



# NHS Oxfordshire Clinical Commissioning Group

<b>Policy</b>	<b>Joint Working and Sponsorship Arrangements with Commercial Organisations (including the Pharmaceutical Industry) Policy</b>
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## Document Control

### Reviewers and Approvals

This document requires the following reviews and approvals:

<b>Name</b>	<b>Version Approved</b>	<b>Date Approved</b>
Audit Committee	V2.1	23/02/2016

### Revision History

<b>Version</b>	<b>Revision Date</b>	<b>Details of Changes</b>	<b>Author</b>
V1	May 2013	First iteration of Policy	Julie Dandridge
V2	November 2015	Review of Policy. Changes to reflect change in job titles	Rachel Jeacock
V2.1	February 2016	Changes as discussed at the Audit Committee	Rachel Jeacock

### Links or Overlaps with Other Key Documents and Policies

<b>Document Title</b>	<b>Version and Issue Date</b>	<b>Link</b>
Information Governance Policy	V3 September 2015	<a href="http://occg.oxnet.nhs.uk/Corporate/Docs/Forms/AllItems.aspx?RootFolder=http%3a%2f%2foccg%2eoxnet%2enhs%2euk%2fCorporate%2fDocs%2fCorporate%20Policies&amp;">http://occg.oxnet.nhs.uk/Corporate/Docs/Forms/AllItems.aspx?RootFolder=http%3a%2f%2foccg%2eoxnet%2enhs%2euk%2fCorporate%2fDocs%2fCorporate%20Policies&amp;</a>

		<a href="#">FolderCTID=0x01200063AD8936EA2D6D46886DEBBE1B187B62</a>
Conflicts of Interest Policy	V2 August 2015	<a href="http://occg.oxnet.nhs.uk/Corporate/Docs/Forms/AllItems.aspx?RootFolder=http%3a%2f%2foccg%2eoxnet%2enhs%2euk%2fCorporate%2fDocs%2fCorporate%20Policies&amp;FolderCTID=0x01200063AD8936EA2D6D46886DEBBE1B187B62">http://occg.oxnet.nhs.uk/Corporate/Docs/Forms/AllItems.aspx?RootFolder=http%3a%2f%2foccg%2eoxnet%2enhs%2euk%2fCorporate%2fDocs%2fCorporate%20Policies&amp;FolderCTID=0x01200063AD8936EA2D6D46886DEBBE1B187B62</a>

### Acknowledgement of External Sources

Title / Author	Institution	Link
Best Practice Guidance for Joint Working Between the NHS and Pharmaceutical Industry	Department of Health	<a href="https://www.networks.nhs.uk/nhs-networks/joint-working-nhs-pharmaceutical/documents/dh_082569.pdf">https://www.networks.nhs.uk/nhs-networks/joint-working-nhs-pharmaceutical/documents/dh_082569.pdf</a>
Moving Beyond Sponsorship: Interactive Toolkit for Joint Working Between the NHS and the Pharmaceutical Industry	Department of Health	<a href="http://webarchive.nationalarchives.gov.uk/20130107105354/http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_082840">http://webarchive.nationalarchives.gov.uk/20130107105354/http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_082840</a>
Code of Conduct: Code of Accountability in the NHS	Department of Health	<a href="http://www.nhsbsa.nhs.uk/Documents/Section1-D-CodesofConductAcc.pdf">http://www.nhsbsa.nhs.uk/Documents/Section1-D-CodesofConductAcc.pdf</a>
The Code of Practice for the Pharmaceutical Industry 2015	ABPI	<a href="https://www.bsped.org.uk/resources/docs/ABPIguidelines.pdf">https://www.bsped.org.uk/resources/docs/ABPIguidelines.pdf</a>
Commercial Sponsorship – Ethical Standards for the NHS	Department of Health	<a href="http://webarchive.nationalarchives.gov.uk/+http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4005135">http://webarchive.nationalarchives.gov.uk/+http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4005135</a>
Association of British Healthcare Industries Code of Business Practice	ABHI	<a href="http://www.abhicodeofpractice.org.uk/">http://www.abhicodeofpractice.org.uk/</a>

### Freedom of Information

If requested, this document may be made available to the public and persons outside the healthcare community as part of OCCGs commitment to transparency and compliance with the Freedom of Information Act.

