Conflict of Interest in ESR

What is a Conflict of Interest?

It 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 delivering, commissioning, or assuring taxpayer funded health and care services is, or could be, impaired or influenced by another interest they hold.

A conflict of interest may be:

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

Staff may hold interests for which they cannot see potential conflict. However, caution is always advisable because others may see it differently. It will be important to exercise judgement and to declare such interests where there is otherwise a risk of imputation of improper conduct.

'Interests' can arise in a number of different contexts. A material interest is one which a reasonable person would take into account when making a decision regarding the use of taxpayers' money because the interest has relevance to that decision.

Interests fall into the following categories:

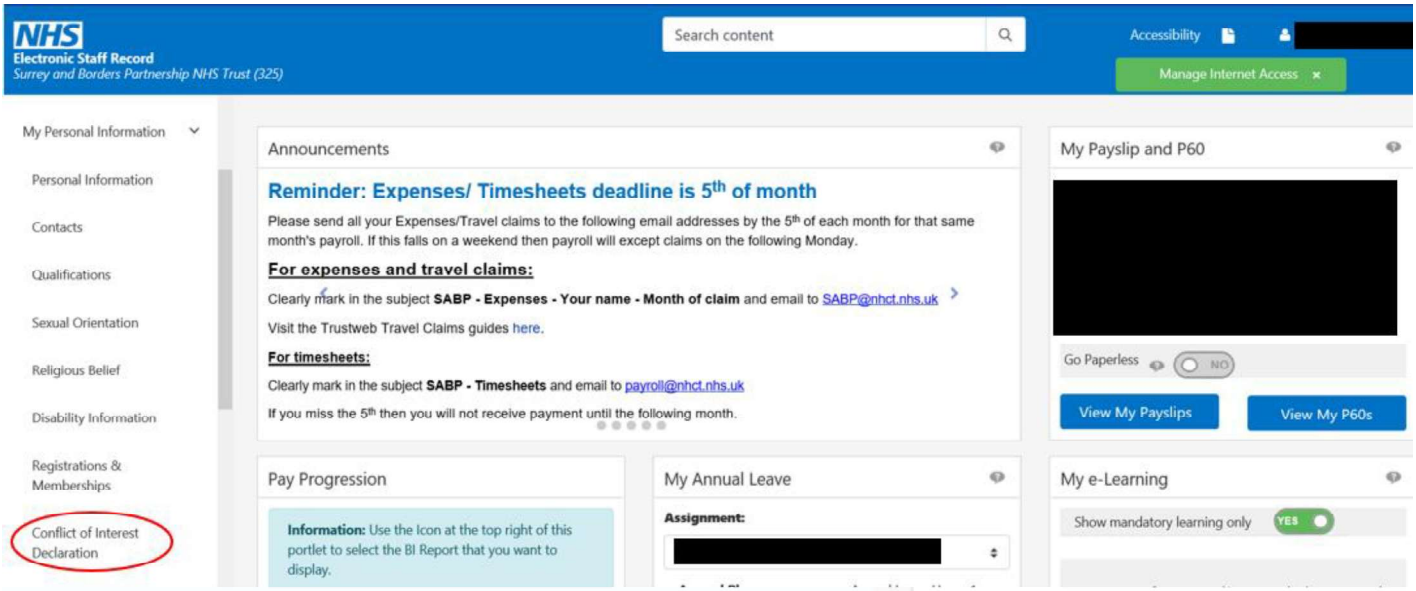
Financial interests	Non-financial professional interests	Non-financial personal interests	Indirect interests
Where an individual may get direct financial benefit* from the consequences of a decision they are involved in making	Where an individual may obtain a non-financial professional benefit* from the consequences of a decision they are involved in making, such as increasing their professional reputation or promoting their professional career	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	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 who would stand to benefit* from a decision they are involved in making

* A benefit may arise from the making of gain or avoiding a loss
** These associations may arise through relationships with close family members and relatives, close friends and associates, and business partners. A common sense approach should be applied to these terms. It would be unrealistic to expect staff to know of all the interests that people in these classes might hold. However, if staff do know of material interests (or could be reasonably expected to know about these) then these should be declared.

