

DECLARATION OF INTEREST

Under the Health and Social Care Act 2012, there is a legal obligation to manage conflicts of interest appropriately. It is essential that declarations of interest and actions arising from the declarations are recorded formally and consistently across NAPB meetings.

This checklist has been developed with the intention of providing support in conflicts of interest regarding management to the Chair of the meeting – prior to, during and following the meeting. It does not cover the requirements for declaring interests outside of the process.

Timing	Checklist for Chairs	Responsibility
In advance of the meeting	1. The agenda to include a standing item on declaration of interests to enable individuals to raise any issues and/or make a declaration at the meeting.	Chair/Leads
	2. A definition of conflicts of interest should also be accompanied with each agenda to provide clarity for all recipients.	Autism Administrator
	3. Agenda to be circulated to enable attendees (including visitors) to identify any interests relating specifically to the agenda items being considered.	Chair/Leads with Autism Administrator
	4. Members should contact the Chair as soon as an actual or potential conflict is identified.	Meeting members
	5. Chair to review a summary report from preceding meetings i.e. sub-committees, working groups, etc., detailing any declared conflicts of interest and how these were managed.	Chair/Leads

	NOTE: A template for a summary report to present discussions at preceding meetings is detailed below.	
	6. A copy of the members' declared interests will be checked to establish any actual or potential conflicts of interest that may occur during the meeting.	Chair/Leads with Autism Administrator

Timing	Checklist for Chairs	Responsibility
During the meeting	7. Check and declare the meeting is quorate and ensure that this is noted in the minutes of the meeting.	Chair/Lead
	8. Chair requests members to declare any interests in agenda items which have not already been declared, including the nature of the conflict.	Chair/Lead
	9. Chair decides to how to manage each declared interest , including whether and to what extent the individual member should continue to participate in the meeting, on a case-by-case basis. This decision is recorded.	Chair/Leads Autism Administrator
	10. As a minimum requirement , the following should be recorded in the minutes of the meeting : <ul style="list-style-type: none"> • Individual declaring the interest. • At what point the interest was declared. • The nature of the interest. • The Chair's decision and resulting action taken. • The point during the meeting at which any individuals retired from and returned to the 	Chair/Leads Autism Administrator

	<p>meeting - even if an interest has not been declared.</p> <ul style="list-style-type: none"> • Any visitors in attendance who participate in the meeting must also follow the meeting protocol and declare any interests in a timely manner. 	
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Timing	Checklist for Chairs	Responsibility
Following the meeting	11. All new interests declared at the meeting should be promptly updated onto the declaration of interest form.	Individual(s) declaring interest(s)
	12. All new completed declarations of interest should be transferred onto the register of interests.	Autism Administrator

Template for recording any interests during the meeting

Title of paper	<i>Insert full title of the paper.</i>
Meeting details	<i>Insert date, time and location of the meeting.</i>
Report author and job title	<i>Insert full name and job title/ position of the person who has written this report.</i>
Executive summary	<i>Include summary of discussions held, options developed, commissioning rationale, etc.</i>
Recommendations	<i>Include details of any recommendations made including full rationale. Include details of finance and resource implications.</i>
Outcome of Impact Assessments completed (e.g. Quality IA or Equality IA)	<i>Discuss with NAPB Co-Chairs or Working Group Leads and provide details of the QIA/EIA. If this section is not relevant to the paper state 'not applicable'.</i>
Outline engagement – clinical, stakeholder and public/patient	<i>Insert details of any patient, public or stakeholder engagement activity. If this section is not relevant to the paper state 'not applicable'.</i>
Management of Conflicts of Interest	<i>Include details of any conflicts of interest declared. Where declarations are made, include details of conflicted individual(s) name, position; the conflict(s) details, and how these have been managed in the meeting. Confirm whether the interest is recorded on the register of interests- if not agreed course of action.</i>

<p>Assurance departments/ organisations who will be affected have been consulted:</p>	<p><i>Insert details of the people you have worked with or consulted during the process:</i></p> <ul style="list-style-type: none"> • <i>Finance (insert job title)</i> • <i>Commissioning (insert job title)</i> • <i>Contracting (insert job title)</i> • <i>Medicines Optimisation (insert job title)</i> • <i>Clinical leads (insert job title)</i> • <i>Quality (insert job title)</i> • <i>Safeguarding (insert job title)</i> • <i>Other (insert job title)</i>
<p>Report previously presented at:</p>	<p><i>Insert details (including the date) of any other meeting where this paper has been presented; or state 'not applicable'.</i></p>
<p>Risk Assessments</p>	<p><i>Insert details of how this paper mitigates risks- including conflicts of interest.</i></p>