### Equality Analysis

OCCG aims to design and implement services, policies and measures that are fair and equitable. As part of the development of this policy its impact on staff, patients and the public have been reviewed in line with OCCG's legal equity duties.

**Joint Working and Sponsorship Arrangements with Commercial Organisations  
(including the Pharmaceutical Industry) Policy**

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## **Joint Working and Sponsorship Arrangements with Commercial Organisations (including the Pharmaceutical Industry) Policy**

### **1. Introduction**

- 1.1 Department of Health (DoH) Guidance encourages NHS organisations and their staff to consider opportunities for joint working with commercial organisations, where the benefits that this could bring to patient care and the difference it can make to their health and well-being are clearly advantageous.
- 1.2 Furthermore the Innovation Health and Wealth report calls for a radical change to the relationship between NHS and industry.
- 1.3 The objective of this Policy is to:
- Guide Oxfordshire Clinical Commissioning Group (OCCG) in achieving its objectives and delivery of national and local priorities by building effective and appropriate working relationships commercial organisations
  - Inform and advise staff of their main responsibilities when entering into joint working arrangements with commercial organisations.
  - Specifically, it aims to:
    - Assist OCCG staff and constituent practices in maintaining appropriate ethical standards in the conduct of NHS business
    - Highlight that NHS staff are accountable for achieving the best possible health care within the resources available
    - Ensure that in working with the pharmaceutical industry / commercial sector, staff are fully aware of the impact of the project on other NHS stakeholders. The relationship should not inadvertently or adversely compromise any other OCCG work stream outside that individual's area of work, e.g. management of referrals, prescribing budget.
- 1.4 This Policy applies to joint working with commercial organisations including the pharmaceutical industry and non NHS providers.

### **2 Underlying Themes and Standards**

#### **2.1 Scope**

- 2.1.1 This Policy outlines the general principles and clarifies agreed guidelines for partnership working between commercial organisations and OCCG.
- 2.1.2 The aim of this Policy is to describe the approach of OCCG in relation to sponsoring / commercial organisation partners. It is designed to enable OCCG to create useful relationships with the commercial sector which:
- Benefits the local population by improving and maintaining the quality of healthcare provided

- Develops education, training and service opportunities for local healthcare workers
- Are transparent, open to public scrutiny and challenge and fulfil the highest standards of financial, professional and ethical probity

2.1.3 For the purposes of this Policy, joint working is defined as situations where, for the benefit of patients, organisations pool skills, experience and / or resources for the joint development and implementation of patient centred projects and share a commitment to successful delivery.

## **2.2 Principles**

2.2.1 Joint working must be for the benefit of patients or the NHS and preserve patient care. Arrangements should be of mutual benefit, the principal beneficiary being the patient. The length of the arrangement, the potential implications for patients and the NHS, together with the perceived benefits for all parties, should be clearly outlined before entering into any joint working.

2.2.2 Staff are reminded that at all times they have a responsibility to comply with their own professional codes of conduct and are accountable to their own professional body.

2.2.3 In line with the NHS Code of Conduct three public service values underpin the work of the NHS:

- Accountability – everything done by those who work in the NHS must be able to stand the test of parliamentary scrutiny, public judgements of propriety and professional codes of conduct
- Probity – there should be an absolute standard of honesty in dealing with the assets of the NHS. Integrity should be the hallmark of all personal conduct in decisions affecting patients, staff and suppliers, and in the use of information acquired in the course of NHS duties
- Openness – there should be sufficient transparency about NHS activities to promote confidence between the organisations and its staff, patients and the public

2.2.4 Where staff enter into any joint working, their conduct should also adhere to the following values:

- Transparency of trust
- Appropriateness of projects
- Patient focused
- Value for money
- Reasonable contact
- Responsibility
- Impartiality and honesty
- Truthfulness and fairness
- Awareness of the impact of the project and other work streams and inclusiveness

2.2.5 Representatives of the pharmaceutical industry must comply with the ABPI Code of Practice for the Pharmaceutical Industry. The Code of Practice is designed to ensure a professional, responsible and ethical approach to the promotion of prescription medicines in the UK through a self-regulatory system.

