



Royal College of
General Practitioners

Conflicts of Interest Policy

Conflicts of Interest Policy	
Version No	2
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Reviewed by	Governance Committee 14 January 2021
Approved by	Trustee Board Council
Date	28 January 2021 26 February 2021
Review date	April 2022

This information can be made available in alternative formats, such as easy read or large print, and may be available in alternative languages, upon request. Please contact Martyn Schofield, Assistant Director Governance (martyn.schofield@rcgp.org.uk)

Background and Purpose

This policy has been drafted to ensure that all those who work for, with or on behalf of the Royal College of General Practitioners (“RCGP” or the “College”) have guidance on the following:

- Common principles and rules for managing conflicts of interest;
- Advice about what to do in common situations;
- How interests should be approached and managed; and
- Issues and rationale behind the policy.

The policy follows a template provided by NHS England following the guidance produced on 1 June 2017 on Managing Conflicts of Interest in the NHS. This policy is also in keeping with the guidance provided by Health in Wales, NHS Scotland and Health & Social Care Services in Northern Ireland.

Who does the guidance apply to?

- Trustees
- College Officers and devolved Council Chairs
- Chief Operating Officer
- Executive Directors
- Council members (including devolved Councils)
- Faculty board members
- Clinical leads, champions, representatives
- Any clinicians employed by RCGP
- Any other clinicians engaged in a volunteering capacity for RCGP
- Speakers at RCGP education events and conferences
- Speakers at RCGP celebratory events (e.g. summer social)
- Candidates for elections for Council, Officer/devolved Council Chair roles, faculty board roles, AiT Chair, Committee on Medical Ethics Chair, Trustee Board roles and other roles with important influencing and decision-making functions within the College
- Applicants for employee positions within the College as well as clinical lead or representative roles

Conflicts of Interest Policy for the Royal College of General Practitioners

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1 Policy Summary

Everyone who holds a position of responsibility in the College, from a Trustee to a voluntary position as a representative or acts on behalf of the College in whatever capacity, has a duty to act in its best interests.

The College is a charity bound by its charitable object ‘to encourage, foster and maintain the highest possible standards in general medical practice’. Conflicts of interest are common in charities and amongst clinical practitioners who have ‘portfolio careers’ – for example where general practice and treating patients occurs for part of the week and other roles including speaking events or publishing commitments occur for the remainder.

Having a conflict does not mean you have done something wrong, however, you need to act to prevent this from interfering with your ability to decide in the best interests of the College, if applicable, or else to ensure reputational damage does not occur. This will ensure proper transparency and eliminate potential hidden bias.

2 Purpose

This policy will help us manage risks effectively. It:

- Introduces consistent principles and rules
- Provides simple advice about what to do in common situations.
- Supports good judgement about how to approach and manage interests

This policy should be considered alongside these other organisational policies:

- Whistleblowing Policy
- Code of Business Conduct
- Sponsorship Policy

3 Key terms

A ‘conflict of interest’ is:

“A set of circumstances by which a reasonable person would consider that an individual’s ability to apply judgement or act, in the context of acting on behalf of the College and fulfilling the College’s charitable objectives is, or could be, impaired or influenced by another interest they hold.”

A conflict of interest may be:

- Actual - there is a material conflict between one or more interests
- Potential – there is the possibility of a material conflict between one or more interests in the future

A ‘declaration of interest’ is:

- All interests including financial, professional, personal and indirect interests.

It is through declaring your interests that you and others can assess if there are any conflicts.

You may hold interests for which you cannot see potential conflict. However, caution is always advisable because others may see it differently and perceived conflicts of interest can be damaging. All interests should be declared where there is a risk of perceived improper conduct.

4 Interests

Declarations of interests fall into the following categories:

- **Financial interests:**

Where an individual may get direct financial benefit^{*} from the consequences of a decision they are involved in making.

- **Non-financial professional interests:**

Where an individual may obtain a non-financial professional benefit from the consequences of a decision they are involved in making, such as increasing their professional reputation or promoting their professional career.

- **Non-financial personal interests:**

Where an individual may benefit personally in ways which are not directly linked to their professional career and do not give rise to a direct financial benefit, because of decisions they are involved in making in their professional career.

- **Indirect interests:**

Where an individual has a close association[†] with another individual who has a financial interest, a non-financial professional interest or a non-financial personal interest and could stand to benefit from a decision they are involved in making.

