

## Good Practice Guide Appendices Appendix 4

### Managing Conflicts of Interest

Clusters are required to ensure clear governance and accountability arrangements are in place to manage transparently any potential conflicts of interest for members of decision-making boards. Declarations of interest should therefore be openly recorded and considered when decisions are made. Individual members may be asked to abstain from particular decisions where appropriate.

Where there are potential conflicts of interest, additional safeguards can be put in place e.g.:

- Use of external / independent advice or oversight
- Introduce a 'devil's advocate' to provide challenge
- Establish a sole purpose subcommittee
- Convene additional meetings

Cluster processes to manage conflicts of interest should be proportionate and in accordance with the Department of Health: *Principles and Rules for Co-operation and Competition*.

### Cluster Processes to Manage Conflicts of Interest

- Cluster members will create and keep updated a Declaration of Interest register of members' interests, so the Cluster Team and others are aware of any real or perceived conflicts of interest. This will be reviewed at the start of each meeting.
- Cluster teams will ensure any member's interests are declared as a standing agenda item and as they arise. Anyone with a potential conflict of interest will be excluded from the relevant decision-making process.
- Establish a clear role for the governing Health Board when consensus around conflicts of interest cannot be resolved by the cluster membership
- All procurement / contracting decisions must comply with the law and best practice guidance.
- Good working and communication arrangements between the cluster team and Local Medical Committee/s will help to ensure developments progress smoothly.
- Ensure a clear understanding of the roles and responsibilities of cluster members and support staff through the cluster Terms of Reference and cluster member selection processes.
- Reach agreement within the cluster, and between clusters in the same Health Board area, that resources are allocated equitably.