

## **Guidance on completing the Academy of Medical Sciences' form for the declaration of financial, non-financial, and indirect interests of Members of Council, Finance Committee and Policy Working Groups.**

### **Introduction**

The members of our Council, Finance Committee and Policy Working Groups bring a range of experiences and perspectives to the Academy's work. It is likely they will have a variety of interests, arising from different contexts, activities, and relationships in a professional or personal capacity. This can include employment and other sources of income, speaking engagements, shareholdings, publications and research, and membership of professional or voluntary organisations. Having members of key committees with varied interests is a positive attribute, but it is vital that interests are openly declared so they can be appropriately managed. Declaring an interest does not mean there is a conflict of interest.

The Academy has a policy on declaring and managing interests that should be read before completing the declaration of interests form<sup>1</sup>. The policy aims to minimise the potential for conflicts of interest to arise and to protect the Academy and those who work for it from any perception, real or otherwise, that the external interests and affiliations of the members of its key committees might interfere with their ability to support the Academy's objectives.

**The Academy's Council has decided that the interests of its Council members should be published to increase the transparency of the Academy. Declarations of interests for members of the Academy's Finance Committee who are not Council members will not be published.**

The Academy believes that it is in its legitimate interest to collect, process and (in the case of Council members publish) this data as it helps us to support the integrity of our decision making bodies. We are relying on consent, which we recognise can be withdrawn at any time.

### **Who should complete this Declaration of Interests form?**

This form should be completed by:

- members of Council;
- members of the Finance Committee;
- members of policy working groups.

Members should complete the Declaration of Interests form at the beginning of their tenure. These completed forms will be made available through the Academy's website, on the webpage relevant to their involvement.

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<sup>1</sup> <https://acmedsci.ac.uk/file-download/83903306>

Members should send an updated version of the form annually and also when relevant interests arise or circumstances change.

## **Introductory information**

Please list your name, a list of all Academy bodies of which you are a member (including your position), information on your main form of employment, and a link to a relevant page for your research group (ideally your own individual page).

### **Section 1: Personal remuneration (including employment, pensions, consultancies, directorships, honoraria)**

1.1 Provide the names of the body or company from which you receive personal remuneration.

- i. Any appointment at a university or research institute or similar body;
- ii. Any directorships, employment, consultancies or other connection with companies within the remit of the work of the Academy committee OR in any field where the company might benefit from support by or association with the Academy;
- iii. Any position of authority in charities and other bodies providing research funding, or support for policy or communication in relevant fields;
- iv. Any other body involved in medical, biomedical, pharmaceutical, healthcare provision or science or health policy/communication.

Interests in bodies which are supported by the Academy, or which benefit as collaborators or licensees etc. from which income is received should be declared however small the amount. The nature of the business and the position held should be provided for all bodies/companies listed.

1.2 The amount(s) of remuneration received does **not** need to be declared.

1.3 Where any pension is currently received (and, possibly, where it is to be received at some point in the future) either from any organisation that falls within the categories in para 1.1 (i) to (iv) above or from a closely related body that manages its pension scheme, the name of the organisation and the fact that a pension is received (or is to be received) should be declared.

1.4 Where no personal remuneration is received please tick the box provided.

### **Section 2: Shareholdings and financial interests in companies**

2.1 Declare the name of any company in which you have direct shareholdings or other financial interests which is involved or who you expect in the future be involved in the medical, biomedical, pharmaceutical, healthcare provision and related fields.

2.2 Relevant share values should be reviewed **annually**.

2.3 The value of the shares/other financial interests does **not** need to be declared.

2.4 You do **not** need to declare:

- i. holdings in unit trusts, investment trusts, open-ended investment companies, unit-linked policies, pension schemes or similar arrangements through which the

investor has an interest in a large number of enterprises, **unless** they specialise in high technology companies in areas relevant to the Academy; or

- ii. ownership/shareholdings of companies that have never traded or carried on any form of activity.

2.5 Portfolios that are managed by third parties e.g. Individual Savings Accounts (ISAs) do not need to be declared except on receipt of information on investments in companies within the scope outlined in 1.1 (i) to (iv) above.

2.6 Where no relevant shareholdings or financial interests apply, please tick the box provided.

### **Section 3: Research income**

3.1 Declare the sources of **all** research income from private, public and charitable sources that you are currently receiving or know that you will receive within the next 12 months. This should include in kind contributions.

3.2 We recognise that some researchers will receive donations towards their research from individual patients or their friends or relations. We understand that there may be concerns about publishing this information (Council members only). If this is the case, Council members should record on their form that they have received funding from this source but can send a list of donors to the Academy separately (but see the Academy's privacy policy regarding obligations when providing Third Party information)<sup>2</sup>. Donations from Trusts, or equivalent, set up in the name of patients should be recorded on the form and the Academy should be alerted if these organisations are undertaking lobbying activities in areas of relevance to the Academy's remit.

3.3 The total award value or sum you expect to receive in the year does **not** need to be provided.

3.4 If you have no research income, please tick the box provided.

### **Section 4: Un-remunerated involvement with and/or membership of any organisation in connection with medical, biomedical, pharmaceutical, medtech, nutrition/food/drink, healthcare provision or science or organisations involved in health policy/communication and similar activities.**

4.1 Declare any un-remunerated involvement with, and/or membership of, any other body in connection with medical, biomedical, pharmaceutical, healthcare provision or science or organisations involved in health policy/communication and similar activities including relevant:

(i). appointments at a university or research institute or similar body;

(ii). directorships or employment or other connection with companies in any field where the company might benefit from support by the Academy either as a collaborator or in some other way; and

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<sup>2</sup> <https://acmedsci.ac.uk/privacy-policy>

(iii). positions of authority in charities and other bodies providing research funding or science or health policy/communication.

4.2 Involvement in organisations who are trying to persuade a government or another authority to take a particular action (often called 'pressure groups') should be highlighted, particular if their areas of interest overlap with those of the Academy.

4.3 Membership of clubs and associations need not be registered unless they fall within the scope of 4.1 (i) to (iii).

4.4 Where you have no unremunerated involvement with these relevant organisations please tick the box provided.

## Section 5: Political associations

5.1 Any political associations should be declared.

5.2 We recognise that this information is regarded as special category personal data under GDPR. We believe that its collection and processing is in our legitimate interests to support the integrity of our decision making bodies. **However, this information will not be included when we publish the interests of Council members.**

5.3 Where there are no relevant associations please tick the box provided.

## Section 6: Family interests

6.1 We believe that collection and processing of this information is in our legitimate interests to support the integrity of our decision making bodies. **However, this information will not be included when we publish the interests of Council members.**

Declare any potential conflicts that may arise out of any **known** family interests and indicate which section for the form (1-5) would apply.

i. Family interests would encompass immediate family or household (i.e. personal partners, parents, children [adults or minors], brothers, sisters, and the personal partners of these).

ii. You are only required to declare any known interests. You do not need to make any special request for this information. However, you must declare any interests once you become aware of them.

6.2 Individual family/household members do **not** need to be identified, either by name or their relationship to you.

6.3 You should ensure that you have satisfied any obligations that you have under the Academy of Medical Sciences' Privacy Notice in terms of the data that you are providing about third parties.<sup>3</sup>

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<sup>3</sup> <https://acmedsci.ac.uk/privacy-policy>

6.4 Where there are no relevant associations please tick the box provided.

### **Section 7: Any additional information**

7.1 Use this box to declare any interests not listed in Sections 1-6 that conflict or compete with your participation in the work of the Academy, or that might be considered to do so by a reasonable person. This might include significant collaborators or substantial relevant income to your department from the private sector.

7.2 Where there is no additional information please tick the box provided

### **Confidential information**

We do recognise that from time to time members will have interests that may be confidential and where the details cannot be published or shared openly with other members. However, it is still necessary to ensure such interests are known by the Chair and the Executive Director (or relevant Director) to ensure they are handled appropriately. If you do have such interests please discuss with the aforementioned individuals. You may be asked to identify the interest as usual but to mark it as confidential.