

Bundle Audit & Risk Assurance Committee 23 June 2020

2.4 Report on the Adequacy of Arrangements for Declaring, Registering and Handing interests, Gifts, Hospitality, Honoraria and Sponsorship

Presenter: Joanne Wilson

SBAR Declarations ARAC June 2020

Appendix 1 - Register of Members Interests 2019/20

Appendix 2 - Register of Staffs Interests 2019/20

Appendix 3 - Register of Gifts 2019/20

Appendix 4 - Register of Hospitality Honoraria and Sponsorship 2019/20

**PWYLLGOR ARCHWILIO A SICRWYDD RISG
AUDIT AND RISK ASSURANCE COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	23 June 2020
TEITL YR ADRODDIAD: TITLE OF REPORT:	Report on the Adequacy of Arrangements for Declaring, Registering and Handling Interests, Gifts, Hospitality, Honoraria and Sponsorship 2019/20
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Joanne Wilson, Board Secretary
SWYDDOG ADRODD: REPORTING OFFICER:	Alison Gittins, Head of Corporate & Partnership Governance

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Er Sicrwydd/For Assurance

**ADRODDIAD SCAA
SBAR REPORT**

Sefyllfa / Situation

To provide the Audit & Risk Assurance Committee with an update report on the adequacy of arrangements in place for declaring, registering and handling interests, gifts, hospitality, honoraria and sponsorship during 2019/20, for review and onward assurance to the Board.

This is in line with the following paragraphs of Hywel Dda University Health Board's (HDdUHB's) Standing Orders:

- 7.4.1 'The Audit Committee will review and report to the Board upon the adequacy of the arrangements for declaring, registering and handling interests at least annually.'
- 7.6.5 'The Board Secretary will arrange for a full report of all offers of Gifts and Hospitality recorded by the LHB to be submitted to the Audit Committee at least annually. The Audit Committee will then review and report to the Board upon the adequacy of the LHB's arrangements for dealing with offers of gifts and hospitality.'

Cefndir / Background

Effective arrangements to manage the potential risks arising from interests, gifts, hospitality, honoraria and sponsorship in order to minimise their impact on decision making, constitute an important part of an organisation's governance arrangements. These arrangements should be designed to safeguard the principles of selflessness and objectivity, and provide members of the public with confidence that decisions are being taken in their best interests and not for the benefit of elected or appointed officials or their close personal associates.

In common with other public sector bodies, HDdUHB has established arrangements to manage such risks. These include:

- a policy on standards of behaviour that incorporates the acceptance and declaration of interests, gifts, hospitality, honoraria and sponsorship;
- establishing registers to record Board Members and staff declarations;

- procedures to record interests, gifts, hospitality, sponsorship and honoraria in the relevant registers;
- procedures to remind Board Members and staff of the policy's requirements, and;
- procedures to regularly report on the adequacy of arrangements in place for declaring, registering and handling interests, gifts, hospitality, sponsorship and honoraria to the Health Board's Audit & Risk Assurance Committee.

Asesiad / Assessment

Review of the Adequacy of Arrangements in Place for Declaring, Registering and Handling Interests of Board Members and Staff

It is a requirement within HDdUHB's Standing Orders that all Board Members must declare any personal or business interests they may have which may affect, or be perceived to affect, the conduct of their role as a Board Member. This includes any interests that may influence or be perceived to influence their judgement in the course of conducting the Board's business. Board Members must be familiar with the Values and Standards of Behaviour Framework and their statutory duties under the Constitution Regulations. Board Members must notify the Board of any such interests at the time of their appointment, and any further interests as they arise throughout their tenure as Board Members.

In line with these Standing Orders, a Register of Members Interests to record declarations of interests by Board Members (or interests held by family members or persons or bodies with which they are connected) has been established. This records the interests of Board Members at the time of their appointment, and is updated, as appropriate, to record any new interests, or changes to their interests throughout the year. Independent Members also receive advice and guidance on the policy as part of their induction programme; this is also contained within their Independent Member Handbook.

The Register of Board Members interests is made available at each Public Board meeting to enable scrutiny by any members of the public in attendance, and to offer further opportunity to Board Members to record any interests that may arise during the course of the meeting. Where individual Board members identify an interest in relation to any aspect of Board business set out on the Board's meeting agenda, this is declared at the start of the meeting and provision is made on each Board and Committee agenda for this to take place in order that appropriate action can be taken in response. All declarations of interests made at a meeting are recorded within the formal minutes.

Where Board Members are in doubt about what may be considered an interest, either at the time of their appointment, during their tenure of office, or during Board and Committee meetings, they are encouraged to seek advice from the Board Secretary.

An annual review is also undertaken as part of related party transactions/year-end processes, where each Board Member is required to confirm the accuracy and completeness of the register relating to their own interests.

The Register of Members Interests is made available on the Resource section of the Health Board's electronic Board and Committee management system, in order that Board Members can make easy reference to it for the purposes of updating their declarations.

The final version of HDdUHB's Register of Members Interests for 2019/20 is attached at Appendix 1.

Paragraph 7.3.1 of HDdUHB's Standing Orders also requires that 'The Board must ensure that the Board Secretary, on behalf of the Chief Executive, establishes and maintains a system for the declaration, recording and handling of LHB officers' interests in accordance with the Values and Standards of Behaviour Framework.'

In line with this requirement, a Register of Staffs Interests to record declarations of interests by employees (or those of their spouse, civil partner, partner or other relationship) has been established.

Building on the previous refinements made to include the need for a relevant Executive/ County/Assistant Director or Departmental/Line Manager's approval to confirm that the declaration of interest form has been reviewed and appropriate safeguards identified to address any conflicts or potential conflicts of interest, each positive declaration of interest(s) made is actively followed up with employees' approving managers, to confirm that safeguards are in place in order to receive an assurance on the adequacy of these arrangements.

HDdUHB's Standards of Behaviour Policy was revised in 2019 to specify those groups of employees who would need to complete an annual Declaration of Interest form (those staff deemed to be in high risk groups i.e. those whose role necessarily brings them into contact with external companies, contractors or suppliers, those who are able to initiate orders or those who are budget holders), and all specified groups of employees have been requested to complete a Declaration of Interest form during 2019/20.

Table 1 below identifies these high risk staff groups. Any positive declarations have been included in the HDdUHB Staff Register of Interests, with any nil declarations received logged and filed separately.

Table 1

Staff in specified 'high risk' areas	Declaration Requirement
County/Assistant Directors	Annually
Senior/General Managers	Annually
Staff employed within the Research & Development Directorate	Annually
Senior Finance Staff	Annually
Procurement Staff	Annually
Pharmacy Staff	Annually
Independent Prescribers	Annually
Clinical Nurse Specialists	Annually
Facilities Operational Services Staff	Annually
Facilities Specialist Services Staff	Annually
Senior Informatics Directorate Staff	Annually
Senior Medical Staff	Propose integral to revalidation process and then annually; Propose integral to Consultant Job Planning reviews.
Junior Medical Staff	Propose integral to Commencement Form
Senior Nursing Staff	Annually
Senior Non Medical/Nursing Clinical Staff	Annually

In terms of the numbers of staff declaring interests during 2019/20, Appendix 2 serves to demonstrate a much improved position with 56 positive declarations received compared to an average of 17 in previous years (and 268 nil declarations). However, acknowledging that declarations remain low in comparison to Hywel Dda's total workforce, discussions took place during 2019 to explore the potential for a package of software to be utilised within Hywel Dda which had been developed by Betsi Cadwaladr University Health Board (BCUHB), to host a standard approach/model for HDdUHB and potentially other Health Boards in Wales. This would be linked into Hywel Dda's Electronic Staff Record (ESR), to reach a position whereby computer generated requests for interests to be declared would be issued to all staff on an annual basis. Responses would then be receipted back into a database with the ability to generate relevant in-house reports to demonstrate compliance levels across the organisation.

This work has now been largely superseded by a Declarations of Interest functionality within ESR itself which was released on 1st April 2020, and is designed to provide similar reporting. Work is currently taking place, in conjunction with HDdUHB's local ESR Project Support Officer, to consider how this can be implemented and promoted within Hywel Dda, given the potential it creates to substantially increase the numbers of declarations of interests made.

The HDdUHB Register of Staffs Interests will be kept updated during 2020/21 and reported to ARAC as part of its annual requirement.

Review of the Adequacy of Arrangements in Place for Declaring, Registering and Handling Gifts, Hospitality, Honoraria and Sponsorship

HDdUHB's Standards of Behaviour Policy, which includes guidance on the declaration and registering of gifts, hospitality and sponsorship, underwent a full review in 2019, and was assessed against similar policies operating within Health Boards and Trusts in Wales to ensure that the content covered all required areas. HDdUHB took the lead for this piece of work, reviewing other Health Board's and Trust's Standards of Behaviour/Business Conduct Policies, to arrive at a composite report drawn from all the various policies in place.

This was shared through the Deputy Board Secretaries network for consideration of a standardised approach (although not necessarily a standardised policy, given the differences between Health Boards and Trusts in Wales).

From this HDdUHB's Standards of Behaviour Policy was drafted in line with the Health Board's Written Control Documentation Policy, and consulted upon widely via Global Consultation (between 7th and 21st August 2019) and also amongst targeted groups including HDdUHB's Staff Partnership Forum on 10th June 2019, and Workforce & OD Sub-Committee on 4th July 2019. This was to raise awareness both on the existing areas covered by the policy and on the new areas introduced. Members were asked to provide comment and cascade to their constituent groups for any further comments to be considered and fed into the final document.

The HDdUHB Standards of Behaviour Policy was approved by the Business Planning & Performance Assurance Committee on 29th August 2019 and made available on both the intranet and internet to all relevant parties including the public. The policy can be accessed via the following link and its next review will be due in August 2022:

<http://www.wales.nhs.uk/sitesplus/documents/862/248-StandardsofBehaviourPolicyV4.pdf>

The Standards of Behaviour Policy includes links to the Declaration of Gifts, Hospitality, Honoraria and Sponsorship forms, and further work has been undertaken on these during 2019 to make them easier for staff to complete via the on-line reporting system in place, with tick boxes to confirm that declarations are correct and complete prior to their submission.

