



Asthma UK Centre
for Applied Research



Asthma UK Centre for Applied Research:

CODE OF PRACTICE ON CONFLICTS OF INTEREST

1. Introduction

Purpose of the Code

This Code of Practice sets out the rules to be followed by members of the Asthma UK Centre for Applied Research Centre Management Committee (CMC) who have interests that may create problems, for example they:

- Inhibit free discussion
- Result in decisions or actions that are not in the best interest of the CMC or the Asthma UK Centre for Applied Research
- Risk giving the impression that the CMC has acted improperly.

The purpose of this code is to protect the CMC and the individual involved by offering guidance on declaration of those interests.

As the Asthma UK Centre for Applied Research is a collaboration between a charity and academic research institutes whose value to clinicians, academics and the public depends on independence from any particular source of influence, it is important to have in place a robust policy governing the declaration and management of relevant interests. In the interests of transparency and accountability, this Code of Practice, will be published on the Asthma UK Centre for Applied Research website. A register of interests will be maintained by the Centre Manager on behalf of the Director and Co-Director.

2. Declaration of interests

- Annually, the Centre Manager will ask all CMC members to declare their interests, and any gifts or hospitality over the value of fifty GB pounds. A conflicts of interest form is provided for this purpose listing the types of interest you should declare.
- In addition, the chair of the meeting will ask at the beginning of a meeting for any updates. Members may prefer to email these updates to the Centre Manager in advance of the meeting and in this case the chair of the meeting will note this at the beginning of the meeting. These declarations will be written in the minutes.
- Interests are personal or non-personal (see Appendix 1 for examples).
- The interests declared are to be quantified where possible using the following bands:

<i>Band A</i>	<i>Less than £1,000</i>
<i>Band B</i>	<i>between £1,000 and 10,000</i>
<i>Band C</i>	<i>between £10,001 and £50,000</i>
<i>Band D</i>	<i>above £50,000</i>

For example, in declaring a £5000 grant received by a department for which the CMC individual is responsible, the company name is required and 'Band B' for the value of the grant.

- When declaring a non-personal interest, it is not necessary to list the names of beneficiaries, to preserve their anonymity.
- If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of full disclosure. If you would like to discuss, please contact the Centre Manager for confidential guidance.

3. Data Protection

The information will be used for management purposes only and the Asthma UK Centre will operate within relevant legislation.

4. What to do if you face a conflict of interest

You should declare that you have a personal interest, and the nature of that interest before the matter is discussed or as soon as it becomes apparent to you. The chair of a committee or meeting should advise, reinforce and remind members of the need to declare interest, real or potential, at the beginning of a meeting or as the need arises. The IAB will judge whether and to what extent a conflict exists, and will determine what part (e.g. attendance, speaking, voting) the member may take in deliberations of the meeting. The declaration will be recorded in the minutes, eg "a member declared a personal interest."

Where a member benefits from a decision, notwithstanding they did not participate in the decision, this will be reported in the annual report and accounts in accordance with best practice.

5. Managing Funds

CMC members with responsibility for the management of Asthma UK Centre for Applied Research funds or funds provided by other agencies through contracts with Asthma UK Centre for Applied Research for specified activities must be cognizant of their responsibility to behave in an honest and ethical manner at all times to maintain the good name of the Asthma UK Centre for Applied Research. The CMC will institute procedures to be followed to ensure appropriate accountability and reporting.

Approved by: Centre Management Committee

Date agreed: 21 Jan 2014

Version number	Effective Date	Reason(s) for Change(s)
Version 1.0	21 January 2014	New Document
Version 2.0	06 February 2017	New logo updated

Appendix 1 – Examples of Conflicts of Interest

Personal interests

Consultancies: any consultancy, directorship, position in or work for the biomedical* industry which attracts regular or occasional payments in cash or kind;

Fee-paid work: any work commissioned by the biomedical industry for which the individual is paid in cash or kind;

Shareholdings: any shareholding in or other beneficial interest in the biomedical industry. This does not include shareholdings through unit trusts or similar arrangements where the individual has no influence on financial management;

Unit trusts and similar: Assets over which chairmen and members and/or their immediate family have no financial control (such as holdings in a wide share portfolio - Unit Trust or similar - where the Fund Manager has full discretion over the composition of the portfolio) do not need to be declared. However, funds held in a portfolio in which chairmen and members and/or their immediate family have the ability to instruct the Fund Manager as to the composition of the fund must be declared.

Pension entitlement Accrued pension rights from earlier employment in the biomedical industry do not need to be declared.

Non-personal interests

Fellowships: the holding of a fellowship endowed by the biomedical industry or any other relevant industry;

Support by the pharmaceutical industry or any other relevant industry: any payment, other support or sponsorship by the biomedical or other industry that does not convey any pecuniary or material benefit to the individual personally but that benefits his/her position or department;

Grants from a company: for example, for the running of a unit or department for which an individual is responsible;

Grants or fellowships to sponsor a post or staff member in the unit for which the individual is responsible: this does not include financial assistance given to individual students;

Commissioning of research or other work or advice from staff who work in a unit for which the individual is responsible.

*biomedical includes pharmaceutical and medical equipment industries.