5 Applicable Personnel

At the RCGP we use the skills of many different people, all of whom are vital to our work. This includes people on differing terms, who for the purposes of this policy we refer to as 'applicable personnel' and are listed below:

- Trustees
- College Officers and devolved Council Chairs
- Chief Operating Officer
- Executive Directors
- Council members (including devolved Councils)
- Faculty board members
- Clinical leads, champions, representatives
- Any clinicians employed by RCGP
- Members of committees and working parties (including lay members)
- Any other clinicians engaged in a volunteering capacity for RCGP
- Speakers at RCGP education events and conferences including at faculty level
- Speakers at RCGP celebratory events (e.g. summer social)

^{*} This may be a financial gain, or avoidance of a loss.

[†] A common sense approach should be applied to the term 'close association'. Such an association might arise, depending on the circumstances, through relationships with close family members and relatives, close friends and associates, and business partners.

- Candidates for elections for Council, Officer/devolved Council Chair roles, faculty board roles, Ait Chair, Committee on Medical Ethics Chair, Trustee Board roles and other roles with important influencing and decision-making functions within the College
- Applicants for employee positions within the College as well as for clinical lead or representative roles

6 Decision Making

Some applicable personnel are more likely than others to have a decision-making influence on the use of members' money, because of the requirements of their role. For the purposes of this guidance these people are referred to as 'decision making personnel.'

Decision making personnel in this organisation are:

- Trustees
- College Officers and devolved Council Chairs
- Chief Operating Officer
- Executive Directors
- Council members (including devolved Councils)
- Faculty board members
- Committee members

7 Identification, declaration and review of interests

7.1 Identification & declaration of interests (including gifts and hospitality)

The College is aiming to become more transparent in its decision-making and as part of this is strongly encouraging all applicable personnel to complete the online public register at whopaysthisdoctor. This is a voluntary register that is freely available to the public. More information on this register can be found at 7.1.2 below.

The completion of whopaysthisdoctor does not supersede the requirement to complete the College declaration of interest form which is attached to this policy.

All applicable personnel should identify and declare material interests at the earliest opportunity (and in any event within 28 days). If applicable personnel are in any doubt as to whether an interest is material then they should declare it, so that it can be considered.

Declarations should be made:

- On appointment with the organisation (including voluntary roles)
- When applicable personnel move to a new role or their responsibilities change significantly
- At the beginning of a new project/piece of work

- As soon as circumstances change, and new interests arise (for instance, in a meeting when interests applicable personnel hold are relevant to the matters in discussion)
- Prior to elections for Council, Officer/devolved Council Chair roles, faculty board roles

The table below identifies what form is required to be completed, how it is checked and where it is kept. At Annex A is the standard declaration of interest form and at Annex B is the summary form to be used by invited speakers to RCGP celebratory events only.

7.1.1 Guidance

The key point to remember when completing the form is:

The College is a charity and governed by the Charity Commission therefore we must ensure we carry out our purpose for public benefit, act in the College's best interests and use our resources responsibly.

If you are unsure or would like further information please refer to the table on the following page or contact Martyn Schofield, Assistant Director Governance (martyn.schofield@rcgp.org.uk)

Who	How	Where kept	Who checks	Retention Period of [form] [and] [record of checks]
Trustees	RCGP declarations of interest form	On RCGP website (publicly available)	Hon Sec	10 years after vacating office (but not publicly available after vacating office)
College Officers and devolved Council Chairs	RCGP declarations of interest form and whopaysthisdoctor	On RCGP website (publicly available)	Hon Sec	10 years after vacating office (but not publicly available after vacating office)
Chief Operating Officer and Executive Directors	RCGP declarations of interest form	RCGP	Hon Sec	10 years after leaving the College
Council members (incl devolved Councils)	RCGP declarations of interest form and whopaysthisdoctor (if completed this to be stated on the RCGP website next to their name)	RCGP	Hon Sec and devolved Council Hon Sec	5 years after ceasing to be a Council member
Faculty board members	RCGP declarations of interest form and whopaysthisdoctor	RCGP	Faculty Hon Sec	5 years after ceasing to be a Faculty board member
Clinical leads, champions, representatives	RCGP declarations of interest form and whopaysthisdoctor	RCGP	Relevant department Director. Hon sec (for reps)	5 years after representative ends
Any clinicians employed by the College	RCGP declarations of interest form and whopaysthisdoctor	RCGP	Relevant department Director.	5 years after employment ends
Any other clinicians engaging in a volunteering but not decision-making capacity on behalf of the College	whopaysthisdoctor	RCGP	Relevant department Director.	