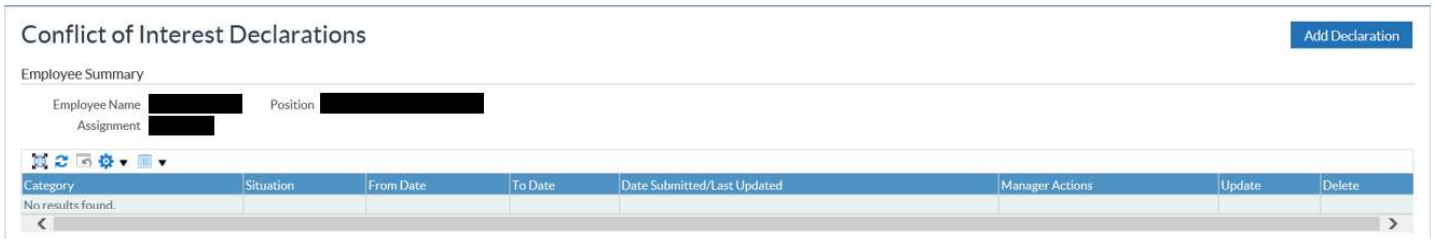
Where can I find more information?

More information on the above can be found at https://www.england.nhs.uk/wp-content/uploads/2017/02/guidance-managing-conflicts-of-interest-nhs.pdf
Please click here for further instructions on 'How to use the Conflict of Interest Declaration' via Education online in the form of a video or visit https://www.roadmapeducation.online/Roadmap_Guides/Employee_SS/ESS38/

1) On your ESR Dashboard, on the left column click the dropdown for ‘My Personal Information’ and select Conflict of Interest Declaration. Alternatively you can select the ESR Navigator and go to 325 Employee Self Service -> My Personal Information -> Conflict of Interest Declaration

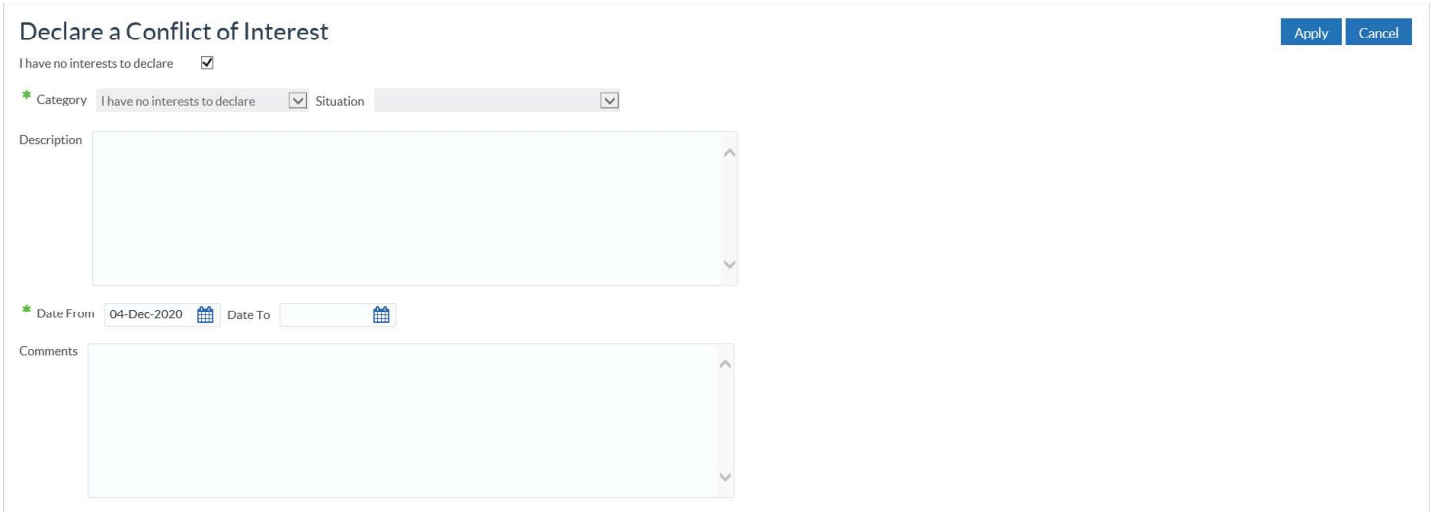


2) As a default there will be no Conflict of Interest recorded if you’ve never input one before. To add a declaration, click the ‘Add Declaration’ button in the top right corner.

