

CLINICAL COUNCIL

FOR EYE HEALTH COMMISSIONING

Declaration of interests policy for the Clinical Council for Eye Health Commissioning

Introduction

The Clinical Council needs to have in place principles and procedures for minimising, managing and registering potential conflicts of interest that could be deemed or assumed to affect the decisions made by those involved in the business of the Clinical Council.

The Clinical Council members covered by this policy should not allow their judgement or integrity to be compromised. They should be, and be seen to be, honest and objective in the exercise of their duties and should understand fully their role and responsibilities as set out in the terms of reference. Clinical Council members should follow the Seven principles of public life as set out by the Committee on Standards in Public Life:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership.

All members should act and take decisions in the best interest of the public. Once the Clinical Council has taken a decision, all members should support that decision in the spirit of collective responsibility.

This declaration of interests policy will be applicable to members of the Clinical Council and any committees or groups established by the Clinical Council. This also includes temporary and co-opted members.

Disclosure of interests

Clinical Council members are not required to declare all interests they may have outside the Clinical Council, but rather those interests that relate to or could impact on the Clinical Council's business. Clinical Council members should register all relevant interests and should also declare any personal interest when dealing with or discussing a matter to which it is pertinent.

Clinical Council members are required to declare any personal interest in any matter of Clinical Council business that may directly or indirectly give rise to a conflict or a potential for conflict of interest or duty. A Clinical Council member is considered to have a personal interest in a matter of Clinical Council business where that member or any relevant person and/or close association (see next paragraph for definition) to the Clinical Council member:

- is a director (including non-executive directorships), shareholder, partner or employee or otherwise has a position of ownership (all or part), control or management of a Private Company or PLC that is affected by eye health commissioning or may be affected by the decisions of the Clinical Council
- is involved in any work or employment with health bodies or related organisations

- holds a position of authority within a charity or voluntary organisation in the health and social care field
- is likely to make a financial gain, or avoid a financial loss, through the matter
- has an interest in the outcome of a matter that is distinct from the Clinical Council's interest
- has a financial or other incentive to favour the interest of another party or group over the interests of the Clinical Council.

A relevant person and/or close association includes a member's family or someone with whom the Clinical Council member is in regular contact with over a period of time so that person is more than an acquaintance. Family refers to a spouse or partner living in the same residence as the member, children for whom the member is legally responsible, and adults for whom the member or employee is legally responsible (for example, an adult whose full power of attorney is held by the individual).

When first appointed to the Clinical Council, members will be asked to read and comply with this policy and complete and sign a declaration of interests form. A register of interests will be held by the Clinical Council secretariat to record declarations. Clinical Council members will be required to ensure that entries relating to them in the register of interests are accurate, complete and kept up to date.

Clinical Council members will declare interests where appropriate during the course of their duties and must notify the Clinical Council secretariat immediately or at the earliest opportunity of any changes to the information disclosed. Following any changes in circumstances, Clinical Council members will be asked to complete and sign a new declaration of interests form if relevant.

The register of interests will set out:

- names of individuals and details of the interest which were declared on appointment, as the interest first arises and as any new interests are declared; and
- names of individuals who have declared interests at meetings giving dates, details of the interest declared and whether the Clinical Council member took part in the relevant part of the meeting.

The register of interests will be reviewed formally by the Clinical Council yearly. The register of interests will be published on the websites of the College of Optometrists and Royal College of Ophthalmologists.

When a declared interest ceases to be relevant, the respective Clinical Council member will inform the Clinical Council secretariat so that it can be removed from the register.

Annex A Declaration of interest form

Please identify any actual or potential personal interests that may arise as a consequence of your role as a member of the Clinical Council in line with the policy attached then return it to stuart.holland@college-optometrists.org by 1 July 2013.

Name:

Name of organisation you represent on the Clinical Council:

Type of organisation you represent on Clinical Council (e.g. charity, professional body, private company):

Date:

List of interests

Organisation	Position	Any other interest

Any other information: