

 <p>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</p> <p>INTEREST REGISTER PROTOCOL</p>	<p>INTEREST REGISTER – MAINTENANCE OF</p>	<p>Policy 2.4.6 Protocol 1</p>
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STANDARD

Bay of Plenty District Health Board (BOPDHB) will maintain the following Interests Registers:

- Board Members Interests Register
- Committee Members Interests Register
- Executive Management Team Interests Register
- Divisional Interests Register

STANDARDS TO BE MET

1. Board, Committee and Executive Management Interests Registers:

- 1.1 The General Manager (GM), Governance and Quality will maintain the Board, Committees and Executive Management Team Interests Registers.
- 1.2 Individuals must report all interests to the GM, Governance and Quality as soon as they arise. The information required can be obtained from the Interests Register Template.
- 1.3 If an individual has no interests then this fact must be reported and recorded.
- 1.4 It is the responsibility of the individual to ensure that their record of interests remains current.
- 1.5 Individuals must report immediately to the GM, Governance and Quality any conflict that arises as a result of an interest (whether the interest has been previously declared or not).
- 1.6 The Interests Registers are public documents and will be reported monthly to the appropriate forum:
 - a) Board Members Interests: Board and AFRM
 - b) Committee Members Interests: Statutory Committees and Committees of the Board
 - c) Executive Management Team: Executive Council and AFRM

2. Divisional Interests Registers

- 2.1 It is the responsibility of each member of the Executive Management Team to maintain an Interests Register for their division.
- 2.2 All employees authorised to undertake any form of financial decision making or participate in policy development must record their interests.
- 2.3 Individuals must report all interests to the relevant GM as soon as they arise. The information required can be obtained from the Interests Register Template.
- 2.4 If an individual has no interests then this fact must be reported and recorded.
- 2.5 It is the responsibility of the individual to ensure that their record of interests remains current.
- 2.6 Individuals must report immediately to the relevant GM any conflict that arises as a result of an interest (whether the interest has been previously declared or not).

ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 2.4.6 Interest Register
- Bay of Plenty District Health Board policy 2.4.6 protocol 0 Interest – Conflict of Interest
- Bay of Plenty District Health Board policy 3.50.02 protocol 16 Dual Employment
- Bay of Plenty District Health Board Form FM.I6.1 Interest Declaration
- Bay of Plenty District Health Board Form FM.I6.2 Interest Register Template

<p>Issue Date: May 2016 Review Date: May 2019</p>	<p>Page 1 of 1 Version No: 3</p>	<p>NOTE: The electronic version of this document is the most current. Any printed copy can not be assumed to be the current version.</p>
<p>Protocol Steward: Team Leader, Audit</p>	<p>Authorised by: GM Governance & Quality</p>	