### 3 Accountability and Responsibility

#### 3.1 OCCG Governing Body is responsible for:

- Ensuring that proper conduct is displayed by staff at all times
- Assessing the business cases for joint working with the pharmaceutical industry and either approving or rejecting them when the value is greater than £500k

#### 3.2 Finance Committee is responsible for:

- Assessing the business cases for joint working and either approving or rejecting them when the value is between £100k and £500k

#### 3.3 The Chief Executive has overall responsibility for:

- The oversight and management of the Policy
- Ensuring the nominated Director with responsibility for assisting in discharging these responsibilities, the Director of Governance, undertakes their duties

#### 3.4 Directors and Head of Service are responsible for:

- Ensuring that staff members adhere to this Policy
- Monitoring the use of this Policy within their teams

#### 3.5 Director of Governance is responsible for:

- Receiving all requests for joint working in line with this Policy and making recommendations to the relevant committee when appropriate

#### 3.6 Governance Manager is responsible for:

- Maintaining and storing staff declarations of interest forms
- Collating and storing any other documents required by this Policy

#### 3.7 Business Manager is responsible for:

- Maintaining and storing declarations of hospitality / gifts forms

#### 3.9 Line Managers are responsible for:

- Adhering to this Policy
- Staying up to date with its content and requirement
- Complying with their own professional code of conduct where appropriate

#### 3.10 Members from the pharmaceutical industry must ensure they:

- Comply with the ABPI Code of Practice for the Pharmaceutical Industry
- Wait to be approached at sponsored events and not approaching individuals

### 4 Governance

#### 4.1 In order to demonstrate openness and transparency OCCG will ensure that all joint working initiatives or sponsorships will be agreed in line with Table 1

Table 1

Possible financial value of initiative	Committee to agree
>£500k	OCCG Board
£100k - £500k	Finance Committee
£50k - £100k	Director of Governance

< £50k	Deputy Director – Head of Primary Care and Medicines Optimisation
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- 4.2 If appropriate, initiatives should also be taken to Executive Team for approval.
- 4.3 All prescribing related projects will be reported to the Medicines Optimisation Team via the Deputy Director – Head of Primary Care and Medicines Optimisation.
- 4.4 Details of sponsored projects and research initiatives will be recorded in a clear and open manner in OCCG’s Annual Report.
- 4.5 All staff (employed by and associated with OCCG) involved in setting up and implementing joint projects will record all their involvement with the commercial industry in OCCG’s Register of Interests. The Register will be regularly reviewed by the Audit Committee.
- 4.6 All staff (employed by and associated with OCCG) involved in setting up and implementing joint projects must take note of and comply with the Codes of Conduct of the NHS and the relevant professional bodies such as the GMC and NMC.
- 4.7 Any issues relating to implementation or further development of this Policy should be directed to the Director of Governance.

## **5 Important Principles**

- 5.1 Joint working arrangements should take place at a corporate rather than an individual level.
- 5.2 Confidentiality of information received in the course of duty must be respected and never used outside the scope of the specific project.

### **5.3 Data Ownership**

- 5.3.1 Prior to commencing any joint working arrangement with a commercial organisation, formal agreements must be made regarding the ownership of data generated by the project.
- 5.3.2 No data will be disclosed to any third party except on the explicit agreement of all parties.

### **5.4 Patient Confidentiality**

- 5.4.1 No project will involve the disclosure of patient identifiable information to third parties outside of the NHS. OCCG Policies relating to the management of patient data should be referred to in line with Caldicott principles.