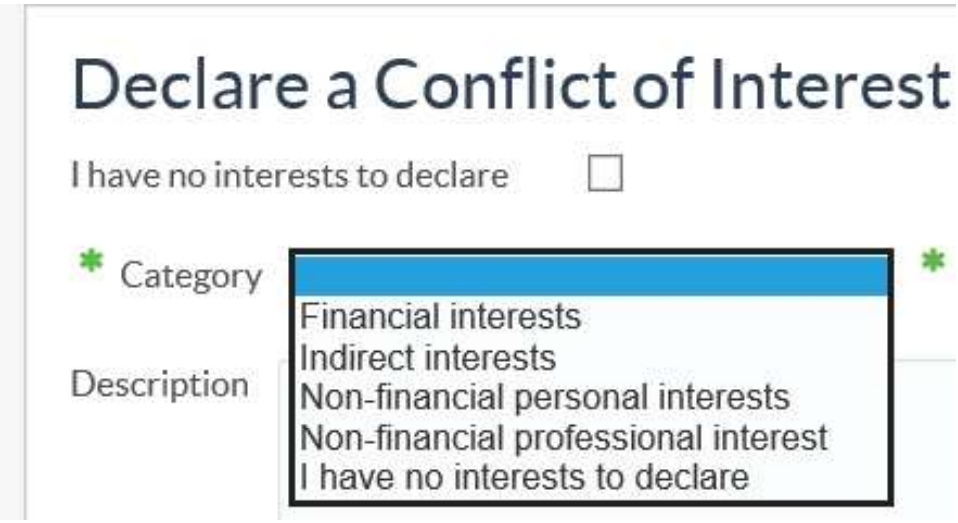


3)

a) If you have no interests to declare you can tick the box and the page will be autofilled in for you. From here you can type in a description or any comments and select the date range this Conflict of Interest falls under



b) If you do have an interest to declare you first need to select a Category



A list of categories are displayed.

Financial interests - Where an individual may get direct financial benefits from the consequences of a decision they are involved in making

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 who would stand to benefit from a decision they are involved in making

