



## **Buckinghamshire, Oxfordshire, and Berkshire West Integrated Care Board (BOB ICB)**

### **Standards of Business Conduct Policy for Decision-Makers**

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## **1. Aims and Objectives**

This policy sets out the additional considerations and requirements that bear on decision-making staff. It must be read in conjunction with the ICB's conflict of Interest policy.

A certain category of ICB staff - decision-making staff - are subject to requirements additional to those set out in the Policy on conduct and managing conflicts of interest due to the nature of their role.

Decision-making staff are more likely to have influence on the use of taxpayers' money and concerned by the Bribery Act 2010 which makes it an offence to engage in bribery, ignore or prevent bribery.

## **2. Scope of this policy**

This policy applies to decision-making staff who are identified as

- Executive Directors
- Non-Executive Directors
- Members of the Senior Management Team
- All Budget Holders
- All staff under the ICB's Operational Scheme of Delegation who authorise or influence the procurement (or disposal) of goods or services.

## **3. Declaring interests**

### **3.1 Nil Return:**

In addition to the general requirement to identify and declare interests, decision Making Staff are required to pro-actively confirm a nil return annually.

### **3.2 Register of Interests:**

The ICB will maintain a Register of Interests for all declared interests from:

- Members of the Board and its committees and sub-committees
- All ICB employees

The Register of Interests is a public document available to the public on request under the Freedom of Information Act and is posted on the ICB's website.

## 4. Other interests

Certain other interests require reporting and registering by decision making staff but not staff in general.

### Guidance Table

Decision-makers	Description of interest	Course of action
<b>Directorships and/or Ownership Interests</b>	<p>Directorship or any remunerated role held in any company of any legal construct.</p> <p>Shareholding giving a controlling interest in any company of any legal construct.</p> <p>Any role in a not-for-profit company, business, partnership, or consultancy which is doing, or might be reasonably expected to do, business with their organisation</p>	<p>Declare</p> <p>Must provide description of the nature of the shareholding (and dates)</p> <p>Value or quantity of shareholding must be provided if controlling interest is present.</p>
<b>Shareholdings &amp; Ownership interests</b>	<p>Shareholdings in publicly listed, private or not-for-profit company, business, partnership or consultancy doing, or might be reasonably expected to do, business with the organisation.</p>	<p>Declare</p> <p>Must provide description of the nature of the shareholding (and dates)</p> <p>Value or quantity of shareholding not required.</p>
	<p>Shares or securities held in collective investment or pension funds or units of authorised unit trusts.</p>	<p>No need to declare</p>
<b>Loyalty Interests</b>	<p>Positions of authority and membership of groups in other NHS, commercial, professional, VCSE or body that could be seen as influencing NHS role</p>	<p>Declare</p>
	<p>Involvement with recruitment, management or business interests of close family members and relatives, close friends and associates, and business partners</p>	<p>Declare</p>

## 5. Management of Interests – Decision Making Committees and Groups

### 5.1 Definition

A Decision-Making Committee or Group is defined as:

- Any committee or group which is identified on the ICB's committee structure, and which has formal terms of reference
- Any working group, steering group or collective group by any name which is established by a committee or group as defined above

### 5.2 Principles and Practices:

Decision Making Committees and Groups must adopt the following principles and practices. They are also set out in Section 2 of the Conflicts of Interest policy (COIP):

	Description of rules
<b>Declaration of Interests on Agenda</b>	Have it as a standing agenda item for all meetings listed immediately after any special announcements, welcomes/apologies for absence and before items of formal business
<b>Members take personal responsibility for declaring material interests</b>	<b>In advance</b> of a meeting and on receipt of the agenda or <b>At the beginning</b> of each meeting or <b>During the meeting</b> should any unforeseen conflicts of interest arise
<b>Record interests identified and declared</b>	Must be recorded in the minutes / notes of the meeting (Section 5.3 of COIP)  If deemed material by the Chair a declaration must be made for inclusion in the ICB's register of interests
<b>Manage risks from conflicts of interest proportionately</b>	Use good judgement to decide amongst options for managing conflicts of interest set out in S4.3 of COIP,  Strike the right balance between exclusion of members with interest and the impact on the quality of decision-making
<b>Manage Chair's interests</b>	Adhere to procedure set out for dealing with situations where Chair and Vice Chair are conflicted
<b>Procurement transparency</b>	Procurement should be managed in an open and transparent manner  Records showing a clear audit trail of how conflicts of interests have been identified and managed to be kept