### **5.5 Payments**

- 5.5.1 The finance provided by each party will be limited to that agreed. Additional finance may be provided from other sources if agreed by the parties involved in the joint working arrangements. All monies of the joint working arrangements will be held by OCCG and paid against the approved invoices. OCCG will monitor finances and record costs incurred.

## 5.6 **Publicity**

- 5.6.1 Before the commencement of any proposal, the third party should undertake not to publicise its involvement with OCCG without the prior knowledge and agreement of OCCG.

## 5.7 **Linked Deals**

- 5.7.1 OCCG should under no circumstances agreed to linked deals whereby sponsorship is linked to the purchase of particular products or to the supply from particular sources.

## 6 **Working with the Pharmaceutical Industry**

- 6.1 There are different levels to working with the pharmaceutical industry and each requires a different level of scrutiny. They include:
- Sponsorship for attending training or conferences
  - Promotional or educational visits to an individual or at constituent practice level
  - Promotional, educational or 'how can we work together' visit at locality or disease specific group
  - Sponsorship of clinical activities
  - Reactive joint working
  - Proactive joint working

## 6.2 **Hospitality and Gifts**

- 6.2.1 Staff, Board members and constituent practices should exercise the utmost discretion in accepting any offers of hospitality whilst carrying out OCCG duties. Whether hospitality can be accepted depends on the nature and circumstances.
- 6.2.2 All hospitality, including reciprocal hospitality, should be such as would be seen to be reasonable and appropriate in the circumstances.
- 6.2.3 Those staff and Board members in contact with suppliers should be on their guard against accepting hospitality which might lay them open to allegations of a lack of independence and impartiality.
- 6.2.4 The Department of Health's Policy on Commercial Sponsorship – Ethical Standards for the NHS states that an individual should declare and register gifts, benefits, or sponsorship of any kind, in accordance with time limits agreed locally (provided that they are worth at least £25). In addition gifts should be declared if several small gifts worth a total of over £100 are received from the same or closely related source in a 12 month period.
- 6.2.5 All hospitality offered in such circumstances should be recorded (Appendix B). Any inappropriate offers should be politely but firmly refused.
- 6.2.6 Purely social or sport connected functions which have no instructional or professional content are not acceptable for the purposes of hospitality.
- 6.2.7 It is good practice for individuals and managers to record and report any instances of the offer of hospitality (including the return or refusal of hospitality which might later be open to misinterpretation) and a copy retained by the manager of the individual

submitting the declaration. This would only be applicable if something other than a sandwich lunch/ small buffet is offered or given.

- 6.2.8 Declarations should be retained by OCCG for a period of six years and stored within an OCCG register held by the Business Manager.

### **6.3 Sponsorship**

- 6.3.1 The purpose of this section is to set clear guidance for the acceptance of sponsorship from the pharmaceutical industry or other commercial organisation.

- 6.3.2 Sponsorship may include financial and other support for:

- Education and training meetings, lectures and workshops, research and development programmes (including fees for speakers, venue, catering and transport costs)
- Educational and training materials and equipment
- A contribution towards or indeed meeting the full costs of the salary of staff to support educational and training / continuing professional development, e.g. audit facilitator, administrator, etc and may include staff development through the provision of bursaries and payment of course fees.
- A contribution towards or indeed meeting the full costs of the salary of staff for clinical activities.

- 6.3.3 Staff should seek approval through the Director of Governance or the Deputy Director – Head of Primary Care and Medicines Optimisation before accepting commercial sponsorship for education or training purposes. In accepting commercial sponsorship, it is the duty of the line manager to ensure the principles of this Policy are applied.

- 6.3.4 The form 'Proposal to Obtain Sponsorship by a Commercial Organisation' (Appendix D) should be completed by all staff seeking sponsorship. Permission to accept sponsorship must be sought and approved in writing.

- 6.3.5 Sponsorship must not be dependent on the opportunity for product promotion.

- 6.3.6 In the case of an educational event, pharmaceutical industry representatives should be briefed not to approach individuals but should wait to be approached themselves.

