

## Maintaining the Registers of Interests for Directors and Governors

<b>For Use by:</b>	Legal Services Department
<b>For:</b>	Registering interests declared by Directors and Governors
<b>Division responsible for document:</b>	Corporate
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<b>Assessed and approved by the:</b>	<b>Audit Committee</b> <b>If approved by committee or Governance Lead Chair's Action; tick here <input type="checkbox"/></b>
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<b>Ratified by or reported as approved to (if applicable):</b>	Audit Committee
<b>To be reviewed before:</b> This document remains current after this date but will be under review	1 April 2025
<b>To be reviewed by:</b>	John Paul Garside
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<b>Compliance links: (is there any NICE related to guidance)</b>	<ul style="list-style-type: none"> <li>• NNUH - Code of Conduct for Directors and Governors</li> <li>• Fit &amp; Proper Persons (Directors) Policy</li> <li>• Conflicts of Interest and Business Conduct Policy</li> </ul>
<b>If Yes - does the strategy/policy deviate from the recommendations of NICE? If so why?</b>	No

Version Number	Date of Update	Change Description	Author
5	November 2021	Updating to reflect processes in place for monitoring compliance	JPG
6	March 2023	Reviewed – no changes	John Paul Garside

### This is a Controlled Document

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## **Maintaining the Registers of Interests for Directors and Governors**

### **(1) Background**

- (i) In accordance with the foundation trust model constitution, the Trust is required to maintain a Register of Interests for its Directors and another for its Governors.
- (ii) Responsibility for maintaining the Registers of Interests declared by Directors and Governors rests with the Board Secretary.
- (iii) A standard template for declaring interests has been established (as attached) and is made available to Directors and Governors by the Board Secretary on commencement in the Trust and subject to updating as detailed below.
- (iv) There shall be a standing item on meeting agendas where the directors and governors are present to allow for declarations to be made of any interests relevant to issues for discussion.

### **(2) Process to be followed**

The process to be followed in maintaining the Registers shall be:

- (i) on election or appointment each director or governor shall be required to complete the agreed template form for declarations of interest;
- (ii) interests declared shall be added to the relevant composite Register;
- (iii) on at least an annual basis, the composite Register shall be circulated amongst governors or directors, as relevant, to request updates and ensure there is collective 'sight' of interests declared;
- (iv) the duty to declare interests is a continuing one and interests notified to the Board Secretary between the annual checks shall be documented and the Register of Interests updated accordingly;
- (v) the current composite Registers shall be posted on Trust Docs and made publicly available on the Trust website.

### **(3) Monitoring compliance**

- (i) Completion of Declaration of Interests by each Board Director shall be checked as part of the annual Fit and Proper Person review process, in accordance with the Fit & Proper Person (Directors) Policy.
- (ii) An annual report shall be made to the Nominations & Remuneration Committee confirming updating and completion of the Registers by Directors and Governors;
- (iii) Compliance with the agreed Procedure for Maintaining Registers of Interests Declared by Directors and Governors shall be reported to the Audit Committee on an annual basis.

**DECLARATION OF INTERESTS  
 (by Governors and Directors)**

In accordance with good governance practice, members of the Board of Directors and Council of Governors are required to declare any interests that are 'relevant and material' to their role in the Trust. Both past and present interests may be 'relevant and material' and they may be considered to fall into six categories, as defined in the Trust's Constitution and set out in this form below.

All such interests should be declared if they are thought likely to give rise to a conflict of interest, or any reasonable perception of such a conflict. If there is any doubt about the relevance or materiality of an interest it should be discussed with the Chairman of the Trust.

In accordance with national guidance, declared interests will be held on a register which is available for public inspection.

When completed, please return this form to:

The Board Secretary  
 Legal Services Department  
 Norfolk & Norwich University Hospital  
 Colney Lane  
 Norwich NR4 7UY

Name: .....

Position or Anticipated Position in the Trust: .....  
 (e.g. Director, Non-Executive Director or Governor)

**Category 1 Directorships, including non-executive directorships, held in private companies or PLCs (with the exception of those of dormant companies or subsidiaries) undertaking or likely to undertake business with the NHS whether relating to clinical or support services.**

No                       Yes (please provide details, including relevant dates)

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**Category 2 Ownership or part-ownership of private businesses or consultancies undertaking or likely to undertake business with the NHS.**

No                       Yes (please provide details, including relevant dates)

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**Category 3. Majority or controlling share holdings in organisations undertaking or likely to undertake business with the NHS.**

No                       Yes (please provide details, including relevant dates)

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**Category 4. A position of authority in a charity or voluntary organisation in the field of health or social care or providing services to the NHS**

No                       Yes (please provide details, including relevant dates)

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**Category 5. Membership of any relevant clubs, societies or organisations whose purposes include:**

- **furthering the business or personal interests of their members; or**
- **campaigning on behalf of any special interest group in relation to health or social care .**

No                       Yes (please provide details, including relevant dates)

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**Category 6. To the extent not covered above, any other commercial, family or personal interest likely to give rise to an actual, or reasonably perceived, conflict of interest or otherwise considered relevant and material (e.g. holding political office or active participation in a political party).**

No                       Yes (please provide details, including relevant dates)

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**Signed:** ..... **Dated:** .....

**Please Print Name:** .....