

## **DECLARATION OF INTEREST – Norfolk Autism Partnership**

Under the Health and Social Care Act 2012, there is a legal obligation to manage conflicts of interest appropriately. It is essential that declarations of interest and actions arising from the declarations are recorded formally and consistently across NAPB meetings.

This checklist has been developed with the intention of providing support in conflicts of interest regarding management to the Chair of the meeting – prior to, during and following the meeting. It does not cover the requirements for declaring interests outside of the process.

Timing	Checklist for Chairs	Responsibility
<b>In advance of the meeting</b>	1. <b>The agenda</b> to include a standing item on declaration of interests to enable individuals to raise any issues and/or make a declaration at the meeting.	Chair/Leads
	2. <b>A definition of conflicts of interest</b> should also be accompanied with each agenda to provide clarity for all recipients.	Partnership Coordinator
	3. <b>Agenda</b> to be circulated to enable attendees (including visitors) to identify any interests relating specifically to the agenda items being considered.	Chair/Leads with Partnership Coordinator
	4. <b>Members should contact the Chair</b> as soon as an actual or potential conflict is identified.	Meeting members
	5. Chair to review a <b>summary report from preceding meetings</b> i.e. sub-committees, working groups, etc., detailing any declared conflicts of interest and how these were managed.  <b>NOTE:</b> A template for a summary report to present discussions at preceding meetings is detailed below.	Chair/Leads
	6. A copy of the members' declared interests will be checked to establish any actual or potential conflicts of interest that may occur during the meeting.	Chair/Leads with Autism Administrator

Timing	Checklist for Chairs	Responsibility
During the meeting	7. <b>Check and declare the meeting is quorate</b> and ensure that this is noted in the minutes of the meeting.	Chair/Lead
	8. Chair requests <b>members to declare any interests in agenda items</b> which have not already been declared, including the nature of the conflict.	Chair/Lead
	9. <b>Chair decides to how to manage each declared interest</b> , including whether and to what extent the individual member should continue to participate in the meeting, on a case-by-case basis. This decision is recorded.	Chair/Leads Partnership Coordinator
	10. <b>As a minimum requirement</b> , the following should be <b>recorded in the minutes of the meeting</b> : <ul style="list-style-type: none"> <li>• Individual declaring the interest.</li> <li>• At what point the interest was declared.</li> <li>• The nature of the interest.</li> <li>• The Chair’s decision and resulting action taken.</li> <li>• The point during the meeting at which any individuals retired from and returned to the meeting - even if an interest has not been declared.</li> <li>• <b>Any visitors in attendance</b> who participate in the meeting must also follow the meeting protocol and declare any interests in a timely manner.</li> </ul>	Chair/Leads Partnership Coordinator

Timing	Checklist for Chairs	Responsibility
Following the meeting	11. All new interests declared at the meeting should be promptly updated onto the declaration of interest form.	Individual(s) declaring interest(s)
	12. All new completed declarations of interest should be transferred onto the register of interests.	Partnership Coordinator