- 6.3.7 Industry representatives should only enter a workshop once it commences if they have had prior agreement.

- 6.3.8 In accepting sponsorship there must be no conflict of interest with OCCG Policies / Guidelines.

### **6.4 Acceptance of Commercial Sponsorship for Attendance at Conferences and Courses**

- 6.4.1 Acceptance by OCCG staff of commercial sponsorship for attendance at conferences and courses is acceptable, provided that it is identified in the staff members Personal Development Plan. The employee must seek permission in advance and OCCG should be satisfied that acceptance will not compromise purchasing decisions in any way. Fees should be paid by OCCG and reimbursed by the sponsors.

## **6.5 Reactive Joint Working**

- 6.5.1 This applies to any joint working initiatives which are brought to OCCG attention by the pharmaceutical industry or other commercial organisations.
- 6.5.2 Before entering into detailed negotiations the following should be considered:
- Is this in line with OCCG's mission, vision and values?
  - Is the initiative in line with the current OCCG strategy and operational plan?
  - Is this a priority for OCCG?
  - Will it have a negative impact on other projects in OCCG for example prescribing, referrals, delayed transfers of care?
  - Are there resources (financial or other) available from OCCG to support this initiative?
  - Why is the pharmaceutical company or commercial organisation interested in this piece of work?
  - Could OCCG undertake this piece of work without joint working with the pharmaceutical industry?
- 6.5.3 Once these are considered and discussed with the Director of Governance then the standard Business Case Template and Framework for Joint Working (Appendix A) should be completed.
- 6.5.4 This needs to be approved in line with the governance framework laid out in section four.
- 6.5.5 A mutually agreed and effective exit strategy will be in place at the outset of any joint working arrangement detailing the responsibilities of each party and capable of dealing with a situation where premature termination may become necessary.
- 6.5.6 A joint working agreement document (Appendix C) must be completed for each initiative and be signed and dated by the Director of Governance from OCCG and the commercial organisation involved.
- 6.5.7 The signed agreement and any relevant paperwork (e.g. business case and framework) should be retained and stored by the Governance Manager.

## **6.6 Proactive Joint Work**

- 6.6.1 This is the preferred way of joint working in which a project brief / business case is developed and the pharmaceutical industry or other providers are approached for joint working.
- 6.6.2 Wherever possible more than one pharmaceutical company should be approached for support and joint working with more than one pharmaceutical company is encouraged.
- 6.6.3 In all cases the standard business case template and Framework for Joint Working (Appendix A) should be completed.
- 6.6.4 This needs to be approved in line with the governance framework laid out in section four.

- 6.6.5 A mutually agreed and effective exit strategy will be in place at the outset of any joint working arrangement detailing the responsibilities of each party and capable of dealing with a situation where premature termination may become necessary.
- 6.6.6 A Joint Working Agreement document (Appendix C) must be completed for each initiative and be signed and dated by the Director of Governance and the commercial organisation concerned.
- 6.6.7 The signed agreement and any relevant paperwork (e.g. business case and framework) should be retained and stored by the Governance Manager.

## **7 Monitoring**

- 7.1 All managers are responsible for auditing staff adherence to this Policy.
- 7.2 Managers who staff accept sponsorship will be required to maintain a record and this may be required for audit.
- 7.3 This Policy will be reviewed every three years or following a change in guidance or legislation.

Appendix A

**Moving Beyond Sponsorship: Interactive Toolkit for Joint Working Between the NHS and the Pharmaceutical Industry**

Department of Health / Association of British Pharmaceutical Industries (ABPI) 27 August 2010 (Gateway ref: 14600)

