Screen shots of Intranet guidance for Declarations of Interests

Declaration of Interests (DOI)

People

11/02/2026

Declaration of Interests

You must complete a declaration of interest every year; this includes making a declaration that you have no business interests if that is the case.

We will send an annual reminder asking you to do this.

New starters will be asked to complete the form within 48 hrs of starting. **You must discuss any declaration with your Line Manager.**

Declarations of Interest – Fill in form

GMP Inspectors

GMP inspectors are required to complete a different version of the declaration of interests' form

QM2004 - VMD GMPIT Declaration of Interests form.docx

This takes into account their need to comply with rules on conflicts of interest used by other organisations outside the UK.

Please return this to: [redacted]@vmd.gov.uk

Guidance

The purpose of this declaration is to identify those members of staff, or their spouses or partners, or close family members,

- who may have a financial interest in a pharmaceutical company (this will be considered when assigning staff to application-related work)
- who have been employed by a pharmaceutical company within the last three years (this will be considered when assigning staff to application-related work)
- with outside employment that might affect their work
- who have regular contact with farm livestock
- whose private activities might affect their work.

We must ensure that the careers of VMD employees are not hampered by being involved in any activities that might conflict with the jobs they do / could do in the VMD.

Financial interests and Employment History

A financial interest involves payment to a member of staff, or their spouses, partners, or close family members. The main examples are:

a. Consultancies: any consultancy, directorship, position in or work for the pharmaceutical industry, which attracts regular or occasional payments in cash or kind

b. Fee-Paid Work: any work commissioned by the pharmaceutical industry for which the member is paid in cash or kind

c. Shareholdings: any shareholding in or other beneficial interest in shares of the pharmaceutical industry. This does not include shareholdings through unit trusts or similar arrangements where the member has no influence on financial management

d. Pensions

Pharmaceutical company includes:

a. companies, partnerships, or individuals who are involved with the manufacture, sale or supply of veterinary medicinal products (including veterinary homeopathic products)

b. trade associations representing companies involved with such products

c. companies, partnerships, or individuals who are directly concerned with research, development, or marketing of a veterinary medicinal product (including a veterinary homeopathic product) which is being considered by the VMD

You are required to declare any financial interests you, your spouse / partner, or close family members may have in the pharmaceutical industry, but you are not expected to seek out this information if it is not already known to you. If you are unsure whether an interest should be declared, it is better to declare it.

The VMD is not generally concerned with your private activities except where these may put you in a position where your duty and private interests' conflict. In particular;

- You must not take part in any activities that might conflict with the interests of the VMD, impair your usefulness as a public servant, or be inconsistent with your position as a public servant. This includes affiliation with pressure groups, societies and other organisations, which might have a bearing on the work of the VMD
- You must not use your official position to further your private interests or lay yourself open to suspicion of dishonesty
- full-time staff must not take on a job that involves regular attendance during normal working hours
- You must have the agreement of the VMD before accepting payment from another Government Department.

Outside Activities

All outside employment (so-called 'second jobs') must be declared and must not conflict with Defra's work (hours/job content/conflict of interests) or be inconsistent with your position as a civil servant. You must obtain permission from your line manager before accepting any outside employment that might affect your work either directly or indirectly. There are separate rules for civil servants taking up employment with another company after leaving Crown service and you should familiarise yourself with Business appointment rules (sharepoint.com) before giving any commitment to join another employer.

Whilst employed by the VMD, you must seek approval before becoming associated with any kind of private business that is related to the work of the VMD. This applies if you take part (either alone or with others) in the running or management of the business, or if the interest is purely a financial one, for example as a partner in a family business. You should also report any other involvement with businesses through your spouse or partner, or close family member. Subsequent changes of significance should also be reported.

You should report any shareholdings you hold in any pharmaceutical company or of any shareholdings directly related to the area in which you work. You should, regardless of the level of shares held, seek advice about the appropriateness of acquiring or retaining a shareholding if there is any question of possible conflict with the interests of the VMD.

In any case described above, please let your line manager and the People Team know.

Livestock Contact

Because of the nature of work being carried out on the Weybridge site, and by others that may have contact with VMD staff, we would like to know if you have any regular contact with farm livestock, for example, if you live on premises where farm animals are kept.

Your declaration should give details of:

- The nature, size, ownership, and management of the business;
- The indication of the time, if any, which you expect to devote to the business; and
- Whether the business will be in receipt of any payments or services from Defra.

Private activities

You should report if you are studying / doing research / or anything outside of work that may conflict with their job at the VMD.

If an outside interest is not a business activity but is, for example, a hobby from which no income arises, there should be no need to register it unless there are any other doubts in respect of you being able to comply with these provisions. Equally we are not concerned with your private activities in general, but you will appreciate the need to ensure that your private business interests do not conflict with official duties.

If in doubt

Please consult the People Team if you are in any doubt about our requirements. We can assure you that any information you supply will be treated in confidence.

Offence

You should be aware that subject to the relevant legislation, it is a criminal offence for anyone to use information that is not public, but instead obtained in an official capacity, for the purpose of private gain or to pass it on to anybody else so that it can be used for the same purpose.

Screen shots of Intranet Gifts and Hospitality Policy

Gifts and Hospitality Policy

finmail

Published 13/03/2025

Introduction

The Gifts and Hospitality Policy is intended to set out the rules for all VMD employees when giving or receiving gifts or hospitality from an external individual or organisation. This does not include any internal rewards or prizes such as reward or recognition scheme benefits.

