



NHS Sutton CCG Patient Reference Group (PRG)

Conflict of Interest Policy

This policy sets out how the NHS Sutton Clinical Commissioning Group's Patient Reference Group (PRG) will manage conflicts of interest arising from volunteer member's involvements outside the group.

As a member of the Sutton PRG, you are required to act in the best interests of your Practice Patient Participation Group and the PRG. Inevitably, members of these groups have a wide range of interests in private, public and professional life and these interests could potentially, on occasions, conflict with those of the PRG.

Conflicts of interest may arise when an individual's concerns, judgements or actions, as a patient representative on the PRG, could actually, or be perceived to be, influenced or affected by their interests or obligations elsewhere.

In the interest of the PRG's credibility and integrity and to protect the individual member concerned, PRG representatives are therefore required to register any relevant outside interests and declare any potential conflicts of interest either as they arise, or at the earliest opportunity.

As the support organisation to the PRG, Healthwatch Sutton, will maintain a public register of member's interests and will require a written disclosure, by members, of interests that could potentially result in a conflict of interest. Healthwatch Sutton will hold the information which will be made available to the group as required.

A disclosure of interests and declaration of conflicts of interest, where appropriate, is a condition of active participation in the PRG.

Whilst a disclosed conflict of interest will not in itself bar the PRG member, from the discussion or decision making, they may be required to withdraw from the discussion or leave the room for the relevant part of the meeting.

Decisions regarding the member's inclusion in an item, where a conflict of interest has been declared, will be referred by the chair (or vice chair where it concerns the chair) a vote (show of hands) with a simple majority required for the decision.

If you fail to declare an interest that is known to the officers of the CCG, PRG and/or the support organisation (Healthwatch Sutton) then they may declare that interest.

Members will be asked to declare any conflicts of interest at the beginning of each PRG meeting, or when participating in any PRG activity. All decisions on a conflict of interest will be recorded by the minute taker and reported in the minutes of the meeting. The report will record: the nature and extent of the conflict, an outline of the discussion and the actions taken to manage the conflict.

GUIDANCE NOTES Completing the Declaration of Interests Form

WHO SHOULD COMPLETE THE FORM?

- All registered members of the Patient Reference Group

If you have no interests to declare, the form should be returned stating "NONE"

WHAT IS A CONFLICT OF INTEREST?

When someone's involvement in their personal or official life could improperly influence what they say or do in their duty or responsibility to another group or organisation.

WHAT INTERESTS SHOULD I DECLARE TO THE PRG?

Any involvements in your own or close family member's private, public or professional life that could influence or affect what you bring to the PRG.

Examples would include;

- you or a family member work in a local healthcare environment
- you or a close family member hold an official role, in an organisation that is involved in local healthcare or the commissioning of healthcare (eg a voluntary sector group which is or could be commissioned by a CCG)
- you have a financial/ business interest in any healthcare provider
- you or a close family member hold an official role within a political party, are an elected representative or planning to stand for election

(these examples may not cover all interests that should be declared)

WHAT WE DO NOT NEED TO KNOW

Any medical conditions or if you are a member of a PPG (unless the Chair) as this is assumed.

WHERE DO I SEND THE FORM WHEN IT IS COMPLETED?

- Paper copies may be posted to Healthwatch Sutton
- Printed copies may be scanned and emailed to prg@communityactionsutton.org.uk
- An email copy can be sent to prg@communityactionsutton.org.uk

Free post address; Freepost RRZE-KYKG-JBSH, Healthwatch Sutton, Granfers Community Centre,, 73 - 79 Oakhill Road, Sutton, SM1 3AA