Speakers at RCGP educational events and conferences	RCGP declarations of interest form and whopaysthisdoctor	RCGP but COI declared in writing during presentations	Educational event organiser. Vice Chair Prof Dev for Conference	Destroyed within 12 months after event
Speakers at RCGP celebratory events (e.g. summer social)	RCGP probity declaration	RCGP	Relevant department Director	Destroyed within 12 months after event
Prior to elections for Council, Officer/devolved council chair roles, faculty board roles	RCGP declarations of interest form and whopaysthisdoctor	To electorate	Hon Sec	If not elected online information kept for 12 months after election results known and then destroyed.
Prior to appointment for all employee, clinical lead or representative roles	RCGP declarations of interest form and whopaysthisdoctor	To committee/department making the appointment	Relevant department Director. Hon Sec for reps.	If not appointed kept for 12 months after appointment made and then destroyed.

7.1.2 Who Pays This Doctor

An existing public register is available at Sunshine UK (otherwise known as whopaysthisdoctor - www.whopaysthisdoctor.org) and the College is promoting voluntary completion of this register and will signpost its presence via the College website. Unless you are a Trustee or an Officer the information that is provided separately on the College register of interests' form will not be published publicly. However, for Council members those that do comply will have this information noted next to their name on the RCGP website. Please note that where you choose to provide www.whopaysthisdoctor.org with your personal information, this site is not affiliated with RCGP and you should ensure you have read the privacy notice provided by that site.

7.1.3 Responsibility for implementing the policy

The Honorary Secretary is responsible for checking the declarations of interests for Trustees, College Officers and devolved Council Chairs and the Chief Operating Officer. The review of Council members is split between the Honorary Secretary and the relevant devolved Council or Faculty Honorary Secretary. Responsibility for the Executive Directors remains with the Chief Operating Officer.

In the first instance declarations should be made to the governance team in the Planning & Resources Directorate.

After expiry, the retention period for the documented interests will depend upon the role of the applicable personnel. Please refer to the table in section 7.1.1 above.

7.2 Proactive review of interests

We will prompt applicable personnel annually to review declarations they have made and, as appropriate, update them or make a nil return.

8 Records and publication

8.1 Maintenance

The RCGP will maintain one main register of interests that will include all applicable personnel as sub-sections. This register will be maintained by the governance team.

8.2 Publication

We will:

- Publish the interests declared by Trustees and Officers including Devolved Nation Chairs (see table above for details) on our website and encourage all applicable personnel to publicly declare their interests in whopaysthisdoctor
- Refresh this information annually

If Trustees or Officers or those taking place in elections, especially nationally elected roles, have substantial grounds for believing that publication of their interests should not take place then they should contact the Honorary Secretary to explain why. In exceptional circumstances, for instance where publication of information might put applicable personnel at risk of harm, information may be withheld or redacted on public

registers. However, this would be the exception and information will not be withheld or redacted merely because of a personal preference.

The RCGP fully supports wider transparency initiatives in healthcare, and we encourage applicable personnel to engage actively with these.

Details of payments that applicable personnel receive from the pharmaceutical industry may be disclosed as part of the Association of British Pharmaceutical Industry (ABPI) Disclosure UK initiative. These “transfers of value” include payments relating to:

- Speaking at and chairing meetings
- Training services
- Advisory board meetings
- Fees and expenses paid to healthcare professionals
- Sponsorship of attendance at meetings, which includes registration fees and the costs of accommodation and travel, both inside and outside the UK
- Donations, grants and benefits in kind provided to healthcare organisations

Further information about the scheme can be found on the ABPI website:
<http://www.abpi.org.uk/our-work/disclosure/about/Pages/default.aspx>

9 Management of interests – general

If a material interest is declared but there is no risk of a material conflict arising, then no action is warranted. However, if a material interest is declared then the general management actions that could be applied include:

- restricting applicable personnel involvement in associated discussions and excluding them from decision making
- removing applicable personnel from the whole decision-making process
- removing applicable personnel responsibility for an entire area of work
- removing applicable personnel from their role altogether if they are unable to operate effectively in it because the conflict is so significant

Each case will be different and context-specific, and the Honorary Secretary will always clarify the circumstances and issues with the individuals involved. Applicable personnel should maintain a written audit trail of information considered and actions taken.