Definitions

Gifts include, for example, tickets to events, vouchers, rewards and prizes, and items loaned or bought at below their market value. This list is not exhaustive.

Hospitality includes, for example, meals and invitations to functions, and attending sporting, entertainment, and other events where the other party pays some or all the costs of the attendee. This list is not exhaustive.

Employee Guidance

Receiving gifts or hospitality

1. Gifts or hospitality should only be accepted if there is no doubt as to the propriety of accepting it.

2. The employee should refuse the offer if the gift or hospitality:
   a. is not in the interests of the VMD;
   b. is over-frequent or over-generous and disproportionate to the nature of the relationship VMD have with the provider; and/or
   c. gives rise to a conflict of interest.

3. This will avoid VMD employees being put in a position where there is a perceived or actual conflict of interest, or where an undue obligation is created.

4. A list of examples of gifts or hospitality that would generally be considered acceptable and unacceptable is set out below. This list is not exhaustive and is a broad guide only; each case should be considered individually.

   Unacceptable gifts should be declined or disposed of.

Acceptable	Unacceptable
• Small gifts of low value such as pens, calendars, diaries and mouse mats from outside organisations. • Token gifts such as small quantities of chocolates or flowers from a grateful customer. • Gifts between colleagues.	• Any gifts of significant monetary value. • Complimentary vouchers. • Financial incentives, such as loans, discounts and bonuses. • Travel and accommodation for leisure purposes
• The provision of hospitality by a third party when an employee is representing their department's interests at conferences or similar events as long as such hospitality is proportionate. • The provision of free learning and development opportunities for Civil Servants by external individuals or organisations, such as law seminars, where there is no commercial advantage to the supplying organisation.	• Invitations to sporting or entertainment events. • Any gifts or hospitality provided on a regular basis.

Senior VMD staff will decide what is considered an acceptable, significant or unacceptable gift or hospitality within their own business context.

5. Wherever possible, employees should seek prior approval when considering the acceptance or declining of gifts and hospitality. In the first instance, you should consult with your manager for advice, then escalate, where necessary, to the Head of Team to decide the appropriate course of action.

6. With the exception of items with an estimated value of less than £20 such as pens or calendars, employees must complete a VMD Gifts and Hospitality form and email to [redacted]vmd.gov.uk in order to for the details to be recorded on the VMD Gifts and Hospitality Register, including if they have been declined.

7. If the refusal of a gift or hospitality may cause offence and damage an important relationship with the provider then acceptance may be authorised by the Head of Team. If prior authorisation is not possible, it may be accepted but the circumstances and reasons for the action taken should be reported at the first opportunity.

Disposal of Gifts

There are several methods to dispose of gifts which cannot be returned, such as donation to charity; sale, with the proceeds going to HM Treasury; and destruction. For further advice on the disposal of gifts, please consult your local Finance Team.

Giving gifts or hospitality

1. Public money should only be used to pay for a gift or hospitality where there is a clear business need, and where it represents value for money. All offers of gifts or hospitality must be approved in advance by the Head of Team.

2. The public has the right to request information on any gifts or hospitality provided under the Freedom of Information Act 2010.

3. The employee should not make the offer if the gift or hospitality:
   a. is not in the interests of the VMD
   b. is over-frequent or over-generous and disproportionate to the nature of the relationship they have with the provider; and/or
   c. gives rise to a conflict of interest or any issues of propriety.

4. Hospitality that is reasonable and appropriate, such as tea and coffee at meetings and/or working lunches with external stakeholders may be provided. However, employees must ensure there is a real business benefit to providing any hospitality and that it offers value for money.

5. Wherever possible, employees must seek prior approval when considering the provision of gifts and hospitality. In the first instance, you should consult with your manager for advice, then escalate, where necessary, to the Head of Team or above to decide the appropriate course of action.

6. Employees should email [redacted]vmd.gov.uk details of any gifts or hospitality provided using the VMD Gifts and Hospitality form, so details can be updated on the Gifts and Hospitality Register.

Recording

1. With the exception of items of low value (i.e. items with a value of less than £20) such as pens or calendars, employees must record gifts or hospitality offered on the VMD Gifts and Hospitality form and email [redacted]vmd.gov.uk so details can be included on the Gifts and Hospitality Register, including any they have declined. It is important to record any gifts and hospitality on the Register as this information could be used to respond to a Freedom of Information Request or Parliamentary Question.

2. To ensure transparency, it is important to attach any supporting documentation to the Register.

Manager Guidance

Monitor and Review Requirements

1. The Managing Public Money rules from HM Treasury advise that registers must be kept to establish whether public money has been spent appropriately and whether parliament needs to be aware of any gifts, given or received.

2. To provide assurances that the policy and procedures are being complied with, the register will be monitored and reviewed by Finance monthly, and VMD Senior Management on a quarterly basis.

3. The overall aim of the review process is to ensure that this policy and procedures are being complied with and will seek confirmation that:
    a. The register is correctly and fully completed, and regularly updated and maintained;
    b. The register covers all the relevant VMD business areas, and that all staff are aware of the requirements;
    c. any identified breaches of the guiding principles and approval requirements under this policy and procedures will be reported to VMD Senior Management and a record kept of any remedial action.

4. Electronic copies of the Gifts and Hospitality Register, and any supporting documentation, must be retained securely for at least three years. Where there is any related retention period such as contract records, then that of the greatest period should be applied.

Further Information

Any enquiry about gifts or hospitality, or request for advice about the application of the principles to particular circumstances, should be referred to VMD Finance

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