These forms can be accessed via the following links:

<http://howis.wales.nhs.uk/sitesplus/documents/862/RegisterOfMembersInterest%20ProForma.pdf>

<http://howis.wales.nhs.uk/sitesplus/documents/862/App%203%20Declaration%20of%20Staff%20Interest%20Form%2009191.pdf>

<http://howis.wales.nhs.uk/sitesplus/documents/862/App%204%20Gifts%20Hospitality%20Sponsorship%20Form%200919.pdf>

In terms of publicising the HDdUHB Standards of Behaviour Policy, a number of avenues have been explored and opportunities taken during 2019/20:

- HDdUHB's Standards of Behaviour Policy features within all staff's Contracts of Employment which are issued to new employees within 12 weeks of commencing in post, and to all existing employees on a change of role. When signing their contract of employment, all staff must sign to confirm that they accept their appointment on the terms and conditions set out within the contract and contained within HDdUHB's Standards of Behaviour Policy. This requirement, and awareness of the policy continues to be featured routinely at corporate induction.
- New employees also receive information at Corporate Induction through the Welcome Handbook stating the following:
Conditions of Service - *The pay and conditions of service/ contract of employment/Terms and conditions are determined by Agenda for Change. The handbook is available on the intranet. When signing your contract of employment, you are also agreeing to the Health Board's Standards of Behaviour Policy therefore everyone needs to familiarise themselves with its content accessible via the following link: <http://www.wales.nhs.uk/sitesplus/documents/862/248-StandardsofBehaviourPolicyV4.pdf>*
- On commencement in post, Independent Members receive a programme of induction and are provided with an Independent Member Handbook referencing HDdUHB's Standards of Behaviour Policy.
- Bi-annual reminders are circulated via Global E-mail, together with a link to the policy, routinely to coincide with the periods when there is increased potential for the receipt of gifts i.e. at Christmas and Easter, to remind employees and Independent Members of the requirements of the policy and the need to declare any interests and report offers of gifts, hospitality, sponsorship and honoraria.
- Annual reminders are made on the 'Message from Employer' section of payslips, reminding employees and Independent Members of the requirements of the policy and the process for making declarations.
- Sessions are scheduled to be delivered at Medical Leadership Forum from September 2020 onwards

In terms of the numbers of staff declaring gifts during 2019/20, the HDdUHB Register of Gifts is attached at Appendix 3. Whilst it is acknowledged that numbers of declarations remain low (9 declarations of gifts received for 2019/20 compared to an average of 8 in previous years), this is likely to be attributed to the £25 threshold of gifts requiring registration in line with practice elsewhere, rendering the need for staff to declare 'incidental' gifts such as diaries, toiletries, etc, to be limited. Even so, where declarations of gifts have been received that represent a monetary value under the £25 threshold, these have been included in the register for completeness. Where gifts have been rejected for acceptance by an individual due to their transgression of the monetary value, advice has been provided on how to manage these for the benefit of patients or the wider Directorate/organisation.

The HDdUHB Register of Gifts will be kept updated during 2020/21 and reported to ARAC

as part of its annual requirement.

The HDdUHB Register of Hospitality, Sponsorship & Honoraria for 2019/20 is attached at Appendix 4. Again, whilst acknowledging the small albeit increasing numbers involved, and the potential for under-reporting of these declarations as recognised previously by the Audit & Risk Assurance Committee (30 declarations received for 2019/20 compared to an average of 14 in previous years), arrangements have been made to strengthen the Health Board's processes particularly in regard to sponsorship. In conjunction with work that has been undertaken to convert study leave forms to webform as opposed to a Microsoft Word document, fields have been included to identify within the funding source boxes the breakdown of funds to indicate whether external sponsorship is involved; this will enable a cross-check to take place between study leave forms and Declaration of Sponsorship forms, and act as a prompt for further declarations to be received.

The HDdUHB Register of Hospitality, Sponsorship & Honoraria will be kept updated during 2020/21 and reported to ARAC as part of its annual requirement.

In summary, work either on-going or planned for 2020/21 includes the following:

- Continue to maintain and update the HDdUHB Registers of Board Members Interests, Registers of Staffs Interests, Registers of Gifts and Registers of Hospitality, Sponsorship and Honoraria on a regular basis.
- Continue to follow up in discussion with approving managers, the adequacy of the arrangements in place to address any conflicts or potential conflicts of interest that may have been identified within employees' declarations of interests.
- Roll out the annual approach required to receive in declarations of interests to those employees deemed to be within high risk groups.
- Explore with ESR Project Support, the Declaration of Interest functionality within ESR, to promote and implement this within Hywel Dda to encourage further declarations.
- Continue to publish a bi-annual reminder via Global e-mail reinforcing employees and Independent Members obligations in regard to compliance with HDdUHB's Standards of Behaviour Policy and the requirement to declare interests, gifts, hospitality, sponsorship and honoraria.
- Continue to promote HDdUHB's Standards of Behaviour Policy and how to record interests, gifts, hospitality, sponsorship and honoraria as part of an annual awareness raising approach through the advice section of staffs pay slips.
- Continue to raise awareness of HDdUHB's Standards of Behaviour Policy and its associated requirements at all opportunities.

Argymhelliad / Recommendation

The Audit & Risk Assurance Committee is asked to review the adequacy of the arrangements in place for declaring, registering and handling interests, gifts, hospitality, sponsorship and honoraria during 2019/20, and to note the proposed actions for 2020/21 to promote and improve the adequacy of these arrangements, for onward assurance to the Board.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference

Cyfeirnod Cylch Gorchwyl y Pwyllgor

5.1.2 To receive annually a full report of all offers of gifts, and hospitality, sponsorship and

	<p>honoraria recorded by the UHB and report to the Board the adequacy of these arrangements.</p> <p>5.1.3 To review and report to the Board annually the arrangements for declaring, registering, and handling interests.</p>
<p>Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:</p>	Not Applicable
<p>Safon(au) Gofal ac Iechyd: Health and Care Standard(s):</p>	Governance, Leadership and Accountability
<p>Amcanion Strategol y BIP: UHB Strategic Objectives:</p>	Not Applicable
<p>Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Statement</p>	Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
<p>Ar sail tystiolaeth: Evidence Base:</p>	HDdUHB Standards of Behaviour Policy Declaration Registers
<p>Rhestr Termiau: Glossary of Terms:</p>	Included within the body of the report
<p>Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Archwilio a Sicrwydd Risg: Parties / Committees consulted prior to Audit and Risk Assurance Committee:</p>	Board Secretary

Effaith: (rhaid cwblhau) Impact: (must be completed)	
<p>Ariannol / Gwerth am Arian: Financial / Service:</p>	Not Applicable
<p>Ansawdd / Gofal Claf: Quality / Patient Care:</p>	Not Applicable
<p>Gweithlu: Workforce:</p>	Not Applicable
<p>Risg: Risk:</p>	Not Applicable
<p>Cyfreithiol: Legal:</p>	Not Applicable

Enw Da: Reputational:	Not Applicable
Gyfrinachedd: Privacy:	Not Applicable
Cydraddoldeb: Equality:	Not Applicable

Name	Date Appointed	Appointment Term	Position on Board/Board Champion	Directorships held (inc non executive held in private companies/plc)	Ownership/ part ownership of private companies or consultancies likely or possibly seeking to do business with NHS	Majority or controlling shareholding in an organisation likely or possibly seeking to do business with the NHS	Position of authority in a charity/ voluntary body in the field of health and social care	Connection with a voluntary or other body contracting for NHS Services	Member of any other public bodies including those unconnected with the health service	Interests relating to spouse/ partner or close family member that may relate to the conduct of NHS business	Date received and included on the register
Adam Morgan	01.04.2016	12.07.2019	Independent Member (Trade Union)	No	No	No	No	No	No	No	23.03.2017 11.04.2019
Ann Murphy	09.01.2020	08.01.2022	Independent Member (Trade Union)	No	No	No	No	No	Member of the RCN	No	22.01.2020 Updated 21.04.2020
Anna Lewis	01.04.2018	31.03.2022	Independent Member (Community)	No	Management Consultancy & Executive Coaching 'Together Better Collaborative Consultancy' Ltd. Consultancy work undertaken in Betsi Cadwaladr University Health Board & Cwm Taf Morgannwg University Health Board and a number of NHS Trusts and bodies in England.	No	Board Trustee Tempo Time Credits	Board Trustee Tempo Time Credits National Expert Advisor to Mental Health Safety Improvement Programme (RCPsych., England) as of 01.10.2018 Consultant with Affina OD	Visiting Senior Lecturer at Swansea University (College of Human and Health Sciences)	No	23.04.2018 16.10.2018 11.04.2019 Updated 07.04.2020
Andrew Carruthers	26.06.2017 01.12.2019		Turnaround Director Director of Operations	No	No	No	No	No	No	No	05.07.2017 20.04.2018 11.04.2019 Updated 27.04.2020
Alison Shakeshaft	01.01.2018		Director of Therapies & Health Science	No	No	No	No	No	No	No	02.01.2018 20.04.2018 11.04.2019 Updated 09.03.2020
David Powell	01.12.2011	30.04.2014 Extended to 30.11.2019	Independent Member	No		No	No	No	No	Sister works in Cardiology Department, PPH, Llanelli. Son works as a General Manager in a London Hospital.	23.03.2017 20.04.2018 11.04.2019
Delyth Raynsford	01.04.2017	31.03.2018 Extended to 31.03.2020	Independent Member	No	No	No	No	No	No	No	16.06.2017 20.04.2018 11.04.2019 Updated 08.04.2020
Huw Thomas	Acting Director of Finance 01.09.2018		Director of Finance	Trustee of Healthcare Financial	No	No	Chair, Welsh Branch of Healthcare	Chair, Welsh Branch of Healthcare	No	Partner works in the Social Services Department of	23.03.2017 21.02.2019 11.04.2019

