



## **DUDLEY SAFEGUARDING ADULTS BOARD** **REGISTER OF INTEREST POLICY**

### **1. Introduction**

The Chair, together with all Board members, both individually and collectively, share responsibility for the successful operation of the Safeguarding Adults Boards and determination of issues for consideration before them. The aim of this policy is to:

- Recognise that Independent Chairs and Board Members bring a wealth of experience that adds value and expertise which should not be inhibited.
- Enable any potential conflicts to be identified and managed in a proportionate way without getting in the way of the effective operation of the Safeguarding Adults Board.
- Promote transparency around Chair and Board Member personal or professional interests, memberships, current and previous organisational roles and relationships.
- Ensure that all decisions made by the Safeguarding Adults Board and discussion of issues before them are and can be seen to be free from any vested interests and any risk of actual or perceived bias resolved.

### **2. Purpose**

The Register of Interests Policy is a requirement which applies to members of the DSAB. All members are expected to act in the best interests of the Board at all times. It is a requirement that chairs and all board members should declare any conflict of interest that arises in the course of conducting Board business. The Board will maintain a register of member's interest to avoid any danger of Board members being influenced, or appearing to be influenced by their private interest in the exercise of their duties.

### **3. Underlying Principles**

The Chair and Board members are expected to demonstrate a commitment to and understanding of the Nolan Principles of Public Life:

Selflessness; Integrity; Objectivity; Selflessness; Integrity; Objectivity; Accountability; Openness; Honesty; and Leadership

### **4. Register of Interests**

A register of interests will be maintained. Chairs and Board Members will be required to register their interests on appointment using a standard form and in addition to any declaration made to their own organisation. This should be updated as needed.

Details of interests must be made in writing and sent to the Independent Chair who will record it in a register and acknowledge receipt of the declaration. The declaration must be made as soon as the Member is aware of the interest and/or the contract or proposed contract to which the interest relates.

The Chair and all Board Members should declare any interests at the outset of the Board meetings and whether there are any specific agenda items to which any declaration relates. All declarations must be recorded in the minutes

## **5. What to Declare**

All board members are expected to declare any interests which may be perceived to influence their judgement. Interests that should be registered and declared include:

- Financial relationships such as a contract of employment, consultancy, shareholdings, or receipt of fees with an organisation or business.
- Working Relationships that may involve or appear to involve bias, gain or advantage in terms of institutional or professional reputation from a decision.
- Personal relationships where a partner, close relative or friend is involved in or may benefit from a matter under consideration or knowledge of it.
- Other potentially relevant interests such as political activities, membership of voluntary or other organisations or unpaid work.
- Board Members cannot be involved in the award, management or monitoring of contracts on behalf of, or for the DSAB in which they have an interest.

Declarations of Interest will be a standing DSAB agenda item. Personal direct and indirect financial interests should normally include such interests of close family members. Indirect financial interests arise from connections with bodies which have a direct financial interest or from being a business partner of or being employed by a person with such an interest.

A direct financial interest arises where a Member or their partner, family member or close friend has a financial interest in a contract or proposed contract whether to their advantage or disadvantage, in which the DSAB is involved. An indirect financial interest may arise where an employee or their nominee or employee's partner holds securities or shares in a company. A non-financial interest may occur when a Member or their partner, family member or close friend has membership or association in a company, society, club or other body, trade union or voluntary body, or is employed by another person or company which has direct financial interests in any matter which is the subject of discussions/negotiations with the DSAB. Members involved in the award, management or monitoring of contracts should declare any personal interest to their agency and decide whether such an interest is deemed personal and or prejudicial.

## **6. Specific declarations**

There may be occasions where a conflict of interest would or would be likely to arise in relation to a specific matter before the Board which is not covered by declarations on the register. Such conflicts should be notified to the Chair without delay. The actual or perceived conflict will then be considered and a proposed approach agreed for determination at the meeting.

Where more than 50% of the members of a meeting are required to withdraw from a meeting or part of it, owing to the arrangements agreed for the management of conflicts of interests or

potential conflicts of interests, the chair (or deputy) will determine whether or not the discussion can proceed. In making this decision the chair will consider whether the meeting is quorate, in accordance with the number and balance of membership set out in the DSAB's Constitution.

Where the meeting is not quorate, owing to the absence of certain members, the discussion will be deferred until such time as a quorum can be convened. Where a quorum cannot be convened from the membership of the meeting, owing to the conflicts of interest or potential conflicts of interests, the chair of the meeting shall postpone the meeting. This decision must be recorded in the minutes.

## **7. Action in Response to Board Member Declarations**

There are three main courses of action available for use in proportion to the degree of actual or perceived risk of conflict, bias or undue influence that would or would be likely to arise. Following declaration they are:

*Normal participation* within the meeting, discussion or decision where the declared conflict is judged to be remote with little risk of direct impact or perceived bias and of which those present are by then fully aware.

*Continued participation and contribution to discussion* where the interest is non-pecuniary and/or has the potential to give rise to perceived bias or undue influence but to have no participation in the decision with the person asked to absent themselves from the meeting for that portion and to return only when concluded.

*Withdrawal from the meeting*, where there is a real or direct conflict of interest that would or would be likely to give rise to perceptions of bias, for consideration of the whole item on the agenda in question where the Board considers this appropriate.

The Chair would normally indicate the appropriate course to be taken.

## **8. Actions in response to Chair Declarations**

Where the chair of any meeting of the DSAB has a personal interest, previously declared or otherwise, in relation to the scheduled or likely business of the meeting, they must make a declaration and the deputy chair will act as chair for the relevant part of the meeting. Where arrangements have been confirmed for the management of the conflict of interests or potential conflicts of interests in relation to the chair, the meeting must ensure these are followed. Where no arrangements have been confirmed, the deputy chair may require the chair to withdraw from the meeting or part of it. Where there is no deputy chair, the members of the meeting will select one.

## **9. Recording**

Any declarations of interests, and arrangements agreed in any meeting of the DSAB will be recorded in the minutes.

## 10. Signing

All parties signing this document are required to adhere to principles and actions embedded into the DSAB constitution.

<i>Signed by individual Board member</i>	
<i>Name of organisation</i>	
<i>Date</i>	