9.1 How will we use the personal data collected?

In line with the Data Protection Act 2018 and the General Data Protection Regulation (EU) 2016/679 we will only collect personal data that is used for the specified and explicit purposes as detailed in this policy and in our Member Privacy Statement (available at www.rcgp.org.uk). The College will use it fairly, keep it up to date and (save to the extent that this policy states it will be made public) handle it securely. Once it is no longer necessary the information will be securely destroyed where it is held by the College or on the College’s behalf.

10 Management of interests – common situations

This section sets out the principles and rules to be adopted by applicable personnel in common situations, and what information should be declared.

10.1 Gifts

Applicable personnel in their RCGP role should not accept gifts that may affect, or be seen to affect, their professional judgement whilst engaged with RCGP business.

- Gifts from suppliers or contractors doing business (or likely to do business) with the organisation should be declined, whatever their value.
- Gifts valued at over £100 should be treated with caution and only be accepted on behalf of the RCGP and not in a personal capacity. This could include international gifts.
- A common-sense approach should be applied to the valuing of gifts (using an actual amount, if known, or an estimate that a reasonable person would make as to its value).
- Multiple gifts from the same source over a 12-month period should be treated in the same way as single gifts over £100 where the cumulative value exceeds £100.

10.1.1 What should be declared

- Applicable personnel name and their role with the organisation.
- A description of the nature and value of the gift, including its source.
- Date of receipt.
- Any other relevant information (e.g. circumstances surrounding the gift, action taken to mitigate against a conflict, details of any approvals given to depart from the terms of this policy).

10.2 Hospitality

- Applicable personnel in their RCGP role should not ask for or accept hospitality that may affect, or be seen to affect, their professional judgement.
- Hospitality must only be accepted when there is a legitimate business reason and it is proportionate to the nature and purpose of the event.
- Caution should be exercised when hospitality is offered by actual or potential suppliers or contractors. This can be accepted, and must be declared, if modest and reasonable. A separate hospitality form is at Annex C for ad-hoc declarations outside of the annual declaration of interest cycle.

Meals and refreshments:

- Under a value of £25 - may be accepted and need not be declared.
- Of a value between £25 and £100 - may be accepted and must be declared.
- Over a value of £100 - should be refused unless (in exceptional circumstances) senior approval is given. A clear reason should be recorded on the organisation's register(s) of interest as to why it was permissible to accept.
- A common-sense approach should be applied to the valuing of meals and refreshments (using an actual amount, if known, or a reasonable estimate).

Travel and accommodation:

- Modest offers to pay some or all the travel and accommodation costs related to attendance at events within the applicable personnel's RCGP role may be accepted and must be declared.
- Offers which go beyond modest or are of a type that the organisation itself might not usually offer, need approval by senior applicable personnel, should only be accepted in exceptional circumstances, and must be declared. A clear reason should be recorded on the organisation's register(s) of interest as to why it was permissible to accept travel and accommodation of this type. A non-exhaustive list of examples includes:
 - offers of business class or first-class travel and accommodation (including domestic travel)
 - offers of foreign travel and accommodation.

10.2.1 What should be declared

- Applicable personnel name and their role with the organisation.
- The nature and value of the hospitality including the circumstances.
- Date of receipt.
- Any other relevant information (e.g. action taken to mitigate against a conflict, details of any approvals given to depart from the terms of this policy).

10.3 Outside Employment

- Applicable personnel should declare any existing outside employment on appointment and any new outside employment when it arises.
- Where a risk of conflict of interest arises, the general management actions outlined in this policy should be considered and applied to mitigate risks.

The organisation may also have legitimate reasons within employment law for knowing about outside employment of applicable personnel, even when this does not give rise to risk of a conflict.

What should be declared

- Applicable personnel name and their role with the organisation.
- The nature of the outside employment (e.g. who it is with, a description of duties, time commitment).
- Relevant dates.
- Other relevant information (e.g. action taken to mitigate against a conflict, details of any approvals given to depart from the terms of this policy).

10.4 Shareholdings and other ownership issues

- Applicable personnel should declare, as a minimum, any material shareholdings and other ownership interests in any publicly listed, private or not-for-profit company, business, partnership or consultancy which is doing, or might be reasonably expected to do, business with the organisation.
- Where shareholdings or other ownership interests are declared and give rise to risk of conflicts of interest then the general management actions outlined in this policy should be considered and applied to mitigate risks.

There is no need to declare shares or securities held in collective investment or pension funds or units of authorised unit trusts or trivial interests.