<b>1 Joint Working Project Summary</b>	
Title of Project	
Summary of intended aims and objectives	
Summary of expected outcomes	
Names of partner organisations involved in the joint working arrangement	
Names of lead representatives for each organisation	
Exact nature of the joint working proposal	
Start date	
Finish date	
Exit strategy	
<b>2 Resources and Costs</b>	
Overall cost of the joint working project	
Direct and indirect resources / cost commitment by each partner	
Method for monitoring and recording resource and costs	
Information of cost effectiveness (has value for money been shown?)	
Arrangements for longer term funding implications of project (to be clear and unambiguous)	
<b>3 Governance Arrangements</b>	
Parties consulted prior to initiating joint working project and how consultation was conducted	
Method for informing patients of the joint working project	
Decision making processes within the joint working project (to be open and transparent)	

Operational and management accountabilities (include identified conflicts of interest)	
Piloting arrangements (state if this project is a pilot)	
Relationship to existing systems of care in primary and secondary care sectors	
For clinical services, professional indemnity and liability arrangements	
Written agreement stating obligations of confidentiality, security standards and limits of use of information to the purposes specified	
<b>4 Monitoring and Evaluation</b>	
Management arrangements	
List designated responsibility at each stage of the proposal	
Method of evaluating patient benefits on completion	
Learning opportunities from this project	
Audit arrangements	
Method for highlighting significant problems	
<b>5 Data and Patient Protection</b>	
List interests of partners in relation to the joint working proposal, and where these coincide	
List potential conflicts of interest	
Identify 'ownership' of the data generated by the project	
Describe access arrangements for the data, and format (bearing in mind the requirements of the Data Protection Act and also need to demonstrate the ability to manage confidentiality and security of patient information to meet NHS IG standards)	

## Appendix B

**Declaration of Hospitality / Gifts and Conflict of Interest**

It is a requirement for all staff to report any hospitality, gifts or personal benefits provided to them by suppliers or others in the course of their work. As a guideline, the traditional low value calendars, pens, diaries do not fall into this category, but a gift, a day out, an evening meal do. Staff are required to record such things as and when they take place. The general rule is that any expensive gift should be refused.

The Department of Health's Policy on Commercial Sponsorship – Ethical Standards for the NHS states that an individual should declare and register gifts, benefits or sponsorship of any kind, in accordance with time limits agreed locally (provided they are worth at least £25). In addition gifts should be declared if several small gifts worth a total of over £100 are received from the same or closely related source in a 12-month period.

For these purposes, gifts or hospitality from a supplier must be recorded. In addition to meals, this would include days out being entertained e.g. a day at the races, goods provided privately at a significant discount or free or discounted trips. In general, anything which can be received from a particular supplier needs to be recorded.

It is also a requirement for staff to register any potential conflicts of interests. This is about circumstances where a member of staff, a family member or other associate might benefit if OCCG were to do business with them. This does not mean that we should not do business with them; it merely means that the staff member should record that association. The important thing is that OCCG gets best value for money and clearly the process of obtaining best value for money must be transparent.

The Governance Team will maintain a Hospitality and Gifts register and Conflicts of Interest Register. These are subject to audit by OCCGs auditors.

All staff are therefore required to complete, sign and date a declaration form each time they receive any hospitality or gift and to declare any potential conflict of interest of which they are aware.

A copy of the Declaration of Hospitality / Gifts form is below.

**DECLARATION OF HOSPITALITY / GIFTS**

OCCG is required to keep a register of hospitality and gifts, given and received, and to make this register available for public inspection.

Please complete this form to declare hospitality and gifts received and provided from and to suppliers.

**Register of Hospitality and Gifts**

Suppliers, from time to time, provide personal benefits to individuals. Where that benefit is so significant that it can be seen as an inducement to contract with them it needs to be recorded. As a guideline the traditional low value calendars, pens, diaries do not fall into this category, but a gift, a day out, an evening meal do. Members are required to record such things as and when they take place. The general rule is that any expensive gift (i.e. those with an estimated value greater than £25) should be refused. Any gifts that are refused should also be recorded.

For these purposes, gifts or hospitality from a supplier must be recorded. In addition to meals, this would include days out being entertained, e.g. a day at the races, goods provided privately at a significant discount or free or discounted trips. In general, anything which can be received from a particular supplier needs to be recorded.

