

Nottingham North and East Clinical Commissioning Group

Meeting Title	NHS Nottingham North and East CCG Governing Body		Date: 20 September 2017					
Paper Title	Gifts and Hospital Policy & Business Conduct Manual		Agenda Item: NNE/GB/143a					
Lead Director Report Author	Hazel Buchanan, Director of Operations							
Purpose (tick one only)								
Approval	<input checked="" type="checkbox"/>	Acknowledge/ Note	<input type="checkbox"/>	Review	<input type="checkbox"/>	For Information	<input type="checkbox"/>	
Executive Summary								
Executive Summary		<p>The Gifts and Hospitality Policy and Business Conduct Manual have been reviewed and updated as part of the routine policy review process and upon the release of the Conflict of Interest Guidance which was implemented from June 2017. The conflicts of interest policy was approved in the July Governing Body.</p> <p>The key changes for Gifts and Hospitality are:</p> <ul style="list-style-type: none"> Gifts from suppliers or contractors: Gifts of low value (up to £6), such as promotional items, can be accepted and do not need to be declared, but all other gifts from suppliers or contractors must be declined and declared. Gifts from other sources: Gifts under £50 can be accepted from non-suppliers and non-contractors, and do not need to be declared. Gifts with a value of over £50 can be accepted on behalf of an organisation, but not in a personal capacity and must be declared. Multiple gifts from the same source over a 12 month period should be treated in the same way as single gifts over £50 where the cumulative value exceeds £50 Hospitality - meals and refreshments: Hospitality under £25 can be accepted and does not need to be declared. Hospitality between £25 and £75 can be accepted, but must be declared. If the value of the hospitality is over £75, it must be declared and should be refused unless senior approval is given. New section on travel and accommodation Strengthened Declaration of Gifts and Hospital template to include details around previous offers of gifts and hospitality made by the supplier. Strengthened process for declaring and recording Gifts and Hospitality to ensure that the CCG are notified within 28 days. <p>These align with the other Greater Nottingham CCGs as the changes are in response to the new guidance. All policies will be reviewed and aligned with the implementation of the Joint Committee and single management structure.</p>						
If paper is for approval, have the following impact assessments been completed?								
Quality Impact Assessment	Yes	<input type="checkbox"/>	Equality Impact Assessment	Yes	<input type="checkbox"/>	Privacy Impact Assessment	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>		No	<input type="checkbox"/>		No	<input type="checkbox"/>
	N/A	<input checked="" type="checkbox"/>		N/A	<input checked="" type="checkbox"/>		N/A	<input checked="" type="checkbox"/>
Implications: (please tick where relevant)								
Integration			<input type="checkbox"/>	Patient Choice			<input checked="" type="checkbox"/>	

Reducing inequality	<input type="checkbox"/>	Patient & Public Involvement	<input type="checkbox"/>
Constitution	<input type="checkbox"/>	Quality of Services	<input type="checkbox"/>
Governance	<input checked="" type="checkbox"/>	QIPP	<input type="checkbox"/>
Innovation	<input type="checkbox"/>	Research	<input type="checkbox"/>
Learning and Development	<input type="checkbox"/>	Sustainability	<input type="checkbox"/>

Finance checked by: **N/A**

Appendices	N/A
Report History	
Recommendation	The Governing Body is asked to: APPROVE the Gifts and Hospitality Policy and Business Conduct Manual