

<b>NHS 24 BOARD MEETING</b>		<b>27 APRIL 2023 ITEM NO 11.2 FOR ASSURANCE</b>	
<b>GIFTS AND HOSPITALITY REGISTER</b>			
<b>Executive Sponsor:</b>		John Gebbie, Director of Finance	
<b>Lead Officer/Author:</b>		Geraldine Mathew, Board Secretary	
<b>Action Required</b>		The Gifts and Hospitality Register for 2022/23 is presented to the NHS 24 Board for assurance.	
<b>Key Points for this Committee to consider</b>		The paper provides an overview of the Gifts and Hospitality registered by Board Members, Executive Management Team, and NHS 24 staff since April 2022. This information is included within the Corporate Governance Activity Report which is presented to each Audit and Risk Committee meeting.	
<b>Governance process</b>		This paper is for Board assurance only.	
<b>Strategic alignment and link to overarching NHS Scotland priorities and strategies</b>		State how this paper aligns with the key strategic priorities below and any other appropriate SG policies: <ul style="list-style-type: none"> <li>• Blueprint for Good Governance.</li> </ul>	
<b>Key Risks</b>		There are no key risks associated with this process.	
<b>Financial Implications</b>		There are no financial implications associated with this process.	
<b>Equality and Diversity</b>		There are no equality and diversity implications associated with this process.	

**1. RECOMMENDATION**

- 1.1 The NHS 24 Board is asked to note the Gifts and Hospitality Register for 2022/23 for assurance.
- 1.2 All NHS 24 staff are required to advise the Board Secretariat of any gifts or hospitality offered in line with the Gifts and Hospitality Policy. The provision of the policy shall be held to apply to all staff, Board Members, and secondees of NHS 24. There is no seniority threshold.

**2. TIMING**

- 2.1 A review of the register of Gifts and Hospitality is undertaken by the Board Secretariat on an annual basis and is presented to the Board for assurance, prior to publication on the NHS 24 website [www.nhs24.scot](http://www.nhs24.scot). The Register was last presented to the NHS 24 Board in April 2022.

**3. BACKGROUND**

- 3.1 In meeting the requirements of the NHS 24 Gifts and Hospitality Policy and Code of Conduct, it is the responsibility of each individual staff member of NHS 24 to submit accurate information in a timely manner.
- 3.2 In addition to the annual review of the register of Gifts and Hospitality, the Audit & Risk Committee receives a regular update on inclusions within the Register at each meeting, as part of the Corporate Governance Activity Report.

**4. NEXT STEPS**

- 4.1 The Gifts and Hospitality Register is published on the NHS 24 website [www.nhs24.scot](http://www.nhs24.scot).
- 4.3 Reference to the Gifts and Hospitality Register is included within the NHS 24 Annual Report and Accounts.

NHS 24 Gifts and Hospitality Register

2022-23

Name	Position	Nature of Hospitality/Gift	Organisation	Venue	Accepted/Declined	Approx Value	Date
Alasdair Quinney	Associate Director of Operations, Service Delivery	Breathing Space engagement event re Mental Health and Wellbeing. Handing out Breathing Space support leaflets to participants	Edinburgh City Football Club	Invited as guest of Edinburgh City FC for Partnership and Engagement Event v Annan Athletic FC	Accepted	Dinner: approximately £15.00 Ticket for game: £8.00	22.04.22
Tony McLaren	BS & LL National Co-ordinator, Service Delivery	Breathing Space engagement event re Mental Health and Wellbeing. Handing out Breathing Space support leaflets to participants.	Edinburgh City Football Club	Invited as guest of Edinburgh City FC for Partnership and Engagement Event v Annan Athletic FC	Accepted	Dinner: approximately £15.00 Ticket for game: £8.00	22.04.22
Jim Miller	Chief Executive	Invitation from the Chief Executive of CCA to attend CCA Excellence Awards and Gala Dinner on 27th April 2022 at Hilton Doubletree Glasgow where NHS 24 will be collecting their Global Standard Achievement Award following the Leaders' Summit that day.	CCA Global	Invitation from CCA Global to attend an Award Gala Dinner. Attending: Jim Miller, CE, Liz Rock, Business Process Manager, Shona Lawrence, Nursing & Care Directorate and Nicola Dawson, Head of Integrated Service Delivery (Signed completed forms received). x 4 tickets total.	Accepted	approx. value of £40	27.04.22
Liz Rock	Business Process Manager	Invitation from the Chief Executive of CCA to attend CCA Excellence Awards and Gala Dinner on 27th April 2022 at Hilton Doubletree Glasgow where NHS 24 will be collecting their Global Standard Achievement Award following the Leaders' Summit that day.	CCA Global	Invitation from CCA Global to attend an Award Gala Dinner. Attending: Jim Miller, CE, Liz Rock, Business Process Manager, Shona Lawrence, Nursing & Care Directorate and Nicola Dawson, Head of Integrated Service Delivery (Signed completed forms received). x 4 tickets total.	Accepted	approx. value of £40	27.04.22
Shona Lawrence	Nursing and Care Directorate	Invitation from the Chief Executive of CCA to attend CCA Excellence Awards and Gala Dinner on 27th April 2022 at Hilton Doubletree Glasgow where NHS 24 will be collecting their Global Standard Achievement Award following the Leaders' Summit that day.	CCA Global	Invitation from CCA Global to attend an Award Gala Dinner. Attending: Jim Miller, CE, Liz Rock, Business Process Manager, Shona Lawrence, Nursing & Care Directorate and Nicola Dawson, Head of Integrated Service Delivery (Signed completed forms received). x 4 tickets total.	Accepted	approx. value of £40	27.04.22
Nicola Dawson	Head of Integrated Service Delivery	Invitation from the Chief Executive of CCA to attend CCA Excellence Awards and Gala Dinner on 27th April 2022 at Hilton Doubletree Glasgow where NHS 24 will be collecting their Global Standard Achievement Award following the Leaders' Summit that day.	CCA Global	Invitation from CCA Global to attend an Award Gala Dinner. Attending: Jim Miller, CE, Liz Rock, Business Process Manager, Shona Lawrence, Nursing & Care Directorate and Nicola Dawson, Head of Integrated Service Delivery (Signed completed forms received). x 4 tickets total.	Accepted	approx. value of £40	27.04.22
Ann-Marie Gallacher	Chief Information Officer, ICT	A book - "Seat at the Table"	Shabs at Amazon Web Services	Book will be donated to Cardonald Library.	Accepted	£20.00	25.04.22

