

## Declaration of Sponsorship (including Gifts/Hospitality/Entertainment)

Name: .....  
(in Block Capitals)

Job Title: .....

Directorate: .....

Nature of the Sponsorship Declared: (Please also state how acceptance of this will promote the interests of the NHS)

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Approximate value of sponsorship: .....

I hereby certify that the above declared sponsorship does not conflict in any way with my work for the Trust.

Signed: .....

Date: .....

***Unsure whether you need to declare gifts/hospitality/entertainment received? The relevant Clauses of the Business Conduct Policy and Procedures are printed overleaf. If still in doubt - DECLARE IT!***

**Please return this completed form to Joy Surtees, Trust Board Business Manager, Trust Management Offices, Mail point 018, SGH**

## **Extracts from Business Conduct Policy and Procedures**

- For the purposes of this document, commercial sponsorship is defined as including NHS funding from an external source, including funding of all or part of the costs of a member of staff, NHS research\*, staff, training, pharmaceuticals, equipment, meeting rooms, costs associated with meetings, meals, gifts, hospitality, hotel and transport costs (including trips abroad), provision of free services (speakers), buildings or premises.
- Staff must refuse sponsorship and personal gifts of any kind which might reasonably be seen to compromise your personal judgement or integrity.
- This declaration form must be completed for any personal sponsorship/gift worth more than £100 (or worth a total of over £500, if several small sponsorships/gifts are received from the same or closely related source in a 12 month period). Acceptance should only be in exceptional circumstances, e.g. where it would promote the interests of the NHS.
- Personal sponsorship/gifts, such as diaries or calendars, or small tokens of gratitude from patients or their relatives, can be accepted and do not need to be declared.
- Modest hospitality, provided it is normal and reasonable in the circumstances (for example, lunches in the course of working visits), may be acceptable, though it should be similar to the scale of hospitality which the Trust would be likely to offer, in line with its 'Hospitality Offered' Guidelines (see Appendix 3 of the Business Conduct Policy). If it's worth more than £100, details should be given on this form.
- Sponsorship by a pharmaceutical company must fully comply with the Medicine (Advertising) Regulations 1994 (regulation 21 'Inducements and hospitality'). See Appendix 5 of the Business Conduct Policy.
- Corporate sponsorship (e.g. for meetings/literature): if these are worth more than £100 (or worth a total of £500 if several small gifts are received from the same or closely related source in a 12 month period), the person responsible for obtaining the sponsorship must ensure that details are sent to the relevant CSM, for the Directorate Register of all such sponsorship. (This would not include sponsorship linked with a tendered product/service, which would be deemed to have already been declared in the tendering process).

\* As declarations of research should already have been made to the Trust's R&D Department (see Trust's R&D Policy), they are not required to be declared again on this form.

## Declaration of Interests

Name: .....  
(in Block Capitals)

Job Title: .....

Directorate: .....

Nature of the Interest Declared:

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Approximate level of payment/  
value of interest (as applicable):.....

I hereby certify that the above declared interest does not conflict in any way with my work for the Trust.

Signed: .....

Date: .....

***Unsure whether you need to declare an interest? The relevant clauses from the Summary Guide of the Business Conduct Policy and Procedures are printed overleaf. If still in doubt - DECLARE IT!***

**Please return this completed form to Joy Surtees, Trust Board Business Manager, Trust Management Offices, Mail Point 018, SGH**

**Extract from the Business Conduct Policy and Procedures:**

- Make sure you are not in a position where your private interests and work in the Trust may conflict.
- Declare to the Trust any relevant interests. If in doubt, ask yourself:
  - a) am I, or might I be, in a position where I (or my family/friends) could gain from the connection between my private interests and my employment?
  - b) could my outside interest be in any way detrimental to the Trust or to patients' interests?
  - c) do I have any other reason to think I may be risking a conflict of interest?