10.4.1 What should be declared

- Applicable personnel name and their role with the organisation.
- Nature of the shareholdings/other ownership interest.
- Relevant dates.
- Other relevant information (e.g. action taken to mitigate against a conflict, details of any approvals given to depart from the terms of this policy).

10.5 Patents

- Applicable personnel should declare patents and other intellectual property rights they hold (either individually, or by their association with a commercial or other organisation), including where applications to protect have started or are ongoing, which are, or might be reasonably expected to be, related to items to be procured or used by the organisation.
- Applicable personnel should seek prior permission from the organisation before entering into any agreement with bodies regarding product development, research, work on pathways etc, where this impacts on the organisation's own time, or uses its equipment, resources or intellectual property.
- Where holding of patents and other intellectual property rights give rise to a conflict of interest then the general management actions outlined in this policy should be considered and applied to mitigate risks.

10.5.1 What should be declared

- Applicable personnel name and their role with the organisation.
- A description of the patent.
- Relevant dates.
- Other relevant information (e.g. action taken to mitigate against a conflict, details of any approvals given to depart from the terms of this policy)

10.6 Loyalty interests

Loyalty interests should be declared by applicable personnel applying for or involved in decision making where they:

- Hold a position of authority in another NHS organisation or commercial, charity, voluntary, professional, statutory or other body which could be seen to influence decisions they take in their NHS role.
- Sit on advisory groups or other paid or unpaid decision-making forums that can influence how an organisation spends taxpayers' money.
- Are, or could be, involved in the recruitment or management of close family members and relatives, close friends and associates, and business partners.
- Are aware that their organisation does business with an organisation in which close family members and relatives, close friends and associates, and business partners have decision making responsibilities.

10.6.1 What should be declared

- Applicable personnel name and their role with the organisation.
- Nature of the loyalty interest.
- Relevant dates.
- Other relevant information (e.g. action taken to mitigate against a conflict, details of any approvals given to depart from the terms of this policy).

10.7 Donations

Refer to the Donations Policy that includes guidance on donations.

10.8 Clinical private practice

Clinical applicable personnel should declare all private practice on appointment, and/or any new private practice when it arises including:

- Where they practise (name of private facility).
- What they practise (specialty, major procedures).
- When they practise (identified sessions/time commitment).

10.8.1 What should be declared

- Applicable personnel name and their role with the organisation.
- A description of the nature of the private practice (e.g. what, where and when applicable personnel practise, sessional activity, etc).
- Relevant dates.
- Any other relevant information (e.g. action taken to mitigate against a conflict, details of any approvals given to depart from the terms of this policy).

11 Management of interests – advice in specific contexts

11.1 Procurement

Procurement should be managed in an open and transparent manner, compliant with procurement and other relevant law, to ensure there is no discrimination against or in favour of any provider. Procurement processes should be conducted in a manner that does not constitute anti-competitive behaviour - which is against the interest of patients and the public.

Those involved in procurement exercises for and on behalf of the organisation should keep records that show a clear audit trail of how conflicts of interest have been identified and managed as part of procurement processes. At every stage of procurement steps should be taken to identify and manage conflicts of interest to ensure and to protect the integrity of the process.

The Procurement Manual provides step by step information on how to ensure procurement is conducted correctly.

12 Dealing with breaches

There will be situations when interests will not be identified, declared or managed appropriately and effectively. This may happen innocently, accidentally, or because of the deliberate actions of applicable personnel or other organisations. For the purposes of this policy these situations are referred to as 'breaches'.

12.1 Identifying and reporting breaches

Applicable personnel who are aware about actual breaches of this policy, or who are concerned that there has been, or may be, a breach, should report these concerns to the Honorary Secretary.

To ensure that interests are effectively managed applicable personnel are encouraged to speak up about actual or suspected breaches of this Policy. Every individual has a responsibility to do this. For further information about how concerns should be raised please refer to the Whistleblowing Policy.

The RCGP will investigate each reported breach according to its own specific facts and merits and give relevant parties the opportunity to explain and clarify any relevant circumstances. The investigation will be undertaken by the Honorary Secretary (or by the Chair of the Trustee Board if it relates to the Honorary Secretary).

Following investigation, the RCGP will:

- Decide if there has been or is potential for a breach and if so what the severity of the breach is.
- Assess whether further action is required in response – this is likely to involve any applicable personnel member involved and their line manager, as a minimum.
- Consider who else inside and outside the organisation should be made aware
- Take appropriate action as set out in the next section.

