

**NHS DORSET CLINICAL COMMISSIONING GROUP
GOVERNING BODY MEETING
CCG GOVERNANCE ARRANGEMENTS**

Date of the meeting	16/01/2019
Author	C G Lakeman – Governing Body Secretary and General Counsel
Sponsoring Board member	S Hunter – Chief Finance Officer
Purpose of Report	To advise the Governing Body of proposed changes to the Standards of Business Conduct Policy.
Recommendation	The Governing Body is asked to approve the recommendations set out in the report.
Stakeholder Engagement	N/A
Previous GB / Committee/s, Dates	N/A

Monitoring and Assurance Summary

This report links to the following Strategic Principles	<ul style="list-style-type: none"> • Services designed around people • Preventing ill health and reducing inequalities • Sustainable healthcare services • Care closer to home 		
	Yes [e.g. ✓]	Any action required?	
		Yes Detail in report	No
All three Domains of Quality (Safety, Quality, Patient Experience)	✓		✓
Board Assurance Framework Risk Register	✓		✓
Budgetary Impact	✓		✓
Legal/Regulatory	✓		✓
People/Staff	✓		✓
Financial/Value for Money/Sustainability	✓		✓
Information Management & Technology	✓		✓
Equality Impact Assessment	✓		✓
Freedom of Information	✓		✓
I confirm that I have considered the implications of this report on each of the matters above, as indicated	✓		

Initials : CGL

1. Introduction

- 1.1 The CCG has a Standards of Business Conduct(incorporating Conflicts of Interest) Policy which details the procedures for managing conflicts of interest and gifts and hospitality.
- 1.2 One of the requirements of the revised conflicts of interest guidance is that CCGs undertake an annual audit of their conflicts of interest management as part of their internal audit plans.

2. Report

- 2.1 Arising from the recent annual Conflicts of Interest Internal Audit, the following templates have been included as Appendices to the Standards of Business Conduct (incorporating Conflicts of Interest) Policy:-
 - template declarations of interest checklist
 - template for recording minutes
 - template procurement checklist
 - template Register of procurement decisions and contracts awarded
- 2.2 In the interests of clarity, a link to the Managing Conflicts of Interest : Revised Statutory Guidance for CCGs 2017 document has also been included in paragraph 7.17 of the Policy.

3. Conclusion

- 3.1 The Governing Body is asked to **approve** the additions to the Policy as set out above.

Author's name and Title : Conrad Lakeman, Governing Body Secretary and General Counsel

Date : 7 January 2019

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APPENDICES	
Appendix 1	Standards of Business Conduct including Conflicts of Interest Policy