Name	Date Appointed	Appointment Term	Position on Board/Board Champion	Directorships held (inc non executive held in private companies/plc)	Ownership/ part ownership of private companies or consultancies likely or possibly seeking to do business with NHS	Majority or controlling shareholding in an organisation likely or possibly seeking to do business with the NHS	Position of authority in a charity/ voluntary body in the field of health and social care	Connection with a voluntary or other body contracting for NHS Services	Member of any other public bodies including those unconnected with the health service	Interests relating to spouse/ partner or close family member that may relate to the conduct of NHS business	Date received and included on the register
	Director of Finance 11.12.2018			Management Association until end December 2019 (no remuneration received for this, purely a voluntary role)			Financial Management Association (voluntary and not remunerated) – ended Christmas 2019	Financial Management Association (voluntary and not remunerated) – ended Christmas 2019		Pembrokeshire County Council	Updated 09.03.2020
Hilary Jones	15.05.2017	29.02.2020	Associate Member (Chair, Stakeholder Reference Group)	No	No	No	Chief Executive of Bro Myrddin Housing Association	Chief Executive of Bro Myrddin Housing Association	No	No	16.06.2017 20.04.2018 11.04.2019 Updated 08.04.2020
Jonathan Griffiths	01.03.2018		Associate Member (Director of Social Services)	No	No	No	No	No	No	No	
Joanne Wilson	01.12.2014		Board Secretary	No	No	No	No	No	No	Husband is employed by the Health Board (IG Department)	11.04.2017 20.04.2018 11.04.2019 Updated 07.04.2020
Joe Teape	07.09.2015	30.11.2019	Deputy Chief Executive/ Director of Operations	No	No	No	No	No	Chartered Institute of Public Finance Accountancy Healthcare Financial Management Association – Fellowship and thus free lifetime membership	No	30.03.2017 20.04.2018 11.04.2019
John Gammon (Professor)	31.07.2014	Extended to 31.07.2021	Independent Member	No	No	No	No	No	No	No	24.03.2017 20.04.2018 11.04.2019 Updated 08.04.2020
Jill Paterson	01.05.2016		Director of Primary Care, Community & Long Term Care	No	No	No	No	No	No	No	11.04.2017 20.04.2018 11.04.2019 Updated 09.03.2020
Judith Hardisty	01.04.2016 Vice Chair from 12.01.2017 Interim Chair from 01.03.2019 Vice Chair from 19.08.2019	31.03.2020	Independent Member	No	No	No	No	No	Assessor for the Corporate Health Standard under auspices of a2 Consultancy who are instructed by Welsh Government Board Member of Academi Wales	No	30.03.2017 20.04.2018 11.04.2019 Updated 09.03.2020
Karen Miles	16.09.2009		Director of Planning, Performance & Commissioning	No	No	No	No	No	No	Brother (Dr J G LI Mullins) is an Associate Professor, Swansea	28.04.2017 20.04.2018 23.04.2019 Updated 21.04.2020

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										University Medical School and CEO, Moleculomics Sister in law (Dr R Mullins) is an Associate Professor in Information Systems, University of Wales Trinity Saint David	
Kerry Donovan	26.09.2017	31.03.2020	Associate Member (Chair of Healthcare Professionals Forum)	No	No	No	No	No	No	No	05.01.2018 20.04.2018 1.04.2019 Updated 23.04.2020
Libby Ryan – Davies	05.09.2016	30.04.2019	Transformation Director	No	No	No	No	No	No	Estranged sister, Dr Tracey Ryan-Davies, is a Clinical Neuro-Psychologist with a private practice. There is a potential for her company to obtain business with the HB.	11.04.2017 20.04.2018 11.04.2019 Updated 30.04.2020
Lisa Gostling	09.01.2015		Director of Workforce & OD	No	No	No	No	No	No	No	29.03.2017 20.04.2018 11.04.2019 Updated 09.04.2020
Mandy Rayani	19.06.2017		Director of Nursing, Quality & Patient Experience	No	No	No	No	No	No	Husband is lead for Morgannwg LMC and an observer on Dyfed-Powys LMC. He is a GP and Board Member of the General Practitioners Defence Fund (GPDF). Husband provides adhoc locum cover which may include GP practices in HDdUHB as well as Out of Hours.	04.07.2017 20.04.2018 11.04.2019 Updated 10.03.2020
Maria Battle	19.08.2019	18.08.2023	Chair	No	No	No	No	No	Board Member, Social Care Wales Trustee, National Museum of Wales	No	22.08.2019 Updated 21.04.2020
Maynard Davies	01.12.2019	30.11.2021	Independent Member (ICT)	No	No	No	No	No	Member of the Information	Son is a Junior Doctor in Belfast	18.12.2019

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									Governance Review Panel for the SAIL Databank run by Swansea University		Updated 09.03.2020
Michael Hearty	01.06.2018		Associate Member (Finance)	No	No	No	No	Finance Advisor – Betsi Cadwaladr University Health Board	HMRC – Non-Executive Director Blackpool Teaching Hospitals Foundation Trust – Non-Executive Director Public Health England – Non-Executive Director Non Executive Director – Lancashire & South Cumbria Integrated Care System Board	No	28.08.2018 Updated 04.05.2020
Mike Lewis	01.10.2017	30.09.2019 30.09.2020	Independent Member (Finance)	No	No	No	Chairman of “To Russia With Love”, a registered charity whose beneficiaries are exclusively in former soviet countries	No	Independent Member, South Wales Police Audit Committee Independent Member, South Wales Police Ethics Committee Independent Member, City & County of Swansea Standards Committee Senior Assessor with the College of Policing (ends March 2019) Non-legal member on Employment Tribunals with Her Majesty’s Courts and Tribunals Services with effect from January 2020 Trustee of Parklands Evangelical Church CIO. The CIO will become fully	Wife works for Cwm Taf University Health Board, but has no connection with Hywel Dda. Wife retired from Cwm Taf Morgannwg December 2019. Son is a Clinical Scientist at Velindre NHS Trust with effect from September 2018.	24.11.2017 20.04.2018 11.04.2019 09.03.2020 27.09.2019 Updated 11.03.2020

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									operational in April 2020 Trustee of International Education Wales, (CIO), with effect from January 2020		
Owen Burt	01.05.2018	30.04.2019 Extended to 30.04.2021	Independent Member (Third Sector)	No	Independent consultant working with Park Inn Associates, a housing and social policy consultancy	No	Chair of Trustees SYSHP (Swansea Young Single Homeless Project), and co-opted trustee, Llamau to 01/10/2019. Trustee of Llamau from 01/10/2019 following completion of merger with SYSHP.	Chair of Trustees, SYSHP (Swansea Young Single Homeless Project) and co-opted trustee, Llamau to 01/10/2019. Trustee of Llamau from 01/10/2019 following completion of merger with SYSHP.	Independent voluntary member of the National Lottery Community Fund People and Places Committee (formerly known as the Big Lottery Fund)	Wife (Christine Jones) is Assistant Dean (Quality) Yr Athrofa, the Institute of Education and Humanities, University of Wales Trinity Saint David	02.05.2018 11.04.2019 Updated 17.03.2020
Paul Newman	01.04.2017 Interim Vice-Chair from 01.03.2019 to 19.08# O^ .19	31.03.2019 Extended to 31.03.2023	Independent Member/Interim Vice-Chair	Bexmoor Ltd Penman Properties Ltd Copper Court Ltd Vivian Court (Swansea) Ltd Llys Felin Newydd Management Company Ltd Rivalsot Ltd Flowlong Ltd Lonpark Ltd Leapgold Ltd Magnettrade Ltd	No	No	No	No	No	No	16.06.2017 20.04.2018 11.04.2019 Updated 09.03.2020
Philip Kloer	01.06.2015		Medical Director/ Director of Clinical Strategy	No	No	No	No	No	Member of Council of St John, Carmarthen Honorary Professor, Swansea University, Medical School Member of the Faculty of Medical Leadership & Management (FMLM) Council (Welsh lead for FMLM)	No	30.03.2017 20.04.2018 11.04.2019 Updated 10.03.2020

Name	Date Appointed	Appointment Term	Position on Board/Board Champion	Directorships held (inc non executive held in private companies/plc)	Ownership/ part ownership of private companies or consultancies likely or possibly seeking to do business with NHS	Majority or controlling shareholding in an organisation likely or possibly seeking to do business with the NHS	Position of authority in a charity/ voluntary body in the field of health and social care	Connection with a voluntary or other body contracting for NHS Services	Member of any other public bodies including those unconnected with the health service	Interests relating to spouse/ partner or close family member that may relate to the conduct of NHS business	Date received and included on the register
Ros Jervis	17.07.2017		Director of Public Health	No	No	No	No	No	No, however I have fellowship membership of the Faculty of Public Health	A sister-in-law is a Senior Staff Nurse in Intensive Care at Jersey General Hospital, Health and Social Services (not NHS) Another sister-in-law is a Non-Executive Director (NED) for Barnet Enfield and Haringey Mental Health NHS Trust. She is also a NED for First Community Health and Care (a Community Interest Company) Another sister-in-law is a Senior Manager within Sandwell & West Birmingham Hospitals Trust, Birmingham.	23.01.2018 20.04.2018 11.04.2019 Updated 22.05.2020
Sarah Jennings	01.06.2010		Director of Partnerships and Corporate Services	No	No	No	Non Executive Trustee of Community Foundation in Wales – a grant giving charity	No	No	No	20.04.2018 Updated 17.07.2018 11.04.2019 Updated 10.03.2020
Simon Hancock	01.08.2013	31.07.2016 Extended to 30.09.2020	Independent Member (Local Authority)	No	No	No	Treasurer, Neyland Age Concern Curator/Manager of Haverfordwest Town Museum Patron of HOPE MS Therapy Centre, Neyland as of 01.12.2019	Chair of the West Wales Care & Repair Agency Torch Theatre Board Member Member of Pembrokeshire MENCAP Member of Pembrokeshire Blind Society Chair of the Veterans	Chair, Pembrokeshire County Council Magistrate, Pembrokeshire-Ceredigion Bench Member of the Court of Swansea University Member of Neyland Town Council	Brother employed at Argyle Surgery, Pembroke Dock Sister in Law: GP in Newport (Retired) Niece: Nurse, Withybush Hospital	25.05.2017 Updated 25.01.2018 Updated 01.03.2018 Updated 20.04.2018 Updated 28.08.2018 11.04.2019 Updated 01.12.2019 Updated 21.04.2020

Name	Date Appointed	Appointment Term	Position on Board/Board Champion	Directorships held (inc non executive held in private companies/plc)	Ownership/ part ownership of private companies or consultancies likely or possibly seeking to do business with NHS	Majority or controlling shareholding in an organisation likely or possibly seeking to do business with the NHS	Position of authority in a charity/ voluntary body in the field of health and social care	Connection with a voluntary or other body contracting for NHS Services	Member of any other public bodies including those unconnected with the health service	Interests relating to spouse/ partner or close family member that may relate to the conduct of NHS business	Date received and included on the register
								in Community Gallery Board	Mayor of Neyland		
Steve Moore	05.01.2015		Chief Executive	No	No	No	No	No	Honorary Professor, University of Wales, Trinity Saint David	No	12.04.2019 Updated 21.04.2020