12.2 Acting in response to breaches

Action taken in response to breaches of this policy will be in accordance with the disciplinary procedures of the organisation and could involve organisational leads for applicable personnel support (e.g. Human Resources), fraud (e.g. internal auditors), members of the management or executive teams.

Breaches could require action in one or more of the following ways:

- Clarification or strengthening of existing policy, process and procedures.
- Consideration as to whether HR/employment law/contractual action should be taken against applicable personnel or others.
- Consideration being given to escalation to external parties. This might include referral of matters to external auditors, the General Medical Council or the Charity Commission.

Inappropriate or ineffective management of interests can have serious implications for the RCGP and applicable personnel. There will be occasions where it is necessary to consider the imposition of sanctions for breaches.

Sanctions should not be considered until the circumstances surrounding breaches have been properly investigated. However, if such investigations establish wrong-doing or fault then the organisation can and will consider the range of possible sanctions that are available, in a manner which is proportionate to the breach. This includes:

- Employment law action against applicable personnel, which might include
 - Informal action (such as reprimand, or signposting to training and/or guidance).
 - Formal disciplinary action (such as formal warning, the requirement for additional training, re-arrangement of duties, re-deployment, demotion, or dismissal).
- Reporting incidents to the external parties described above for them to consider what further investigations or sanctions might be.
- Contractual action, such as exercise of remedies or sanctions against the body or applicable personnel which caused the breach.
- Legal action, such as investigation and prosecution under fraud, bribery and corruption legislation.
- Withdrawal of RCGP membership and/or reporting to GMC.

12.3 Elections and breaches

All candidates who stand for election will be required to provide full declarations of interests which will be published alongside their election statement. If there are found to be omissions from the declaration after the election has started consequences could include: removal of the candidate as a Council member and escalation to external parties as stated in this policy. Once the election is underway it is difficult to disbar a candidate and therefore the investigation will be undertaken once the election has been completed. If found to be in breach of this policy and the candidate has not declared important interests that could have influenced the outcome of the election, the candidate will be disbarred and the next candidate with the most votes will be declared elected. The investigation and recommendation in such cases will be undertaken by the Honorary Secretary and the final decision will remain with the Returning Officer.

12.4 Learning and transparency concerning breaches

Reports on breaches, the impact of these, and action taken will be considered by the Governance Committee. To ensure that lessons are learnt, and management of interests can continually improve, anonymised information on breaches, the impact of these, and action taken will be prepared and reviewed by the Governance Committee. Synopsis and anonymised case studies will then be made available to staff who have a role in advising on declarations of interest to assist future registrations.

13 Review

This policy will be reviewed in three years unless an earlier review is required. This will be led by the Assistant Director Governance on behalf of the Honorary Secretary.

14 Associated documentation

Freedom of Information Act 2000

ABPI: The Code of Practice for the Pharmaceutical Industry (2014)

ABHI Code of Business Practice

NHS Code of Conduct and Accountability (July 2004)

Whistleblowing Policy

Code of Business Conduct

Procurement Manual

Charity Commission – Manage a conflict of interest in your charity (May 2013)

Sponsorship Policy

Member Privacy Statement

General Data Protection Regulation (EU) 2016/679

Data Protection Act 2018

Acknowledgements

Members of the Declarations of Interest Short Life Working Group

Victoria Tzortziou Brown

Joint Honorary Secretary (Chair)

Samuel Finnikin

Overdiagnosis Group and First5 representative

Grainne Doran

NI Council Chair and Devolved Nations
representative

Mark Free

College Faculty rep and Council member

Steve Holmes

Council member representative

Margaret McCartney

Overdiagnosis Group Chair and Council Member
representative

Martyn Schofield

Assistant Director Governance

Legal representative from Eversheds Sutherland



DECLARATION OF INTERESTS FORM (INCLUDING CONFLICTS OF INTEREST)

Everyone who holds a position of responsibility in the College, from a Trustee to a colleague in a position as a representative or acting on behalf of the College in whatever capacity, has a duty to act in its best interests.

The College is a charity bound by its charitable objectives 'to encourage, foster and maintain the highest possible standards in general medical practice'. Competing interests are common in charities and amongst clinical practitioners who have positions in their communities and portfolio careers.

Having a competing interest or a conflict of interest does not mean you have done something wrong, however, you need to act to prevent this from interfering with your ability to decide in the best interests of the College, if applicable, or else to ensure reputational damage does not occur. This will ensure proper transparency and eliminate potential hidden bias.