This also applies to any hospitality given by an individual on behalf of OCCG.

<b>Description of gifts / hospitality / sponsorship <u>received</u></b>				
Name/address of sponsor / person supplying gift	Venue of sponsorship	Type of sponsorship / gift (training, lunch etc.)	Date of sponsorship / gift	Value £ (please estimate if not known)

<b>Specify Recipients of Sponsorship / Hospitality / Gifts or Meeting Title and Name of Chair</b>		
Recipient	Organisation or meeting title	Chair of meeting

Do you have any personal relationship with, or personal business connection with the person / organisation from whom you received, or to whom you gave the hospitality declared above?

YES: \_\_\_\_\_ NO: \_\_\_\_\_ If yes, please describe:

Declaration: I declare that the above record represents a complete and accurate statement of the hospitality/sponsorship/gift I have given/received:

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return completed form to the Business Manager, OCCG**

## Joint Working Agreement

### An Agreement for Joint Working Between Oxfordshire Clinical Commissioning Group

And

**Insert second party (and any others as necessary)**

For

**Insert name of joint working initiative**

This agreement is to set out the principles and value that should underpin the joint working arrangement, as well as the objectives and modus operandi for the **insert title of joint working initiative**.

#### 1 Name and Members of the Joint Working Arrangement

The **insert title of joint working initiative** will be a joint working arrangement between

- **Inset first party**
- **Inset second party (list further parties if more than two)**

The working members will be known as the **insert title of joint working initiative** Joint Project Group. The number of Joint Project Group members will be decided to enable decision making to be as effective as possible whilst ensuring inclusiveness. Joint Project Group members will be designated by the parties. No more than **insert number** core Joint Project Group members may be assigned to the joint working arrangement by any party, except by agreement of all the parties. Joint Project Group members may be replaced by an individual from their organisation at any time by a party to ensure continuity. Ad hoc membership may be agreed by parties from time to time.

**Insert relevant name / party** will provide secretariat and co-ordination support from the **insert title of joint working initiative**, by agreement with the Joint Project Group.

#### 2 Aims and Objects

**Insert a paragraph giving a summary of the aims and objectives of the joint working project.**

#### 3 Values

The following values should underpin joint working:

- Transparency and trust
- Appropriateness of projects
- Patient focused
- Value for money

- Reasonable contact
- Responsibility
- Impartiality and honesty
- Truthfulness and fairness
- Awareness of the impact of the project on other workstreams and inclusiveness

#### 4 **Principles of Joint Working**

The following principles will apply to joint working:

- All joint working must be for the benefit of patients
- Joint working will be conducted in an open and transparent manner
- Joint working will take place at a corporate rather than individual level
- Arrangements will be of mutual benefit, the principal beneficiary being the patient
- Contract negotiations will be negotiated in line with NHS values
- Confidentiality of information received in the course of the arrangement will be respected and never used outside the scope of the project
- All patient identifiers will be removed from data to preserve and respect patient confidentiality in line with the Data Protection Act
- Reports and information pertaining to the agreement / projects will not be used or published without explicit permission given by all parties
- Joint working must not be used or seen as endorsement or promotion of any specific medicine or product
- Pharmaceutical companies must comply with the ABPI Code of Practice for the pharmaceutical industry at all times
- All NHS employed staff must comply with NHS and relevant professional body Codes of Conduct at all times, and be aware of DoH guidance relating to joint working with the pharmaceutical industry (Best Practice Guidance for Joint Working Between the NHS and the Pharmaceutical Industry, February 2008)

#### 5 **Procedures at Joint Project Group Meetings**

- All members should make every effort to be present at Joint Project Group meetings
- The quorum for meetings will be at least **insert number** from each party
- All discussions taking place in meetings will be confidential, unless stated otherwise, and not disclosed to any unauthorised person. In particular no view or opinion expressed will be attributed to any member by name
- Decisions will be made by consensus of the parties
- If any member of the joint working project are not present at a Joint Project Group meeting, their views will be requested either prior to or after the meeting
- In the event of no consensus being achieved, a majority agreement will be accepted based on at least **insert number** Joint Project Group members from each party supporting the decision

