

<p>NHS 24 BOARD MEETING</p> <p style="text-align: right;">25 APRIL 2024 ITEM NO 11.2 FOR ASSURANCE</p> <p style="text-align: center;">GIFTS AND HOSPITALITY REGISTER 2024 UPDATE</p>	
Executive Sponsor:	John Gebbie, Director of Finance
Lead Officer/Author:	Geraldine Mathew, Board Secretary
Action Required	The NHS 24 Board is asked to note the Gifts and Hospitality Register for 2023/24.
Key Points for this Committee to consider	The paper provides an overview of the Gifts and Hospitality registered by Board members, Executive Management Team, and NHS 24 staff since April 2023. This information is included within the Corporate Governance Activity Report which is presented to each Audit and Risk Committee meeting.
Governance process	This paper was presented to Executive Management Team meeting on 15 April 2024.
Strategic alignment and link to overarching NHS Scotland priorities and strategies	This paper aligns with the principles of the Blueprint for Good Governance.
Strategic alignment and link to Corporate Delivery Plan activity	The Corporate Delivery Plan has been submitted to Scottish Government and formal feedback is awaited.
Key Risks	There are no key risks associated with this paper.
Financial Implications	There are no key financial implications associated with this paper.
Equality and Diversity	There are no equality and diversity implications associated with this paper.

1. RECOMMENDATION

- 1.1 The NHS 24 Board is asked to note the Gifts and Hospitality Register for 2023/24 for assurance.
- 1.2 All NHS 24 staff are required to advise the Board Secretary of any gifts or hospitality offered, regardless of whether this is accepted or not, 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 Gifts and Hospitality Register is undertaken by the Board Secretary on an annual basis and is presented to the NHS 24 Board for awareness, prior to publication on the NHS 24 website. In addition, the Gifts and Hospitality Register is updated on an ongoing basis and reported as part of the Corporate Governance Activity Report, at each meeting of the Audit and Risk Committee.

3. BACKGROUND

- 3.1 In meeting the requirements of the NHS 24 Code of Conduct and the associated Gifts and Hospitality Policy, it is the responsibility of each individual staff member of NHS 24 to submit accurate information in a timely manner.

4. ENGAGEMENT

- 4.1 All Board Members, Executive Management Team, Senior Managers, and all NHS 24 staff are engaged in this process.

5. FINANCIAL IMPLICATIONS

- 5.1 There are no financial implications associated with this process.

6. MEASURABLE BENEFITS

- 6.1 The Gifts and Hospitality Register ensures compliance with policy, promotes ethical conduct and transparency, supports robust decision-making, and protects against fraudulent activity.

7. NEXT STEPS

- 7.1 The Gifts and Hospitality Register is published on the NHS 24 website.
- 7.2 Reference to the Gifts and Hospitality Register is included within the NHS 24 Annual Report and Accounts.

NHS 24 Gifts and Hospitality Register

2023-24

Name	Position	Nature of Hospitality/Gift	Organisation	Venue	Accepted /Declined	Approx Value	Date
Martin Cheyne	Board Chair	Presenting at a dinner; receiving a complimentary dinner. On 4 July 2023	Ayr Rotary Club	Ayr Rotary Club	Accepted	£20.00	16.05.23
Ann-Marie Gallacher	Chief Information Officer	Attending Gartner Symposium conference in Barcelona	Gartner	Barcelona	Declined	Unknown - Hotel + Flights were offered	20.09.23
Workforce Directorate	N/A	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: £400	01.10.23
Jim Miller	Chief Executive	BMA Conference Dinner	BMA Scotland	Unknown	Declined	Approx: £30	08.10.23

Martin Cheyne	Board Chair	Presenting at a dinner; receiving complimentary dinner on 2 November 2023	Kilmarnock Rotary Club	Kilmarnock Rotary Club	Accepted	£18.00	16.10.23
Jim Miller	Chief Executive	CCA End of Year Review and Celebration Dinner	CCA	Doubletree Hilton	Declined	Approx: £30	01.11.23
Ann-Marie Gallacher	Chief Information Officer	Received email from Sally Fleming at Scottish Government regarding parcel that was delivered St Andrews House from Gigamon. Parcel was a sealed box of goodies including Air Tag and a Mug. Sally.fleming@gov.scot Advised to give to Sally staff or offer to a Charity	Gigamon	N/A	Declined	Approx: £30.00	07.11.23
Ronald Cook	Interim Medical Director	Dinner and overnight stay at Golden Jubilee Conference Hotel for the Annual Conference of Representatives of the Local Medical Committee (GP) (Attending on behalf of Dr Ryan in a non-voting capacity as an invited guest)	BMA Scotland	Golden Jubilee Conference Hotel	Accepted	Approx: £195	01.12.23
Ann-Marie Gallacher	Chief Information Officer	Glasgow Digital Leadership Report Dinner Event	Harvey Nash	The Corinthian Club, Glasgow	Accepted	Approx: £35.00	29.02.24