According to the RCGP's policy on declaration of interests, you are required to fill in this form fully and truthfully. Cases where interests are not identified, declared, or managed appropriately and effectively are referred to as "breaches" of the policy and will be investigated. If such investigations establish wrong-doing or fault then the organisation can and will consider the range of possible sanctions that are available including disciplinary action, termination of role, withdrawal of RCGP membership and/or reporting to GMC.

Name	
RCGP Representative roles	
Faculty Name:	
Are you a Faculty representative/nationally elected member or a Council Observer?	
RCGP Chair responsibilities/ roles / Spokesperson / College lead responsibilities held:	
I wish to register the following interests:	
Financial interests	
Remunerated office or employment: Please list below any current salaried / partner / locum / OOH GP paid roles you have and any other medical/non-medical office or employment e.g. educator, appraiser, clinical commissioner etc.	List all and explain potential conflict (if applicable)

Remunerated ad hoc work: Please list any remunerated ad hoc and short-lived pieces of work you have done over the last year which are not already covered in remunerated office or employment. For example, editor or publisher work, consultancy work etc.	
Remunerated Directorships: Please list below any current <i>remunerated</i> directorships held in public or private companies. This should also cover <i>unremunerated</i> directorships where the companies in question are associated with or are subsidiaries of a company in which the member holds a remunerated directorship. This should include companies in and outside the UK. It should also include those for which accounts have not yet been submitted.	
Registrable shareholdings: Please declare any shareholdings and other ownership interests in any publicly listed, private or not-for-profit company, business, partnership or consultancy which is doing, or might be reasonably expected to do, business with the RCGP. The requirement extends to holdings in which the interest is held by or on behalf of the member's spouse or dependent children. There is no need to declare shares or securities held in collective investment or pension funds or units of authorised unit trusts.	
Patents, loyalty interests: Please list the funding sources for any research work you have led, any patents or intellectual property rights held.	
Land and Property – commercial holdings only (please do not list non-commercial land and property):	
Remunerated services provided to the College: Please state whether you are supplying goods and services to the College, in person or through direct relatives, other than services as an Officer/ member of staff.	
Gifts, benefits, hospitality: This should cover registration of any gift or material advantage received by the member from a UK or overseas source. Gifts are exempt from registration if less than £100 in value; other benefits are exempt if less than £225 in value.	
Non-Financial Interests	
Membership of formal groups/organisations This should cover current membership of any formal organisation or group (including active membership of political parties, lobby groups, campaigning charities, other Royal Colleges and representative bodies), for example the BMA.	

Unremunerated Directorships and Trustee positions Please list any unremunerated directorships held in public or private companies. This should include companies in and outside the UK and dormant companies. Also, please include any trustee positions.	
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[Form last revised – October 2020]

Note to RCGP staff member processing this form: Information contained in this completed form may contain “Special Category Personal Data” and therefore, the person completing the form must also complete the consent form at Appendix 1 to this form, and any such consent must be kept with this declaration form. If the person is not happy to give their consent, please contact Hon.Sec@rcgp.org.uk before accepting this form.

“Special Category Personal Data” is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

Appendix - Consent for use of Personal Data

Under the General Data Protection Regulation (EU) 2016/679 (“GDPR”) and the Data Protection Act 2018 (the “DPA”) (together, the “Data Protection Laws”), the Royal College of General Practitioners (“RCGP”, “we”, “us”, “our”) are the controller¹ of your Personal Data² that we collect as part of our activities relating to checking for and dealing with conflicts of interest, in accordance with our Conflicts of Interest Policy (which can be found on our website at www.rcgp.org.uk). This consent should be read alongside our Member Privacy Statement (which can be found on our website at www.rcgp.org.uk)

In certain circumstances, RCGP needs your consent to use your Personal Data provided as part of our conflicts processes (only special category data applies).

Please read through the Member Privacy Notice and the following sections, confirm by placing an X in the relevant box below to tell us whether or not you consent to RCGP using your Personal Data in the ways described and sign and date at the end of the form.

Consent Request	Yes, I consent	No, I do not consent
I consent to my Special Category Personal Data ³ being used to identify and manage any potential and/or actual conflicts of interest, and for that data to be: <ul style="list-style-type: none">• shared with third parties; and• stored for the relevant time period as detailed in the Conflicts of Interest Policy.	<input type="checkbox"/>	<input type="checkbox"/>

I understand that, in relation to [each separate]/[the] consent given above:

- my consent is **optional**;
- I have the **right to withdraw** my consent at any time;
- withdrawal of my consent will not affect any use of my Personal Data for the purpose described before I withdraw it, or any other use of my Personal Data not related to that consent; and
- withdrawal of my consent will mean that in future my Personal Data will stop being used for that purpose.