#### 6 **Powers of the Joint Project Group**

- The Joint Project Group will decide by consensus what projects and plans the parties wish to undertake
- The Joint Project Group may set up sub-committees or working groups which can include ad hoc members or non-members. The Joint Project Group will ratify recommendations made by sub-committees or working groups

#### 7 **Selection of Consultancies (if applicable)**

Where any work requires the involvement of a selected external consultancy, this will be selected by the following process:

- Drafting and sign-off of Terms of Reference for the consultancy input required

- Drafting and sign-off of quantitative and qualitative evaluation criteria for potential suppliers
- Agreement of a List of Suppliers to be invited to tender for the work
- Issuing of Terms of Reference and evaluation criteria to potential suppliers
- Receipt and evaluation of proposals from suppliers against the evaluation criteria
- Shortlisting of potential suppliers
- Presentations by potential suppliers to the Joint Project Group
- Final selection of successful supplier(s)
- Any selection process will be open and transparent and if undertaken by an NHS organisation, will comply with the requirements of the relevant Standing Financial Instructions and Standing Orders
- Consultancies will comply with the relevant Codes of Conduct and practice referred to in four above

## 8 **Finances**

- The finance provided by each party will be limited to that agreed. Additional finance may be provided from other sources if agreed by the parties
- All monies of the joint working arrangement will be held by **insert partner** and paid against approved invoices
- The Joint Project Group will monitor finances and record costs incurred

## 9 **Outputs, Monitoring and Evaluation**

The length of arrangement, the potential implications for patients and the NHS, together with the perceived benefits for all parties, together with a mutually agreed exit strategy, will be clearly outlined before commencement of joint working.

The parties will agree arrangements for recording, monitoring and evaluating the joint working arrangement.

## 10 **Data Ownership**

- All data generated by the project will be owned **insert ownership arrangements** by the parties
- No data will be disclosed to any third party except on the explicit agreement of all parties
- Patient confidentiality will be maintained at all times

## 11 **Communication**

- All external communication regarding the joint working arrangement and associated projects will be agreed by the Joint Project Group
- All internal communication will be deemed confidential except by the agreement of the Joint Project Group
- Minutes will be taken of all Joint Project Group meetings for subsequent agreement at the following meeting

## 12 **Dissolution**

- The joint working arrangement shall be dissolved at any time if any party wishes to withdraw; a notice period will be given of **insert notice arrangements**
- Any outstanding matters must be wound up by all parties by agreement

## 13 **Change of the Joint Working Agreement**

- Changes may be made to the Joint Working Agreement by consensus of all parties at a meeting convened for the purpose.

14 **Declarations of Interests**

- All declarations of interest must be declared by any working member.  
Declarations of interest will be recorded **insert recording arrangements**

I have read the above Joint Working Agreement and commit to the Terms

Signed: .....

Print Name: .....

On behalf of: .....

Date: .....

Signed: .....

Print Name: .....

On behalf of: .....

Date: .....

Appendix D

**Proposal to Obtain Sponsorship by a Commercial Organisation**

<b>Name of person requesting sponsorship approval</b>	
<b>Telephone</b>	
<b>Email</b>	
<b>Event / Project Title</b>	
<b>Date sponsorship required</b>	
<b>Brief Outline</b>	
<b>Sponsoring Commercial Organisation</b>	
<b>Contact Name</b>	
<b>Outline of proposed sponsorship: what will be provided and what is required in return</b>	
<b>How will clinical and financial outcomes be monitored?</b>	
<b>Value of sponsorship</b>	

<b>Which other teams have been consulted</b>	
<b>Benefits to OCCG</b>	
<b>Risks to OCCG</b>	

Please return completed form to the Governance Manager, OCCG

*For OCCG use*

<b>Approved by</b>	
<b>Job Title</b>	
<b>Date</b>	