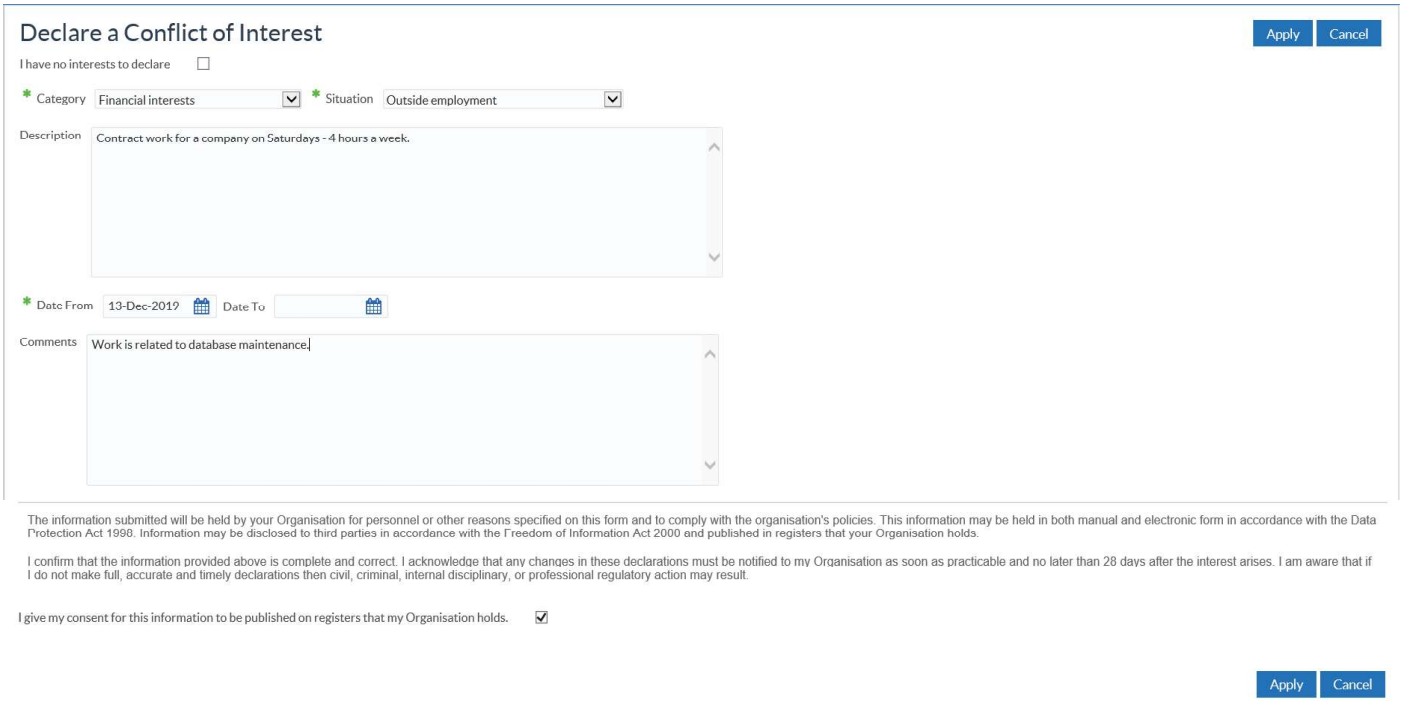
Non-financial personal interests - Where an individual may benefit personally in ways which are not directly linked to their professional career and do not give rise to a direct financial benefit, because of decisions they are involved in making in their professional career

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 status or promoting their professional career

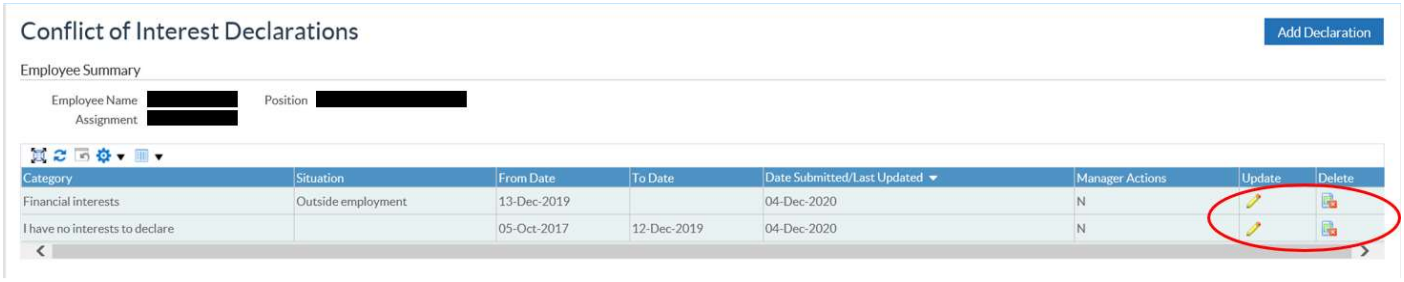
If declaring, you must select a Situation that is most relevant to you and the category you have selected.



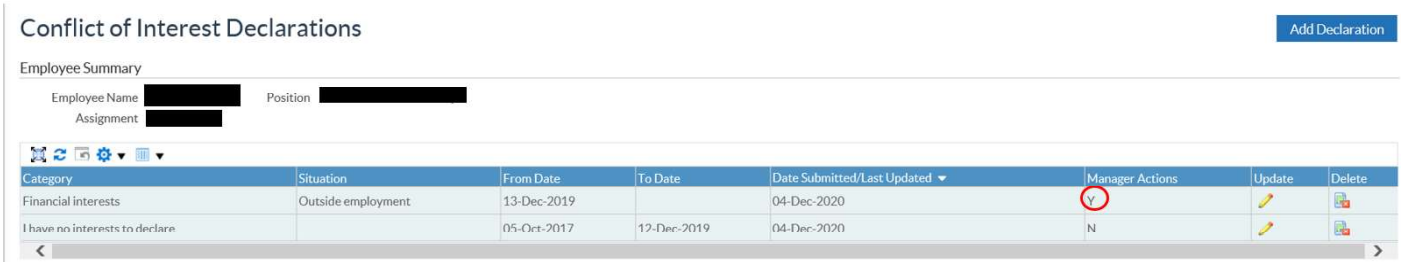
4) Fill in as much information as you can and always make sure to read the content at the bottom of the page. When you're happy with what's been entered click apply in the top right corner or bottom right corner.



