

# **MEDICAL AND DENTAL TRAINING AGENCY**

## **STANDING ORDERS (SCHEDULE 3)**

### **DECLARATION OF INTERESTS AND REGISTER OF INTERESTS**

#### **1. INTRODUCTION**

It is a requirement on Chairs and all Board members of HSC bodies to declare any conflicts of interest that may arise in the course of conducting HSC business.

#### **2. DECLARATION OF INTERESTS**

Members are required to declare interests which are relevant and material to the Board of the Agency.

Interests which should be regarded as “relevant and material” are:

- (i) Directorships, including non-executive directorships held in private companies or PLCs (with the exception of those in dormant companies).
- (ii) Ownership or part-ownership of private companies, businesses or consultancies likely or possibly seeking to do business with the HSC.
- (iii) Majority or controlling shareholdings in organisations likely or possibly seeking to do business with the HSC.
- (iv) A position of authority in a charity or voluntary organisation in the field of health and social care.
- (v) Any connection with a voluntary or other body contracting for HSC services.

If Board members have any doubt about the relevance of an interest, this should be discussed with the Chairman of the Board.

### **3. REGISTER OF INTERESTS**

- (i) The Agency shall set up and maintain a Register of Members' Interests which shall be made publicly available on request, at the Agency's premises in Beechill House, 42 Beechill Road, Belfast.
- (ii) The Register shall be so designed that it will include details of all directorships and other relevant and material interests which have been declared by Board members as defined in 2. above.
- (iii) The Register shall be kept up-to-date by means of an annual review following which changes to members' interests declared during the preceding twelve months should be incorporated.
- (iv) The Agency will take reasonable steps to bring the existence of the Register to the attention of all stakeholders and publicise arrangements for viewing it.
- (v) Members must complete a new declaration of interest form every year.