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Joanna Rees	Clinical Pharmacist	Withybush General Hospital	No	No	No	No	Locum Pharmacist, Myrtle Pharmacy, Goodwick	July 2019 - present	Financial transaction	06.03.2019	12.06.2020	Approved by Dave Morgan, Pharmacy Site Lead, Withybush General Hospital, confirming private work is undertaken outside of core working hours and does not involve the use of confidential or commercial information obtaining in the course of HDdUHB employment
Mike Mulroy	Head of Podiatry Service	Priory Day Hospital, Glangwili	No	No	No	No	Some private podiatry practice	25 years	N/A	10.04.2019	15.04.2019	Approved by Alison Shakeshaft, Director of Therapies & Health Science/Lance Reed, Clinical Director of Therapies,, confirming appropriate safeguards have been identified to address any potential conflicts of interest
Claire Victoria George	Locality Manager, North Pembrokeshire	Community & Primary Care (Pembrokeshire)	No	No	Director of Pembrokeshire Lottery Chair of Tiers Cross Community Council Secretary of Pembrokeshire RABI	No	No	Since 2013 Since 2015 Since 2008	Nil	22.05.2019	22.05.2019	Approved by Sonia Hay, General Manager, Community & Primary Care (Pembrokeshire) , confirming no conflict with HDdUHB contractual obligations with all commitments undertaken in personal time
Michelle Claire Wallis	Staff Nurse	Ward 9, Prince Philip Hospital	No	No	No	No	Employment with DNS Agency	Current	Financial transaction	26.06.2019	12.06.2020	Approved by Louise Davies, Senior Sister, Ward 9, Prince Philip Hospital., confirming no conflict with contractual

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												obligations to HDdUHB
Simon James Campbell-Davies	Communications Officer	Communications Team, Hafan Derwen, St David's Hospital	Director of Ferryside Brewery Ltd	No	Shareholder – Wales & West Housing Association Non-Executive Director – Bro Myrddin Housing Association	No	No	16.07.2013 – 01.05.2019 October 2016 – present October 2016 – present December 2010 – April 2018	N/A	04.06.2019	04.06.2019	Approved by Alexandra Williams-Fry, Senior Communications Officer, confirming appropriate safeguards have been identified to address any potential conflicts of interest
Terrence Benjamin Lillington	Healthcare Support Worker, Cwm Seren Low Secure Unit, Hafan Derwen, St David's Park, Carmarthen		No	No	No	No	Works for Direct Nursing Services (Agency)	2 years	Hourly rate of pay	05.06.2019	05.06.2019	Approved by James Bone, Ward Manager, Cwm Seren Low Secure Unit, confirming appropriate safeguards have been identified to address any potential conflicts of interest
Caitriona Quinlan	Ward Manager, Mental Health Rehabilitation	Mental Health Rehabilitation, Hafan Derwen, St David's Park, Carmarthen	No	No	No	No	Festival Medical Service Mental Health Team	25.06.2019	Volunteer	12.06.2019	13.06.2019	Approved by Kay Isaacs, Service Manager, Mental Health Rehabilitation, confirming all voluntary work will be undertaken in personal time and will not compromise availability or physical or mental fitness to carry out duties as a HDdUHB employee
Elaina Hoss	Trainee Nurse Colposcopist	Aberglasney Suite, Glangwili General Hospital	No	No	No	No	Ad hoc Nurse Assessments for Cervical Screening Wales, Public Health Wales NHS Trust (Honorary Contract)	Ad hoc since May 2018	£75 per assessment	12.06.2019	13.06.2020	Approved by Hayley Smith, Lead Nurse/Nurse Colposcopist, Aberglasney Suite, Glangwili General Hospital, confirming ad

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												hoc nurse assessments are undertaken in personal time and does not interfere with HDdUHB employment
Michelle Waters	Administrative Assistant, Podiatry	Podiatry Department, Withybush General Hospital	No	No	No	No	Massage therapist – self employed	Ongoing	Financial transactions	13.06.2019	11.06.2020	Approved by Jon Greer, Podiatry Manager, confirming discussion held on potential conflicts of interest and private clients would only be seen when not working for the NHS and no confidential information would be used in private practice
Samuel P L Rice	Consultant Physician	Meurig Williams Community Diabetes Centre, Prince Philip Hospital	No	No	Secretary Welsh Endocrine and Diabetes Society/ Specialist Training Committee Educational Supervisor Association of British Clinical Diabetologists Committee/Diabetes UK Cymru Advisory Committee All Wales Diabetes Implementation Group Committee/National Statutory Advisory Group for Diabetes	No	No	2010 onwards 2016/2017 2016/2016 2009 2008	Nil/Nil Nil/Nil Nil/Nil £900 per module £500 per presentation	17.06.2019	17.06.2020	Approved by Stuart Bancroft, Assistant General Manager, Unscheduled Care, Glangwili General Hospital, confirming appropriate safeguards have been identified to address any potential conflicts of interest. Advice provided that sponsorship declarations should be made on the separate Declarations of Gifts, Hospitality, Honoraria and Sponsorship Form
Sarah Rees	Respiratory Researcher	Clinical Research Centre, Clinical Effectiveness	No	No	Trustee of WORLD (Wales Orphan and	No	No	March 2018 - current	None	17.06.2019	16.10.2019	Approved by Dr Philip Kloer, Executive

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		Department, Prince Philip Hospital			Rare Lung Disease)							Medical Director, confirming appropriate safeguards have been identified to address any potential conflicts of interest
Liam Knox	Researcher Development Support Manager	The Beacon, Llanelli	No	No	Welsh Branch representative of Postgraduate Health Psychology representative of Postgraduate	No	No	24.06.2018 – current 24.06.2018 - current	N/A N/A	18.06.2019	18.06.2019	Approved by Chris Tattersall, Research & Development Manager, confirming appropriate safeguards have been identified to address any potential conflicts of interest
Dr Kristy Fenton	Consultant Child and Adolescent Psychiatrist	CAMHS, Withybush General Hospital	No	No	No	No	Work undertaken for Falklands Island Government	January 2019 (5 days)	Financial payment	28.06.2019	10.06.2020	Approved by Dr Warren Lloyd, Consultant Psychiatrist, confirming no potential conflicts of interest in the work undertaken during a period of annual leave
Joseph Alexander Annandale	Respiratory Nurse Specialist	Prince Philip Hospital	No	No	Trustee of WORLD (Wales Orphan and Rare Lung Disease)	No	Provide education and training for health professionals on behalf of various companies: GSK, AstraZeneca, Chiesi, Teva UK – all non-promotional	March 2018 onwards Ongoing	None Payment per session	02.07.2019	16.10.2020	Approved by Dr Philip Kloer, Executive Medical Director, confirming appropriate safeguards have been identified to address any potential conflicts of interest
Glenn Newman	Systemic Family Psychotherapist, S-CAMHS	S-CAMHS, Glangwili General Hospital	No	Glenn Newman Psychotherapy, training and consultation	No	No	Glenn Newman Psychotherapy, training and consultation	2 days a week	Paid work and contracts	02.07.2019	16.08.2019	Approved by Katie O'Shea, S-CAMHS Psychological Therapies Lead, confirming private work is undertaken outside of core hours and does not involve the use of any confidential or commercial information obtained in the

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												course of HDdUHB employment
Tracy Davies	Mental Health Practitioner	Integrated Psychological Therapies Service, Ty Myddfai Psychological Wellbeing Centre, Johnstown, Carmarthen	No	No	No	No	Agency working – Barchester Limited	August 2019 - ongoing	£15 per hour	31.07.2019	06.08.2020	Approved by Andrew Homfray, Service Manager, Psychological Therapies, confirming agency working is only undertaken on days off or annual leave, and there is no cross over between NHS work/caseload and agency clients
Osama Al-Saied	Band 6 Pharmacist	Pharmacy Department, Prince Philip Hospital	No	No	No	No	Locum for WELL Pharmacy on Saturdays	Ongoing	Financial transaction	12.08.2019	06.09.2019	Approved by Mari Treharne, Pharmacy, Prince Philip Hospital, confirming no conflict of interest
Timothy David Poole	Support Worker, Tier 3 Eating Disorder Service	Ty Myddfai Psychological Wellbeing Centre, Cillefwr Industrial Estate, Johnstown, Carmarthen	No	No	No	No	Honorary Assistant Psychologist, Tonna CMHT	0.2 WTE	N/A	13.08.2019	04.09.2019	Approved by Dr Natalie Chetwynd, Tier 3 Eating Disorder Service, confirming no perceived conflict of interest, work undertaken on a voluntary basis when not on duty for HDdUHB
Amy Bassett-Van Doorn	CBT Therapist, Y Delyn, Mental Health Central Services	Y Delyn, Mental Health Central Services, Glangwili General Hospital	No	No	No	No	CBT Therapist – private practice	16.08.2019 – current (currently work 30 hours per week for HDdUHB)	Financial transaction	16.08.2019	02.09.2019	Approved by Andrew Homfray, Service Manager, Psychological Therapies, confirming any extra work would be undertaken outside of core hours with the referral process coming direct through the accredited governing body to ensure no

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												conflict of interest
Margaret Mc Hugh (Meleady)	Senior Psychotherapist	Glangwili General Hospital	No	No	No	No	CBT Private Practice	Ongoing	Financial transaction	16.08.2019	02.09.2019	Approved by Andrew Homfray, Service Manager, Psychological Therapies, confirming any extra work would be undertaken outside of core hours with the referral process coming direct through the accredited governing body to ensure no conflict
Priyadharshini Sai-Giridhar	Advanced Biomedical Scientist (Research)	Clinical Research Centre, R&D, Prince Philip Hospital	No	No	No	No	Second year in Naturopathic Nutrition (course to comprise of at least 60 hours case studies with participants). This is independent and will have no impact on NHS work	2019/20	Self-funded course	03.09.2019	30.08.2019	Approved by Dr Lisa Seale, Senior R&D Manager, confirming the interest will have no bearing on the HDdUHB role
Rachel Gemine	Grant & Innovation Manager, R&D	The Beacon, Llanelli	No	Husband owns Digital Solutions, Swansea	Trustee of WORLD (Wales Orphan and Rare Lung Disease) charity	No	No	10 years 18 months	None None	11.11.2019	21.01.2020	Approved by Dr Leighton Phillips, Deputy Director for Research & Innovation, confirming appropriate safeguards have been identified to address any potential conflicts of interest
Nevin Davies	Building Officer	Estates Department, Glangwili General Hospital	No	No	No	No	Lay Member, Carmarthen Archdeaconry, Parsonage Board Church Warden, St Teilos Church, Kidwelly LMA Diocese of St Davids, The Church in Wales	To 31.12.2022 1996 - ongoing	None None	25.11.2019	12.02.2020	Approved by Kevin Jones, Assistant Site Operations Manager, Estates Department, confirming appropriate safeguards are in place to address any potential conflicts of interest with no impact on HDdUHB role

