



## Appendix B - Standards of Behaviour Framework Summary

The Board has described its vision that underpin the way that services are provided and to support this, all employees must ensure that they carry out their roles with dedication.

and commitment to the Special Health Authority and its core values. All staff must have the highest standards of corporate and personal conduct and behave in an exemplary manner based on the following seven principles:

- **Selflessness** – Individuals should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or friends;
- **Integrity** – Individuals should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties;
- **Objectivity** – In carrying out public business, including making public appointments, awarding contracts, recommending individuals for rewards and benefits, choices should be made on merit;
- **Accountability** – Individuals are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate for their position;
- **Openness** – Individuals should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it;

To uphold these principles, you must:

- Ensure that the interests of patients and the public remain paramount;
- Be impartial and honest in the conduct of your official business;
- Use NHS resources to the best advantage of the service and the patients, always seeking to ensure value for money;
- Not abuse your official position for personal gain or to benefit your family or friends;
- Not seek advantage or to further private business or other interests in the course of your official duties, and;
- Not seek or knowingly accept, preferential rates or benefits in kind for private transactions carried out with companies, with which they have had, or may have, official dealings on behalf of the SHA.

The Standards of Behaviour Framework Policy outlines the arrangements within the Special Health Authority to ensure that staff comply with these requirements, including recording and declaring potential conflicts of interest and handling of gifts, hospitality and sponsorship (even if these are declined). Further guidance is available via the Standards of Behaviour Policy on the intranet site.

It is your responsibility to ensure that you are familiar with the requirements of the Policy and supporting guidance. The relevance of this information will vary depending on your role within the Special Health Authority and your interests outside of your employment.

Remember that the need to declare an interest also includes those of your close family and possibly friends.

<ul style="list-style-type: none"> <li>▪ <b>Honesty</b> – Individuals have a duty to declare any private interests relating to their duties and to take steps to resolve any conflicts arising in a way that protects the public interest, and;</li> <li>▪ <b>Leadership</b> – Individuals should promote and support these principles by leadership and example.</li> </ul>	<p>Seek your manager’s permission before taking any outside work, in accordance with employment terms and conditions.</p> <p>Obtain your directors permission before accepting any commercial sponsorship or hospitality;</p>
<p><b>In summary:-DO:</b></p>	<p><b>In summary:-DO NOT:</b></p>
<ul style="list-style-type: none"> <li>• Make sure that you are not in a position where your private interests and NHS duties may conflict.</li> </ul> <p>Declare any relevant interests. These include:-</p> <ul style="list-style-type: none"> <li>• Directorships, including Non-Executive Directorships held in private companies or PLCs.;</li> <li>• Ownership or part-ownership, of private companies, businesses, or consultancies likely or possibly seeking to do business with the Special Health Authority.</li> <li>• A position of authority in a charity or voluntary body in the field of health and social care;</li> <li>• A personal or departmental interest in any part of the pharmaceutical or healthcare associated industries that could be perceived as an influence on decision making or on the provision of advice to members of the team;</li> <li>• Sponsorship or funding from a known NHS supplier or associated company/subsidiary;</li> <li>• Employment where there could be a perceived or actual conflict with NHS duties. This includes the undertaking of private practice;</li> <li>• Anything else that could cause a potential for conflict.</li> </ul>	<ul style="list-style-type: none"> <li>• Accept any gifts from suppliers or commercial organisations unless they are of low value e.g. pens, diaries;</li> <li>• Accept any gifts over the value of £25 from patients or their relatives, these should be politely declined;</li> <li>• Accept any inappropriate hospitality or sponsorship from suppliers or commercial organisations;</li> <li>• Abuse your position to obtain preferential rates for private deals;</li> <li>• Unfairly advantage one competitor over another or show favouritism in your dealings with commercial organisations;</li> <li>• Use NHS resources for your own private use.</li> </ul> <p>If you need any further guidance, please contact the Corporate Governance Team via email or Microsoft teams. <a href="mailto:powysdirectorofCorporatGovernance@wales.nhs.uk">powysdirectorofCorporatGovernance@wales.nhs.uk</a></p>