Name:	
Signature:	Date:

¹ “Controller” is a legal term – it means that we make decisions about how and why we process your Personal Data, and, because of this, we are responsible for making sure it is used in accordance with Data Protection Laws.

² “Personal data” is any information that relates to an identifiable natural person. Your name, address and contact details are all examples of your Personal Data, if they identify you.

³ “Special Category Personal Data” is Personal Data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic data, biometric data for the purpose of uniquely identifying someone, data concerning health, data concerning a natural person’s sex life or sexual orientation, Personal Data relating to criminal convictions and offences or related security measures.

Annex B



Declaration of Probity Form to be used by speakers at RCGP celebratory events

The purpose of this declaration is to encourage the disclosure of relevant information to help the College ensure that speakers at celebratory events are in keeping with the values of the College which are:

- Excellence
- Care
- Leadership
- Teamwork

The information given will be treated as confidential within RCGP.

Name

I declare and confirm that **within the last 5 years** I have not had:

- any upheld or ongoing criminal litigation or investigations against me;
- any upheld or ongoing civil proceedings or investigations against me which involve dishonesty or professional or personal conduct which might adversely affect the reputation of the College
- any upheld or ongoing formal complaints made against me (work or professional);

Signature

Date

Note to RCGP staff member processing this form: Information contained in this completed form may contain “Special Category Personal Data” and therefore, the person completing the form must also complete the consent form at Appendix 1 to this form, and any such consent must be kept with this declaration form. If the person is not happy to give their consent, please contact Hon.Sec@rcgp.org.uk before accepting this form.

“Special Category Personal Data” is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

“Criminal Data” is personal data relating to criminal convictions and offences or related security measures (which includes allegations of criminal activity).

Appendix to Annex B - Consent for use of Personal Data

Under the General Data Protection Regulation (EU) 2016/679 (“GDPR”) and the Data Protection Act 2018 (the “DPA”) (together, the “Data Protection Laws”), the Royal College of General Practitioners (“RCGP”, “we”, “us”, “our”) are the controller¹ of your Personal Data² that we collect as part of our activities relating to checking for and dealing with conflicts of interest, in accordance with our Conflicts of Interest Policy (which can be found on our website at www.rcgp.org.uk). This consent should be read alongside our Member Privacy Statement (which can be found on our website at www.rcgp.org.uk)

In certain circumstances, RCGP needs your consent to use your Personal Data provided as part of our conflicts processes.

Please read through the Member Privacy Statement and the following sections, confirm by placing an X in the relevant box below to tell us whether or not you consent to RCGP using your Personal Data in the ways described and sign and date at the end of the form.

Consent Request	Yes, I consent	No, I do not consent
I consent to my Special Category Personal Data ³ being used to identify and manage any potential and/or actual conflicts of interest, and for that data to be: <ul style="list-style-type: none">• shared with third parties; and• stored for the relevant time period as detailed in the Conflicts of Interest Policy.	<input type="checkbox"/>	<input type="checkbox"/>

I understand that, in relation to [each separate]/[the] consent given above:

- my consent is **optional**;
- I have the **right to withdraw** my consent at any time;
- withdrawal of my consent will not affect any use of my Personal Data for the purpose described before I withdraw it, or any other use of my Personal Data not related to that consent; and
- withdrawal of my consent will mean that in future my Personal Data will stop being used for that purpose.

Name:	
Signature:	Date:

¹ “Controller” is a legal term – it means that we make decisions about how and why we process your Personal Data, and, because of this, we are responsible for making sure it is used in accordance with Data Protection Laws.

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Annex C



Hospitality Declaration Form

In your role with the RCGP, even when the role is in a volunteering capacity, you are required to declare any gifts or hospitality according to the Declaration of Interests Policy. Please use this form to make these declarations and send the form to HR if you are a College employee at HR@rcgp.org.uk or to the Hon Sec at Hon.Sec@rcgp.org.uk if you are not employed by the College.

Name	
Description, date and approximate value of gift received (if greater than £100 in value)	Name of Organisation
Description, date and approximate value of hospitality received (if greater than £225 in value)	Name of Organisation
Signature	
Date	