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Dr Leighton Phillips	Deputy Director for Research & Innovation	Research & Development, Glangwili General Hospital	No	No	No	No	The post of Deputy Director for Research & Innovation is jointly funded by HDdUHB and Swansea University	17.06.2019 - current	HDdUHB charges Swansea University 50% of the salary costs	26.11.2019	01.12.2019	Approved by Dr Philip Kloer, Executive Medical Director, confirming appropriate safeguards have been identified to address any potential conflicts of interest
Gareth Lloyd	Head of Fire Safety Management	Estates Department, Prince Philip Hospital	Director and Company Secretary HNLA Fire Engineering	Director and Company Secretary HNLA Fire Engineering	No	No	Director and Company Secretary HNLA Fire Engineering (no private consultancy work carried out for HDdUHB)	2006 to present	Normal business arrangements	28.11.2019	17.02.2020	Approved by Paul Evans, Assistant Head of Operational Facilities Management, confirming that appropriate safeguarding mechanisms are in place to ensure that any work associated with the interest are completely separate to the HDdUHB role
Alan James	Senior Procurement Business Manager	Procurement Department, Glangwili General Hospital	Director of Ffosyffin Management Co Ltd.	No	No	No	No	Since 2006	None	10.12.2019	10.12.2019	Approved directly by Alan Binks, Head of Procurement
Eldeg Wyn Rosser	Senior Finance Business Partner	Finance Department, Ty Gorwel, St David's Park, Carmarthen	No	No	Trustee of Arts Care Gofal Celf	No	No	12 months	None	11.12.2019	17.04.2020	Approved by Rhian Davies, Assistant Director of Finance, Financial Planning & Statutory Reporting, confirming no conflict of interest
Natasha Hughes	Health Visitor	Community & Primary Care	Director of Rubba-bubba – training instructors to teach baby massage and baby yoga to parents Extra services within Rubba-bubba – sleep coaching, first aid for parents, one to one baby massage	No	No	No	See Directorships column	Established January 2013	Yearly fees from franchisee's; payments from instructors for class stock Payment from clients	12.12.2019	10.06.2020	Approved by Philippa Davies, Team Leader, Health Visiting, confirming discussion held with no conflict of interest between private work and HDdUHB NHS work.

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			sessions for colic/constipations									
Keith Jones	Senior Finance Business Partner	Finance Directorate, Ty Gorwel, St David's Park, Carmarthen	No	No	No	No	Flying Officer with the RAF Air Cadets	2011 to present	Up to 28 paid days service per year	12.12.2019	27.05.2020	Approved by Andrew Spratt, Assistant Director of Finance (Finance Business Partnering), confirming no conflicts present themselves, with time managed appropriately and undertaken in personal time
Jean Reynolds	Senior Business Partner	Finance Department, Ty Gorwel, St David's Park, Carmarthen	No	No	No	No	Honorary Treasurer of Canolfan Plant Sir Gar Registered Foster Carer Carmarthenshire County Council	20 years 3 years 6 months	Nil	16.12.2019	26.05.2020	Approved by Shaun Ayres, Interim Commissioning Manager, Finance Directorate, confirming no concerns
Rhian Davies	Assistant Director of Finance, Financial Planning & Statutory Reporting	Finance Department, Ty Gorwel, St David's Park, Carmarthen	No	No	Father is Trustee of Amman Valley League of Friends	No	No	Ongoing	Money provided to Amman Valley Hospital for patient benefit	17.12.2019	26.05.2020	Approved by Huw Thomas, Executive Director of Finance, confirming any necessary and appropriate safeguards have been identified to address any potential conflicts of interest
Fiona Bevan	Cognitive Behavioural Therapist	Elizabeth Williams Clinic, Llanelli	No	No	No	No	Self-employed as a CBT Therapist for on-line CBT Nurse Therapist Waiting List Initiative (CTUHB) CAMHS	Ad hoc Ad hoc	Self-employed Paid for work completed	19.12.2019	10.06.2020	Approved by Katie O'Shea, S-CAMHS Psychological Therapies Lead, confirming no conflict between private work and HDdUHB contractual obligations, to be kept under managerial supervision
Emillie Lewis	Community Psychiatrist Nurse	Specialist CAMHS, Elizabeth Williams Clinic, Llanelli	No	No	No	No	Agency working – Richmond Nursing Agency	August 2019 - present	Financial transaction	19.12.2019	19.12.2019	Susan Butler, Ward Manager, Cwm Seren (PICU),

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												confirming agency work would be undertaken at weekends in order not to conflict with contractual employment with HDdUHB
Jennifer Thomas	Senior Finance Business Partner	Finance Department, Ty Gorwel, St David's Park, Carmarthen	No	No	Trustee (Treasurer) of Crossroads Sir Gar	No	No	April 2016 to date	No remuneration or benefits in kind	19.12.2019	27.05.2020	Approved by Rhian Davies, Assistant Director of Finance, Financial Planning & Statutory Reporting, confirming appropriate safeguards in place, in particular that the role in statutory accounting does not deal with any budgets associated with carers or have any dealings with negotiating and placing contracts
Andrew Spratt	Assistant Director of Finance (Finance Business Partnering)	Finance Department, Ty Gorwel, St David's Park, Carmarthen	No	No	No	No	Registered Sole Trader for privately owned small holding enterprise	November 2018 onwards	Normal agricultural activities, albeit very small	20.12.2019	26.05.2020	Approved by Huw Thomas, Executive Director of Finance, confirming that any necessary and appropriate safeguards have been identified to address any potential conflicts of interest
Adam Springthorpe	Health & Safety Manager	Estates Department, Glangwili General Hospital	No	Wife is GP Partner, Furnace House Surgery, Carmarthen	No	No	No	2012 - 2019	Part Owner	23.12.2019	30.12.2019	Approved by Tim Harrison, Head of Health, Safety & Security, confirming that in the unlikely event of a scenario where work undertaken could be compromised, another member of the team

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												would undertake work at this particular practice
Jodine Louise Fec	Advanced Pharmacist, Dementia Wellbeing Team	Tudor House, St David's Park, Carmarthen	Pharmacy Matters Limited	Pharmacy Matters Limited	Spouse is community pharmacy representative AWMSG	No	Spouse is Superintendent Pharmacist, Pharmacy Matters Limited	13 years 4 years 5 years	Mobile phone, private health insurance Dividend payments Honorary payment Salary	10.01.2020	10.01.2020	Approved by Becca Stilwell, Clinical Psychologist, Tudor House, St David's Park
Carys Hill	Ward Sister	Cwm Seren Low Secure Unit, Hafan Derwen, St David's Park, Carmarthen	Partnership within the family dairy farm business Spouse is in partnership within the family dairy farm business	No	No	No	No	April 2020	Payment per month	15.01.2020	05.06.2020	Approved by Catiriona Quinlan, Ward Manager, Cwm Seren Low Secure Unit, confirming discussions held to avoid any conflicts of interest
Tim Harrison	Head of Health, Safety & Security	Withybush General Hospital	No	No	No	No	Undertake a one off Health & Safety Audit of health & safety compliance for Velindre NHS Trust (annual leave taken to undertake the work)	3 days	Financial transaction	31.01.2020	31.01.2020	Approved by Rob Elliott, Director of Estates, Facilities & Capital Management, confirming content to approve provided interest declared and compliance demonstrated with HDdUHB Standards of Behaviour Policy
Lynn Childs	Endoscopy Liaison Practitioner	Endoscopy Unit, Withybush General Hospital	No	No	No	No	Partner owns a small business aqua-blasting metal work	Ongoing	N/A	24.02.2020	10.06.2020	Approved by Helen George, Senior Nurse Manager, Scheduled Care, confirming all necessary safeguards have been considered with no conflicts of interest

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Fiona Bellfield	Senior Sister, Day Surgery Unit	Day Surgery Unit, Withybush General Hospital	No	No	Conference Secretary for British Association of Day Surgery	No	No	September 2015 onwards	N/A	02.03.2020	04.06.2020	Approved by Helen George, Senior Nurse Manager, Scheduled Care, confirming no conflict with HDdUHB contract, with no private work undertaken and no involvement of confidential or commercial information obtained within the course of HDdUHB employment
Deian Phillips	Primary Care Pharmacist	Tywi/Taf Cluster	No	No	No	No	Zero hour contract with NHS 111 Private practice – periodic clinic hours provided privately to cluster/surgeries when asked	December 2017 – ongoing June 2018 - present	Payment by hour for shifts Payment by the hour by surgery or by cluster	02.03.2020	05.06.2020	Approved by Rhian John, Prescribing Advisor, Prince Philip Hospital, confirming private work undertaken outside of HDdUHB contracted hours with no conflict of interest with contractual obligations to HDdUHB
Dianne Burnett	Pharmacy Site Manager	Pharmacy Department, Glangwili General Hospital	No	No	No	Collaborative working with BBraun Medical for SMART infusion pumps and development of drug library and evaluation of software Lecture delivered to the Celtic conference by Pharmacy Management	No	2016 onwards March 2019	Travel expenses received £100 honorarium received	03.03.2020	08.06.2020	Approved by Stuart Rees, Clinical Pharmacy Lead for Patient Services, confirming any necessary and appropriate safeguards have been identified to address any potential conflicts of interests
Helena Dunne	Lead Pharmacist Clinical Services	Pharmacy Department, Prince Philip Hospital	No	No	No	No	Lecture and marking work for Cardiff University Diploma in Clinical Pharmacy	Ad hoc over final year	Payment for work undertaken	03.03.2020	05.06.2020	Approved by Mari Treharne, Pharmacy, Prince Philip Hospital, confirming no concerns and that any necessary and appropriate safeguards have been identified to address any potential conflicts of interests

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Patrycja Anna Duszynska	Head of Information Governance	Bronglais General Hospital	No	No	Chair of Wales Information and Records Management (IRMS) Group	No	No	2014 - 2020	Nil	03.03.2020	12.06.2020	Approved by Anthony Tracey, Assistant Director of Informatics, confirming that any necessary and appropriate safeguards have been identified to address any potential conflicts of interest
Leigh William Andrew Jones	Senior Assistant Technical Officer,	Pharmacy Department, Prince Philip Hospital	No	No	No	No	Partner is Rhian Thomas, Staff Nurse, Prince Philip Hospital Mother-in-law is Kathryn Thomas, Staff Nurse, Glangwili General Hospital	N/A	N/A	04.03.2020	05.05.2020	Approved by Mari Treharne, Pharmacy, Prince Philip Hospital, confirming no concerns and that any necessary and appropriate safeguards have been identified to address any potential conflicts of interests
Marta Kwiecien	Senior Assistant Technical Officer	Pharmacy Department, Bronglais General Hospital	No	No	No	No	Working in hotel services as domestic assistant (separate contract)	Bank	Bank payments	04.03.2020	08.06.2020	Approved by Donna Robson, Pharmacy Site Manager, Bronglais General Hospital, confirming no conflict with contractual obligation as a Senior ATO as the two contracts are separate
Nerys Price	Medical Lead Pharmacist	Pharmacy Department, Glangwili General Hospital	Partner in family farm with husband 'Messrs Pugh and Price'	Partner in family farm with husband 'Messrs Pugh and Price'	No	No	Undertake two hour paid teaching session on the Cardiff University Diploma course	26.02.2020	Financial transaction	06.03.2020	08.06.2020	Approved by Dianne Burnett, Pharmacy Site Manager, Glangwili General Hospital, confirming no conflict with normal contractual employment obligations to HDdUHB with the paid work undertaken outside of core working hours, and without involving the use of any