Gill Sinclair	General Manager, Service Delivery	Vouchers	Vouchers - Starbucks, Carpe Deum, Sanctuary Tattoo, Bank Street Tattoo, Mecca Bingo, Little Mexico Restaurant, Giddy Goose Restaurant, Kingsway Farm Restaurant, Yamm Buffet, Frankie and Benny's, Tailend Restaurant, Milas Restaurant, Dundee FC, Costa	Various. Donated to staff.	Accepted	approx value of £200	01.06.2022
Ann-Marie Gallacher	Chief Information Officer, ICT	BT Scotland - The Future of Digital Healthcare Dinner	BT Enterprise	Grand Central Hotel, Glasgow	Declined	approx value £40.00	10.06.22
Steph Phillips	Director of Transformation, Strategy, Planning and Performance	A conference and awards ceremony dinner on 05.10.22 at the Urgent Health UK Conference where Steph undertook a presentation on 06.10.22.	Urgent Health UK Conference	Crowne Plaza, Trinity St, Chester, CH1 2BD	Accepted	£40.00	05.10.2022
Janice Houston	Director of Service Delivery	Overnight Accommodation on 13th and return train travel on 14th. This was for a peer review held on 14th October.	NHS Wales 111 Service	Mercure Newport Chartist Tower, Upper Dock St, Newport NP20 1DW	Accepted	Hotel accommodation: £91 Return Train Tickets: £142	13.10.2022 / 14.10.2022
Steph Phillips	Director of Transformation, Strategy, Planning and Performance	and return train travel on 14th. This was for a peer review held on 14th October.	NHS Wales 111 Service	Mercure Newport Chartist Tower, Upper Dock St, Newport NP20 1DW	Accepted	Hotel accommodation: £91 Return Train Tickets: £142	13.10.2022 / 14.10.2022
Pauline Docherty	Head of Employee Relations	This is part of the national Our Turn to Care Initiative which is in place for all Health Boards/Special Boards/Territorial Health Boards and Social Care Partners shortly. NHS 24 only get one voucher allocated and we put it in a prize draw for all staff to have access to win.  It is a one night stay at the Gleneagles hotel with dinner bed and breakfast.	Gleneagles Hotel through HIT Scotland and Scottish Government.	The Gleneagles® Hotel Auchterarder, Perthshire Scotland PH3 1NF	Accepted	approx value of £400	21.10.2022
Ronald Cook	Associate Medical Director, Emergency Medicine	As part of the Royal College of Emergency Medicine Scottish Policy Forum, overnight accommodation at the Apex Hotel, Grassmarket, Edinburgh with breakfast and sandwich lunch provided.	The Royal College of Emergency Medicine	Apex Hotel, Grassmarket, Edinburgh	Accepted	£173.25	07.11.2022

Laura Ryan	Medical Director	As part of the Royal College of Emergency Medicine Scottish Policy Forum, overnight accommodation at the Apex Hotel, Grassmarket, Edinburgh with breakfast and sandwich lunch provided.	The Royal College of Emergency Medicine	Apex Hotel, Grassmarket, Edinburgh	Accepted	£173.25	07.11.2022
Jim Miller	Chief Executive	Speaker at the Excellence in Healthcare awards on 24th November in Daventry and has been offered overnight accommodation.	Oscar Krane Ltd	STAVERTON PARK HOTEL & GOLF CLUB Daventry Road, Daventry, NN11 6JT	Accepted	£75.00	24.11.2022
Martin Cheyne	Board Chair	Presenting at a dinner, receiving complimentary dinner.	The Rotary Club Troon	The Rotary Club Troon	Accepted	approx. value of £20.00	07.03.2023