

MANCHESTER UNIVERSITY NHS FOUNDATION TRUST

Declaration Form - Gifts and Hospitality

Name of recipient: MFT WORKFORCE (Generic Declaration on behalf of all staff grades)

Hospital/MCS: MANCHESTER UNIVERSITY NHS FOUNDATION TRUST

Division/Directorate/Department: ALL AREAS (Hospitals/MCS/LCO/Corporate/Sodexo)

Date of offer: ALL OFFERS & DONATIONS RECEIVED VIA THE MFT CHARITY OFFICE AND DISTRIBUTED TO ALL MFT STAFF BETWEEN APRIL AND DECEMBER 2020

Nature of gift, inducement or hospitality:

- 1). Hotel Accommodation for MFT Staff during the COVID-19 National Emergency – Report to COVID-19 Strategic Command for Approval
- 2). Hotel Accommodation for MFT Staff during the COVID-19 National Emergency – Names of Staff who accepted offer to use Hotel Accommodation(s) and Dates when used
- 3). Schedule of all Gifts & Donations received from Local/National Businesses, and, Members of the Public – subsequently distributed to all MFT staff in all areas /sites

Name and address of offerer:

FURTHER DETAILS AVAILABLE ON REQUEST

How linked to role at Trust:

- ACCEPTED
 DECLINED

(and your reasons for doing so): PLEASE REFER TO THE RATIONALE (i.e. GENERIC APPROACH ADOPTED) PROVIDED IN THE COMMENTS SECTION BELOW

We state that the above information is true and correct to the best of our knowledge.

We have read and understood the Trust's Standards of Business Conduct and Hospitality Policy and we understand that false information given with regard to this Policy may result in action being taken in accordance with the Trust's Disciplinary Policy & Procedure and/or the Trust's Anti-Fraud, Bribery and Corruption Policy.

The information submitted will be held by the Trust for personnel or other reasons specified on this form and to comply with the organisation's policies. This information may be held in both manual and electronic form in accordance with the General Data Protection Regulation (GDPR - May 2018). Information may be disclosed to third parties in accordance with the Freedom of Information Act 2000 and published in registers that the Trust holds.

We confirm that the information provided above is complete and correct. We acknowledge that any changes in these declarations must be notified to the Trust as soon as practicable, and no later than 28 days after the interest arises. we am aware that if we do not make full, accurate and timely declarations then civil, criminal, or internal disciplinary action may result.

We do / do not [~~delete as applicable~~] give our consent for this information to published on registers that the Trust holds. If consent is NOT given please give reasons:

.....N/A.....

Name: Mr Alwyn W Hughes
(on behalf of all MFT Staff who have received Gifts/Hospitality during the 2020/21 COVID-19 National Emergency)
Hospital/MCS: MFT Corporate Services
Division/Directorate/Department: Workforce & Corporate Business
Signature: 
Date: 4th January 2021

COMMENTS (any additional comments felt useful to note): Due to the extraordinary and unprecedented ongoing pressures and demands on the MFT Workforce in response to the heightened COVID-19 National Emergency (Waves 1 and 2) during April to December 2020, a pragmatic approach has been taken in the application of the Gifts & Hospitality Declaration Form completion process. In order to minimise distraction and added burden for both staff on the 'front line(s)' and 'back room' support staff (inc. Sodexo personnel), this generic Declaration Form has been completed, on behalf of **all** MFT staff by the Trust Board Secretary and counter-signed by the Group Executive Director of Workforce & Corporate Business.

Authorisation of line manager:

Signed: 
Mr Alwyn W Hughes
Designation: Director of Corporate Service / Trust Board Secretary
Date: 4th January 2021
Directorate: Corporate Services

Authorisation of relevant director:

Signed: 
Mr Peter Blythin
Designation: Group Executive Director of Workforce & Corporate Business
Date: 4th January 2021
Directorate: Workforce & Corporate Business

THE COMPLETED AND SIGNED FORM MUST BE RETURNED TO THE ADMIN OFFICE OF YOUR HOSPITAL/MCS CHIEF EXECUTIVE OR GROUP CORPORATE DIRECTOR

For Office Use

ENTRY IN REGISTER Yes / No: Date: 04/01/21 By: Mr Alwyn W Hughes

REVIEWED BY DIRECTOR OF CORPORATE SERVICES / TRUST SECRETARY ON: 31/03/21

NOTE:

This form must be completed when gifts (other than articles of low value such as diaries or calendars) or hospitality are accepted or declined. The completed and signed form must be returned to the admin office of your Hospital/MCS Chief Executive or Group Corporate Director