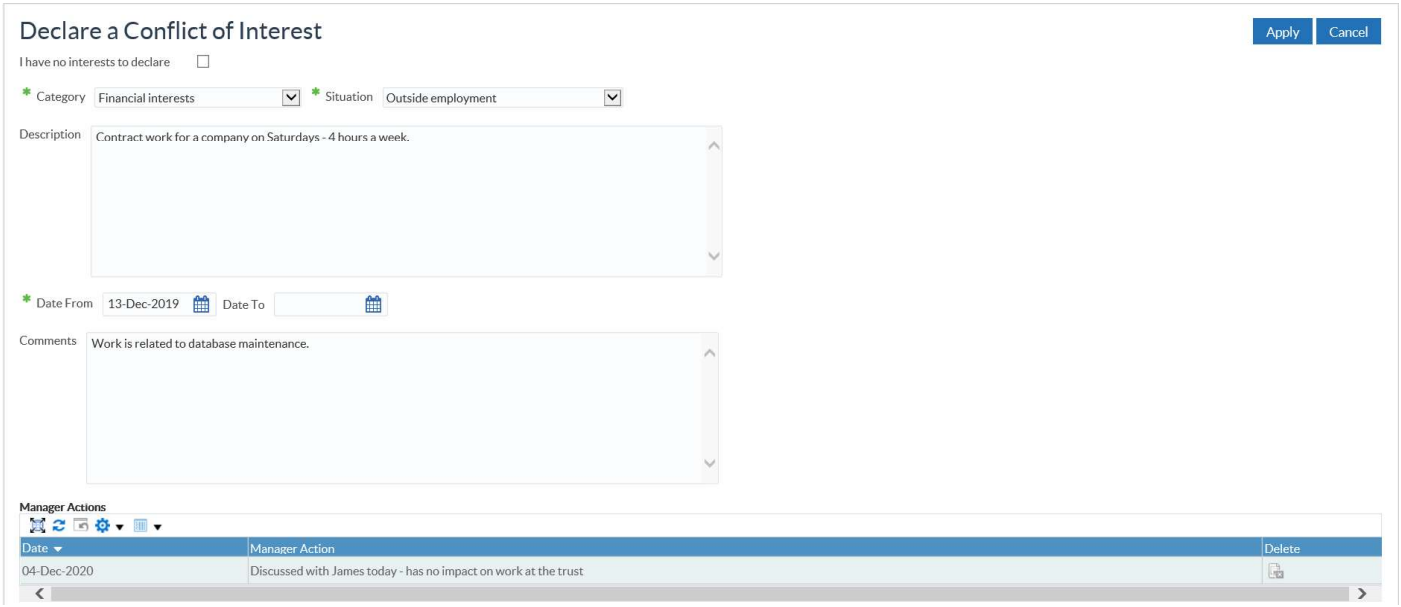
5) You will be brought back to your Conflict of Interest screen where you can view you Conflicts of Interests. Here you will be able to update and delete any information relating to the information you entered in. You are the only person who can amend this on ESR.



6) Your manager can view a read-only version of your Conflict of Interest on ESR and add any actions they will take/have taken in regards to your Declaration. If an action has been added it will appear as Y on the manager actions section.



7) Click update to view the action put onto the Declaration by the manager toward the bottom of the page.



If you have any further questions on Conflicts of Interest or entering/amending them on ESR please email SelfService@sabp.nhs.uk