

Maintaining the Registers of Interests for Directors and Governors

For Use by:	Legal Services Department
For:	Registering interests declared by Directors and Governors
Division responsible for document:	Corporate
Key words:	directors, governors, interests, register,
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Assessed and approved by the:	Audit Committee If approved by committee or Governance Lead Chair's Action; tick here <input type="checkbox"/>
Date of approval:	24 November 2021
Ratified by or reported as approved to (if applicable):	Audit Committee
To be reviewed before: This document remains current after this date but will be under review	15 December 2022
To be reviewed by:	John Paul Garside
Reference and / or Trust Docs ID No:	12945
Version No:	5
Compliance links: <i>(is there any NICE related to guidance)</i>	<ul style="list-style-type: none"> • NNUH - Code of Conduct for Directors and Governors • Fit & Proper Persons (Directors) Policy • Conflicts of Interest and Business Conduct Policy
If Yes - does the strategy/policy deviate from the recommendations of NICE? If so why?	No

Version Number	Date of Update	Change Description	Author
4	November 2020	Reviewed – no changes	John Paul Garside
5	November 2021	Updating to reflect processes in place for monitoring compliance	JPG

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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) The obligations on Directors and Governors to declare interests is detailed in the Code of Conduct for Directors and Governors – [Trust Docs ID: 10668](#)
- (iii) Responsibility for maintaining the Registers of Interests declared by Directors and Governors rests with the Board Secretary.
- (iv) 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. .
- (v) 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.