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												confidential or commercial information obtained in the course of HDdUHB employment
David Kevin Evans	Senior Assistant Technical Officer	Pharmacy Department, Prince Philip Hospital	No	No	No	No	Agency working – consultant/sub-contract basis at Witham Jones legal services	Ongoing	Financial transaction	09.03.2020	08.06.2020	Approved by Mari Treharne, Pharmacy, Prince Philip Hospital, confirming all work undertaken outside of core hours with no conflicts of interest
Debbie Hartman	Specialist Respiratory Interface Nurse	Hafan Derwen, St David's Hospital, Carmarthen	Director of Trebersed Farms (family farm) and Director of Trebersed Management (husband's agricultural consultancy business)	Owner of family farm in conjunction with Barclays Bank	No	No	No	Long term September 2019 Varied Not stated 3.5 hours every two weeks paid at £20 per hour	Family business operated as a company	10.03.2020	10.06.2020	Approved by Claire Hurlin, Strategic Head Community and Chronic Conditions, confirming discussion held and agreement reached that the private work would be undertaken outside of HDdUHB contractual duties. Advice and guidance given to complete a separate Declaration of Sponsorship Form for any sponsorship received going forward
Jennifer Matthews	Advanced Practitioner	Cardio-Respiratory Department, Glangwili General Hospital	No	No	No	Sponsorships for meetings i.e. lunch Previously attended paid for full or part of conferences in the past in Birmingham and Budapest Evening education courses	30 minutes breakfast/lunch Part/full funded	N/A	Funded Part/full funded	10.03.2020	11.03.2020	Approved by Nerys James, Cardio-Respiratory Manager, Glangwili General Hospital, confirming appropriate safeguards have been identified to address any potential conflicts of

Name	Position within Health Board	Location within Health Board	Directorships held (inc non-executive held in private companies/plc)	Interest in Companies and Securities	Other Positions of Authority	Personal or Departmental Sponsorship	Any Other Interest	Period of Involvement	Financial Transactions or Benefits in Kind	Date Received	Date Included on the Register	Comments
												interest. Advice given to complete a separate Declaration of Gifts, Hospitality, Honoraria and Sponsorship Form to declare sponsorship in future
Richard Jones	Head of Clinical Innovation and Strategy	Mental Health & LD, Prince Philip Hospital	No	No	No	Consultant to Cogentia (life sciences consultancy,) working with Recordati on the submission for cariprazine to AWMSG	No	November 2019	Two phone calls in November 2019 - £250 paid directly into CDAT Carmarthen, HDdUHB charitable funds	10.03.2020	08.06.2020	Approved by Dr Warren Lloyd, Consultant Psychiatrist, confirming appropriate safeguards have been identified to address any potential conflicts of interest
Angela Roach	Senior Pharmacy Technician Aseptic Services	Pharmacy Department, Glangwili General Hospital	Director of Roach Weightlifting Ltd	Director of Roach Weightlifting Ltd	No	No	No	7 Years	Dividends	11.03.2020	10.06.2020	Approved by Gareth Tyrrell, Senior Pharmacy Manager, Glangwili General Hospital, advising no conflicts of interest between the private interest and HDdUHB contractual duties, with nothing required to be put in place
Sarah Delyth Isaac	Senior Lead for Primary Care & Community Pharmacy Services	Medicines Management Offices, Prince Philip Hospital	No	Husband has ownership of Tir-cethin Farm Luxury Barn Holidays	No	No	No	Ongoing	Financial transaction	13.03.2020	15.06.2020	Approved by Jenny Pugh-Jones, Clinical Director of Pharmacy and Medicines Management, confirming that the interest is a known position and would be considered if and when a situation arises that would cause potential conflict

Name	Position within Health Board	Location within Health Board	Directorships held (inc non-executive held in private companies/plc)	Interest in Companies and Securities	Other Positions of Authority	Personal or Departmental Sponsorship	Any Other Interest	Period of Involvement	Financial Transactions or Benefits in Kind	Date Received	Date Included on the Register	Comments
Jennifer Ann Batty	Lead Pharmacy Technician	Pharmacy, Withybush General Hospital	No	Partner in JSL Covers	No	No	Casual Worker Contract HEIW	3 years May 2018	Business profit Salary	17.03.2020	23.04.2020	Approved by Dave Morgan, Pharmacy Site Lead, Withybush Hospital, confirming all safeguards have been identified with the work undertaken for HEIW provided during days off from HDdUHB
Mel Storey	Quality Assurance Officer (Research)	The Beacon, Llanelli	No	No	Director, Swansea & Gower charity – self-help group, Norton Lodge, Swansea	No	Programme Director/Manager of degree programme, Swansea University, Singleton Park	Ongoing Ongoing	N/A N/A	17.03.2020	17.03.2020	Approved directly by Dr Lisa Seale, Senior R&D Manager

Appendix 3

HDDUHB Register of Gifts 2019 - 2020

Ref	Position in UHB		Directorate/ Dept	Name/Address of Company or Individual making offer	Date of Offer	Nature of Gift	Amount	Acceptance			Approved by	Date	Entered By		
								Acc	Rej	Date			Name	Date	Comments
G.19.06	Therapies/OT Team (Sarah Cleary)	Therapies/OT Team, Bronglais General Hospital	Therapies/OT Team, Bronglais General Hospital	Patient's family	09.09.2019	Huawei MediaPAD T3 10, and Goji Folio case 9-10" to hold the tablet.	£124.99	√		09.09.2019	Alison Shakeshaft, Executive Director of Therapies & Health Science	11.09.2019	Alison Gittins, Head of Corporate & Partnership Governance	07.11.2019	Accepted as the tablet was donated for the benefit of similar patients to those of the family member on the ward as opposed to an individual
G.19.07	Cara Ashworth	Occupational Therapist, Bronglais General Hospital	Occupational Therapy Department, Bronglais General Hospital	Patient	11.10.2019	Sanctuary Gift Set	£20	√		11.10.2019	Kerrie Phipps, Deputy Head of Occupational Therapy	11.10.2019	Alison Gittins, Head of Corporate & Partnership Governance	11.10.2019	Accepted, under the acceptable £25 threshold
G.19.08	Alison Douch	District Nurse team Leader	Vale of Taf/Carmarthen Town	Patient's brother	16.12.2019	£100 gift voucher	£100		√	18.12.2019	N/A	18.12.2019	Alison Gittins, Head of Corporate & Partnership Governance	18.12.2019	Rejected following advice given as above the £25 threshold. Voucher returned.
G.19.09	Paul Williams	Head of Property Performance	Estates Department, Glangwili General Hospital	Commercial organisation	18.12.2019	Bottles of wine	£60		√	20.12.2019	Nicola Llewelyn, Head of Hywel Dda Health Charities	20.12.2019	Alison Gittins, Head of Corporate & Partnership Governance	20.12.2019	Rejected as an individual gift but advice taken from the Head of Hywel Dda Charities for the bottles of wine to be entered into a raffle to be drawn within the department, with the proceeds donated to the Paediatric Palliative Care service charitable fund (charity of choice)
G.19.10	David Harrison	Clinical Site Manager/Night Nurse Practitioner	Unscheduled Care, Bronglais General Hospital	Concept Care Solutions, Edgware Road, London	20.12.2019	Christmas Hamper to share with members of the team	£150	√		20.12.2019	Hazel Davies, General Manager, Bronglais General Hospital	11.06.2020	Alison Gittins, Head of Corporate & Partnership Governance	11.06.2020	The Christmas hamper donated was held in the flow office on site, and the hospital at night team and ward teams were able to select items from the hamper. No individuals benefitted individually from items worth more than £6. Reminder given to approver re: the threshold for acceptance of gifts of £6 from

Ref	Position in UHB		Directorate/ Dept	Name/Address of Company or Individual making offer	Date of Offer	Nature of Gift	Amount	Acceptance			Approved by	Date	Entered By		
								Acc	Rej	Date			Name	Date	Comments
															commercial organisations
G.19.11	Alaw Ciornei, Junior Sister	Meurig Ward, Bronglais General Hospital	Meurig Ward, Bronglais General Hospital	Patient's relative	24.12.2019	Individual £5 Gift Vouchers for each staff member working on Meurig Ward	£5 each	√		06.01.2020	Hazel Davies, General Manager, Bronglais General Hospital	06.01.2020	Alison Gittins, Head of Corporate & Partnership Governance	12.02.2020	Accepted, under the acceptable £25 threshold
G.19.12	Jayne Evans	Consultant Rheumatologist	Rheumatology, Prince Philip Hospital	Patient	25.04.2019	£50 cash and thank you letter from patient	£50		√	25.04.2019	Donna Morris, Service Delivery Manager, Glangwili General Hospital	25.04.2019	Alison Gittins, Head of Corporate & Partnership Governance	25.04.2020	Rejected as an individual gift but advice taken from the Head of Hywel Dda Charities to donate the amount to a charitable fund attached to the function or specialty to be used for the benefit of patients.
G.20.01	Nicola Llewelyn	Head of Hywel Dda Health Charities	Partnerships and Corporate Services	Fundraiser's family	02.01.2020	Christmas gift for sons	£15	√		02.01.2020	Sarah Jennings, Director of Partnerships and Corporate Services	02.01.2020	Alison Gittins, Head of Corporate & Partnership Governance	02.01.2020	Accepted, under the acceptable £25 threshold
G.20.02	Emma Jones	Senior Sister, Merlin Ward, Glangwili General Hospital	Glangwili General Hospital	Patient's family	24.02.2020	Individual £10 Gift Vouchers for each staff member working on Merlin Ward	£10 each	√		25.02.2020	Meinir Williams, Senior Nurse Manager, Merlin Ward, Glangwili General Hospital	04.03.2020	Alison Gittins, Head of Corporate & Partnership Governance	04.03.2020	Accepted, under the acceptable £25 threshold

