

The Health Creation Alliance **Conflicts of Interest Policy**

January 2024

1. Introduction

The Health Creation Alliance (THCA) Directors are responsible for the governance, oversight, strategic direction and overall delivery of the activities of THCA.

To fulfil these obligations, Directors must have specialist knowledge, expertise and experience relevant to the work of THCA. It is assumed that Directors will apply their professional expertise and experience in relation to the matters of THCA; indeed, applying this expertise and experience is critical to enabling THCA to fulfil its purpose.

This policy also applies to THCA Company Members or Member in Company Law (MiCLs) because they play a role to influence and enhance Board decision making.

2. The register of interests

The 'register of interests' (the register) will ensure that these interests are transparent and that there can be no perception that the functions and activities of THCA are being unduly influenced by a Director's or MiCL's other interests, or their specialist knowledge and expertise.

The register does not preclude Directors or MiCLs from having other areas of interests.

3. Conflicts relating to matters arising in THCA meetings.

In circumstances where a Director's interests are in direct conflict with a matter being discussed or a project being undertaken, this member is expected to raise this at the start of any meeting, or as the matter is raised if they did not know about the conflict ahead. They may be asked to withdraw from discussions/projects related to this conflict of interest. These decisions will be taken on a case-by-case basis by the Directors and will be noted in the minutes of each relevant Director meeting.

Some example interests to register:

- Employer – the organisation that pays the Director's salary
- Patient Organisations – for which the Director has an official relationship
- Professional groups and societies – that may be conducting similar work
- Ministries or governmental bodies – that the Director may advise for or work with
- Pharmaceutical or medical device companies – that the Director may work with or advise
- Funders – that the Director may receive funding from,
- Organisations providing services – that the Director or his/her family may be receiving support from

- Publications and other information sources – that the Director may contribute to
- Research grants – source of funding
- Affiliations – that the Director may be committed to
- Any of the above interests as held by a close family member e.g., partners, children or parents.

4. Representation of THCA at external meetings

From time to time, Directors or MiCLs will represent THCA at key external meetings.

Where they are asked by the CEO or Chair to represent THCA at particular meetings or series of meetings, they are expected to represent, and only represent, the interests of THCA. To include other interests within conversations being held through those meetings would be a conflict and contrary to this policy.

5. Management of the Register of Interests

The register will be managed by the CEO. On an annual basis Directors and MiCLs will be asked to complete and sign a Declaration of Interests. These will be held by the CEO and will be used to complete the Register of Interests. All new Directors will complete and sign a Declaration of Interests form.

If a new conflict of interest arises, it is the responsibility of the Director to inform the Secretary in a timely manner so that the register can be updated.

The register will be made available on the THCA website. Copies of individual declarations will be available to any interested party upon written request to the CEO who will respond within 14 working days.

The Board will undertake two reflective check-ins per year to help keep this policy alive. We will consider both our register of interests and THCA representation at external board meetings in our Board effectiveness reviews.

Date of last full review: January 2024.

We will undertake a light-touch review annually and a full review every 3 years.