detailed above are being held, maintained and updated as required in line with statutory requirements and good practice.