Ref	Name	Position at UHB	Directorate Dept	Course/Conference Title	Date	Location	Cost	Brief Description of Content & Benefits of	Name of Sponsor	Amount of Proposed Sponsorship	Reason for Sponsorship	Manager	Manager	Entered by		Comments
												Approved/		Name	Title	
S.19.03	Claire Rumble	Carmarthenshire Fundraising Officer	Hywel Dda Health Charities	N/A	15.04.2019	N/A	£150	Donation of 1,000 charity branded pens to be used as marketing materials for Hywel Dda Health Charities (donated by Parker Plant Hire Ltd in lieu of donation to the charity)	Parker Plant Hire Ltd, Glyncoed Terrace, Llanelli SA15 1HQ	£150	Donation of 1,000 charity branded pens to be used as marketing materials for Hywel Dda Health Charities (donated by Parker Plant Hire Ltd in lieu of donation to the charity)	Yes	Nicola Llewelyn, Head of Hywel Dda Health Charities	Alison Gittins	Head of Corporate & Partnership Governance	Approved
S.19.04	Claire Rumble	Carmarthenshire Fundraising Officer	Hywel Dda Health Charities	N/A	17.04.2019	N/A	£800	Plants initially donated for the roundabout (PPH) and planted pots at entrances (PPH and GGH) for the celebration of the NHS 70 th in July 2018. Both sites have been donated additional plants for upkeep PPH and GGH.	Parker Plant Hire Ltd, Glyncoed Terrace, Llanelli SA15 1HQ	£800	Plants initially donated for the roundabout (PPH) and planted pots at entrances (PPH and GGH) for the celebration of the NHS 70 th in July 2018. Both sites have been donated additional plants for upkeep PPH and GGH.	Yes	Nicola Llewelyn, Head of Hywel Dda Health Charities	Alison Gittins	Head of Corporate & Partnership Governance	Approved; advised to remove Parker Plant Hire signage at PPH roundabout
S.19.05	Rhian Evans	Senior Diversity and Inclusion Officer	Partnerships and Corporate Services Directorate	'This is Me' conference 04.07.2019	24.04.2019	National Botanic Garden of Wales, Carmarthenshire	£300	Sponsorship for the 'This is Me' conference 04.07.2019	Unison, 5 Barn Road, Carmarthen SA31 1DE	£300	Sponsorship for the 'This is Me' conference 04.07.2019	Yes	Sarah Jennings, Director of Partnerships and Corporate Services	Alison Gittins	Head of Corporate & Partnership Governance	Approved

Appendix 4

HDDUHB Register of Hospitality, Sponsorship and Honoraria

Ref	Name	Position at UHB	Directorate Dept	Course/Conference Title	Date	Location	Cost	Brief Description of Content & Benefits	Name of Sponsor	Amount of Proposed Sponsorship	Reason for Sponsorship	Manager	Manager	Entered by		Comments
												Approved/		Name	Title	
S.19.06	Rhian Evans	Senior Diversity and Inclusion Officer	Partnerships and Corporate Services Directorate	'This is Me' conference 04.07.2019	24.04.2019	National Botanic Garden of Wales, Carmarthen-shire	£1,431	Sponsorship of lunch for the 'This is Me' conference 04.07.2019	Lewis Construction, Unit 22, Llanelli Workshops, Trostre Industrial Park, Llanelli SA14 9UU	£1,431	Lunch for the 'This is Me' conference 04.07.2019	Yes	Sarah Jennings, Director of Partnerships and Corporate Services	Alison Gittins	Head of Corporate & Partnership Governance	Approved
S.19.07	Dr Abhaya Gupta	Consultant Medicine	Medical Directorate, Glangwili General Hospital	Masterclass on VTE 03.05.2019	20.05.2019	Birmingham	Not known	Sponsorship for attending Masterclass on VTE	Bayer, 400 South Oak Way, Green Park, Reading	Not known	Travel, accommodation and registration for Masterclass on VTE			Alison Gittins	Head of Corporate & Partnership Governance	Outside of working hours – no manager approval sought. Advice provided to make such declarations prospectively
S.19.08	Rhian Evans	Senior Diversity and Inclusion Officer	Partnerships and Corporate Services Directorate	'This is Me' conference 04.07.2019	10.05.2019	National Botanic Garden of Wales, Carmarthen-shire	£500	Sponsorship for a stand at the 'This is Me' conference on 04.07.2019	Royal College of Nursing, Unit H&J, Copse Walk, Cardiff Gate Business Park, Pontprennau, Cardiff CF23 8XG	£500	A stand at the 'This is Me' conference on 04.07.2019	Yes	Sarah Jennings, Director of Partnerships and Corporate Services	Alison Gittins	Head of Corporate & Partnership Governance	Approved

Appendix 4

HDDUHB Register of Hospitality, Sponsorship and Honoraria

Ref	Name	Position at UHB	Directorate Dept	Course/Conference Title	Date	Location	Cost	Brief Description of Content & Benefits	Name of Sponsor	Amount of Proposed Sponsorship	Reason for Sponsorship	Manager	Manager	Entered by		Comments
												Approved/		Name	Title	
S.19.09	Katrina Hall	Lead Library & Knowledge Services Manager	Knowledge Management, Glangwili General Hospital	European Association for Health Informatics and Libraries (EAHIL) Conference	05.04.2019	Basel	£400	Sponsorship to attend European Association for Health Informatics and Libraries (EAHIL) Conference, Basel 17 – 20 June 2019	EAHIL President Scientific Knowledge and Communication Service, Istituto Superiore di Sanità Viale Regina Elena 299 00161 Rome, Italy	£400	To attend the EAHIL Conference, Basel 17 – 20.06.2019	Yes	John Evans, Assistant Director, Medical Directorate	Alison Gittins	Head of Corporate & Partnership Governance	Approved
Ho.19.01	Rachel Absalom	Primary Care Officer - Optometry	Primary Care	South West Wales Regional Optical Committee Annual Dinner	04.06.2019	Wrights Food Emporium, Carmarthen-shire	£30	Hospitality for Annual Dinner	South West Wales Regional Optical Committee	£30	To attend Annual Dinner	Yes	Rhian Bond, Assistant Director of Primary Care	Alison Gittins	Head of Corporate & Partnership Governance	Approved
Ho.19.02	Mary Owens	Head of Dental & Optometry	Primary Care	South West Wales Regional Optical Committee Annual Dinner	04.06.2019	Wrights Food Emporium, Carmarthen-shire	£30	Hospitality for Annual Dinner	South West Wales Regional Optical Committee	£30	To attend Annual Dinner	Yes	Rhian Bond, Assistant Director of Primary Care	Alison Gittins	Head of Corporate & Partnership Governance	Approved
Ho.19.03	Alison Gittins	Head of Corporate & Partnership Governance	Corporate Governance	Private discussion event held in conjunction with the Society for Corporate Governance National Conference	11.06.2019	San Diego Wine & Culinary Institute, San Diego	£50	Hospitality for complimentary cocktails, dinner and discussion	Diligent, 111 West 33 rd Street, 16 th Floor, New York NY 10120	£50	To attend private discussion event	No	Joanne Wilson, Board Secretary	Rachel Davies	Corporate Governance Team Administrator	Declined as Diligent together with a number of other external companies were tendering for an all Wales Health Board/Trust Executive Board management software system, and it could be interpreted as favouring one company over another by attending this event

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												Approved/		Name	Title	
S.19.10	Emma Nurse	Prescribing Advisor	Pharmacy Directorate, Ceredigion Locality	Educational bursary for study at Cardiff University School of Medicine	17.07.2019	Cardiff University	£2,337	Educational bursary	Napp Pharmaceuticals Limited, Cambridge Science Park, Milton Road, Cambridge CB4 0AB	£2,337	Educational grant to attend course	Yes	Sarah Isaac, Senior Pharmacist Manager	Alison Gittins	Head of Corporate & Partnership Governance	Approved; these bursaries are educational grants provided by Napp as a service to medicine. Napp has no involvement in the organization of the programme or courses
HO.19.04	Andrew Carruthers	Turnaround Director	Executive Team	KPMG Dinner with Mark Britnell – Solving the NHS Future Workforce Crisis 05.11.2019	27.08.2019	Bristol	£50	Hospitality for dinner	KPMG Bristol Office, 66 Queen Square, Bristol BS1 4BE	£50	To attend dinner	No	Joanne Wilson, Board Secretary	Alison Gittins	Head of Corporate & Partnership Governance	Declined; considered to fall under 'Unacceptable Hospitality' – KPMG are consultants contracted to HDDUHB through a tendering exercise
S.19.11	Dianne Burnett	Pharmacy Site Manager, Prince Philip Hospital	Pharmacy Directorate	Training Day – attendance as a speaker	08 - 09.09.2019	Edinburgh	Not stated	Sponsorship to attend training day as a speaker	BBraun Medical Ltd,	Not stated	To cover flights and accommodation	Yes	Stuart Rees, Clinical Pharmacy Lead for Patient Services, Prince Philip Hospital	Alison Gittins	Head of Corporate & Partnership Governance	Approved
S.19.12	Elizabeth Thomas	Medical Secretary to Mr Dinesh Rathod, Consultant Paediatric Ophthalmologist	Surgical/Ophthalmology Directorate, Glangwili General Hospital	Welsh Ophthalmic Forum Meeting 11.10.2019	24.09.2019	National Botanic Garden of Wales, Carmarthenshire	£250	Fee paid to attend and display at the Welsh Ophthalmic Forum on 11.10.2019	Allergan Ophthalmology, 1 st Floor, Marlow, International Parkway, Marlow, Bucks SL7 1YI	£250	Fee paid for a room at the Welsh Ophthalmic Forum on 11.10.2019 event to display products	Yes	Stephanie Hire, General Manager, Scheduled Care	Alison Gittins	Head of Corporate & Partnership Governance	Approved
S.19.13	Elizabeth Thomas	Medical Secretary to Mr Dinesh Rathod, Consultant Paediatric Ophthalmologist	Surgical/Ophthalmology Directorate, Glangwili General Hospital	Welsh Ophthalmic Forum Meeting 11.10.2019	24.09.2019	National Botanic Garden of Wales, Carmarthenshire	£250	Fee paid to attend and display at the Welsh Ophthalmic Forum on 11.10.2019	Altacor Ltd, St Jon's Innovation Centre, Cowley Road, Cambridge CB4 0WS	£250	Fee paid for a room at the Welsh Ophthalmic Forum on 11.10.2019 event to display products	Yes	Stephanie Hire, General Manager, Scheduled Care	Alison Gittins	Head of Corporate & Partnership Governance	Approved

Ref	Name	Position at UHB	Directorate Dept	Course/Conference Title	Date	Location	Cost	Brief Description of Content & Benefits of	Name of Sponsor	Amount of Proposed Sponsorship	Reason for Sponsorship	Manager	Manager	Entered by		Comment
												Approved/		Name	Title	
S.19.14	Elizabeth Thomas	Medical Secretary to Mr Dinesh Rathod, Consultant Paediatric Ophthalmologist	Surgical/Ophthalmology Directorate, Glangwili General Hospital	Welsh Ophthalmic Forum Meeting 11.10.2019	24.09.2019	National Botanic Garden of Wales, Carmarthen-shire	£250	Fee paid to attend and display at the Welsh Ophthalmic Forum on 11.10.2019	Farmigea Ophthalmics Offices at Safestore, Popham Close, Hanworth, Middlesex TW13 6JE	£250	Fee paid for a room at the Welsh Ophthalmic Forum on 11.10.2019 event to display products	Yes	Stephanie Hire, General Manager, Scheduled Care	Alison Gittins	Head of Corporate & Partnership Governance	Approved
S.19.15	Elizabeth Thomas	Medical Secretary to Mr Dinesh Rathod, Consultant Paediatric Ophthalmologist	Surgical/Ophthalmology Directorate, Glangwili General Hospital	Welsh Ophthalmic Forum Meeting 11.10.2019	24.09.2019	National Botanic Garden of Wales, Carmarthen-shire	£250	Fee paid to attend and display at the Welsh Ophthalmic Forum on 11.10.2019	Novartis, Frimley Business Park, Frimley, Camberley, Surrey GU16 7SR	£250	Fee paid for a room at the Welsh Ophthalmic Forum on 11.10.2019 event to display products	Yes	Stephanie Hire, General Manager, Scheduled Care	Alison Gittins	Head of Corporate & Partnership Governance	Approved
S.19.16	Elizabeth Thomas	Medical Secretary to Mr Dinesh Rathod, Consultant Paediatric Ophthalmologist	Surgical/Ophthalmology Directorate, Glangwili General Hospital	Welsh Ophthalmic Forum Meeting 11.10.2019	24.09.2019	National Botanic Garden of Wales, Carmarthen-shire	£250	Fee paid to attend and display at the Welsh Ophthalmic Forum on 11.10.2019	Rayner, The Ridley Innovation Centre, 10 Dominion Way, Worthing West Sussex BN14 8AQ	£250	Fee paid for a room at the Welsh Ophthalmic Forum on 11.10.2019 event to display products	Yes	Stephanie Hire, General Manager, Scheduled Care	Alison Gittins	Head of Corporate & Partnership Governance	Approved
S.19.17	Elizabeth Thomas	Medical Secretary to Mr Dinesh Rathod, Consultant Paediatric Ophthalmologist	Surgical/Ophthalmology Directorate, Glangwili General Hospital	Welsh Ophthalmic Forum Meeting 11.10.2019	24.09.2019	National Botanic Garden of Wales, Carmarthen-shire	£250	Fee paid to attend and display at the Welsh Ophthalmic Forum on 11.10.2019	Santen UK & Ireland, 2 Fountain Court, Victoria Square, St Albans AL1 3TF	£250	Fee paid for a room at the Welsh Ophthalmic Forum on 11.10.2019 event to display products	Yes	Stephanie Hire, General Manager, Scheduled Care	Alison Gittins	Head of Corporate & Partnership Governance	Approved
S.19.18	Elizabeth Thomas	Medical Secretary to Mr Dinesh Rathod, Consultant Paediatric Ophthalmologist	Surgical/Ophthalmology Directorate, Glangwili General Hospital	Welsh Ophthalmic Forum Meeting 11.10.2019	24.09.2019	National Botanic Garden of Wales, Carmarthen-shire	£250	Fee paid to attend and display at the Welsh Ophthalmic Forum on 11.10.2019	SCOPE Ophthalmics, First Floor, 2 Amberley Court, Whitworth Rd, County Oak Way, Crawley RH11 7XL	£250	Fee paid for a room at the Welsh Ophthalmic Forum on 11.10.2019 event to display products	Yes	Stephanie Hire, General Manager, Scheduled Care	Alison Gittins	Head of Corporate & Partnership Governance	Approved
S.19.19	Elizabeth Thomas	Medical Secretary to Mr Dinesh Rathod, Consultant Paediatric Ophthalmologist	Surgical/Ophthalmology Directorate, Glangwili General Hospital	Welsh Ophthalmic Forum Meeting 11.10.2019	24.09.2019	National Botanic Garden of Wales, Carmarthen-shire	£250	Fee paid to attend and display at the Welsh Ophthalmic Forum on 11.10.2019	Thea Pharmaceuticals, Floor 1, MED IC5 Building, Innovation Way, Keele University of Science and Innovation, Keele, Newcastle-Under-Lyme ST5 5NT	£250	Fee paid for a room at the Welsh Ophthalmic Forum on 11.10.2019 event to display products	Yes	Stephanie Hire, General Manager, Scheduled Care	Alison Gittins	Head of Corporate & Partnership Governance	Approved
S.19.20	Elizabeth Thomas	Medical Secretary to Mr Dinesh Rathod, Consultant Paediatric Ophthalmologist	Surgical/Ophthalmology Directorate, Glangwili General Hospital	Welsh Ophthalmic Forum Meeting 11.10.2019	24.09.2019	National Botanic Garden of Wales, Carmarthen-shire	£250	Fee paid to attend and display at the Welsh Ophthalmic Forum on 11.10.2019	VISUFarma, 1 Farnham Road Guildford, Surrey GU2 4RG	£250	Fee paid for a room at the Welsh Ophthalmic Forum on 11.10.2019 event to display products	Yes	Stephanie Hire, General Manager, Scheduled Care	Alison Gittins	Head of Corporate & Partnership Governance	Approved

Ref	Name	Position at UHB	Directorate Dept	Course/Conference Title	Date	Location	Cost	Brief Description of Content & Benefits	Name of Sponsor	Amount of Proposed Sponsorship	Reason for Sponsorship	Manager	Manager	Entered by		Comments
												Approved/		Name	Title	
S.19.21	Zoe Kennerley	Antimicrobial Pharmacist	Pharmacy Department, Bronglais General Hospital	Fungal Infections in Critical Care	15.10.2019	Marriott Hotel, Cardiff	£200	Sponsorship to attend conference on Fungal Infections in Critical Care	Pfizer Limited, Walton Oaks, Tadworth, Surrey, KT20 7NS	£200	Sponsorship to cover travel and accommodation	Yes	Donna Robson, Pharmacy Site Lead, Bronglais General Hospital; Stuart Rees, Clinical Pharmacy Lead for Patient Services, Prince Philip Hospital	Alison Gittins	Head of Corporate & Partnership Governance	Approved
Ho.19.05	Dr Philip Kloer	Executive Medical Director	Medical Directorate/ Executive Team	NHS Forum	17.10.2019	Cardiff	£140	Hospitality to attend NHS Forum on 16 - 17.10.2019	Welsh NHS Confederation, Ty Phoenix, 8 Cathedral Road, Cardiff CF11 9LJ	£140	Attendance at the NHS Forum – reception/ accommodation at the Hilton Hotel, Cardiff on 16.10.2019 and all day meeting on 17.10.2019	Yes	Steve Moore, Chief Executive	Alison Gittins	Head of Corporate & Partnership Governance	Approved
H.19.01	Dr Abhaya Gupta	Consultant Physician	Medicine	Meeting in Swansea on vertebral fractures 23.07.2019	22.10.2019	Swansea	£400	Speaker fees for meeting in Swansea on vertebral fractures 23.07.2019	Lilly, Lilly House, Priestley Road Basingstoke RG24 9NL	£400	Honoraria fees for meeting in Swansea on vertebral fractures 23.07.2019			Alison Gittins	Head of Corporate & Partnership Governance	Outside of contracted NHS time (evening meeting) – no manager approval sought. Advice reinforced to make such declarations prospectively
Ho.19.06	Preet Singh	ICT Project Manager	IT	Integrated Systems Europe (ISE) 2020 12 – 13.02.2020	22.10.2019	Barcelona	£400	Hospitality for attendance at ISE 2020	Comcen, Bruse Road, Swansea SA5 4HS	£400	Hospitality for attendance at ISE 2020	Yes	Anthony Tracey, Assistant Director of Informatics	Alison Gittins	Head of Corporate & Partnership Governance	Approved

Appendix 4

HDDUHB Register of Hospitality, Sponsorship and Honoraria

Ref	Name	Position at UHB	Directorate Dept	Course/Conference Title	Date	Location	Cost	Brief Description of Content & Benefits of	Name of Sponsor	Amount of Proposed Sponsorship	Reason for Sponsorship	Manager	Manager	Entered by		Comments
												Approved/		Name	Title	
Ho.20.01	Steve Moore	Chief Executive	Corporate/Executive Team	Retinue Solutions Conference	13.01.2020	London	£300	Hospitality to attend Retinue Solutions Conference	Retinue Solutions, 222 Bishopsgate, London EC2M 4QD	£300	Travel costs to and from the venue by train (Carmarthen to London Paddington). Accommodation at the Premier Inn (London) 1 night	Yes	Maria Battle, Chair	Alison Gittins	Head of Corporate & Partnership Governance	Approved
Ho.20.02	Huw Thomas	Executive Director of Finance	Finance Directorate/Executive Team	England vs Wales Six Nations Rugby Match 07.03.2020	29.01.2020	London	£70	Hospitality to attend England vs Wales Six Nations Rugby Match	Allocate Software	£70	Ticket to England vs Wales Six Nations Rugby Match	No		Alison Gittins	Head of Corporate & Partnership Governance	Declined; considered to fall under 'Unacceptable Hospitality' – commercial relationship also involved
S.20.01	Lisa Davies	Clinical Effectiveness Co-ordinator	Medical Directorate	Annual Medical Conference 27.03.2020	12.02.2020	Carmarthenshire	£200	Sponsorship for Annual Medical Conference, 27.03.2020. £150 sponsorship to be used to purchase postcards for each delegate to share their feedback/reflections at the end of the event, benefiting the Health Board by providing feedback for future events. Remaining £50 towards event catering.	Chase de Vere Independent Financial Advisors Limited, 4 th Floor, 20 Manvers Street, bath BA1 1JW	£200	Sponsorship for Annual Medical Conference, 27.03.2020	Yes	Jon Evans, Assistant Director, Medical Directorate	Alison Gittins	Head of Corporate & Partnership Governance	Approved
S.20.02	Janine Dailey	Lead Nurse – Bladder, Bowel, Pelvic Health Services	Bro Preseli Community Resource Centre	Year 2 Studies MSc Enhanced Professional Practice	09.03.2020	N/A	Not stated	Sponsorship to complete Year 2 Studies MSc Enhanced Professional Practice	Company sponsorship from catheter appliance supplier 'Coloplast'	Not stated	To complete Year 2 Studies MSc Enhanced Professional Practice	Yes	Ceri Griffiths, Head of Community Nursing, Withybush General Hospital	Alison Gittins	Head of Corporate & Partnership Governance	Approved