

North East Derbyshire District Council

Standards Committee

9 December 2015

Gifts and Hospitality Annual Report 2015

Report No ADGMO/21/15-16/SS of the Assistant Director – Governance and Monitoring Officer

This report is public

Purpose of the Report

- To advise the Committee of the details of all entries in the Council's Gifts and Hospitality Register in respect of offers of gifts and hospitality made to members and officers of the District Council during the period January 2015 to December 2015.

1 Report Details

- 1.1 The Council's Constitution, Part 5 specifies detailed arrangements for the registering of gifts and hospitality made to members and officers. A copy of the provisions of the Constitution in respect of gifts and hospitality are attached as **Appendix 1 and 2** to this report. Details of the entries in the Council's Gifts and Hospitality Register for the period January 2015 to December 2015 is attached as **Appendix 3** to this report.

2 Conclusions and Reasons for Recommendation

- 2.1 It is important that there is a clear process for the recording and reporting of gifts and offers of hospitality offered to members and officers of the Council.
- 2.2 The annual reporting of offers of gifts and hospitality made to members and officers ensures that the Council's performance on this matter is monitored on a regular basis and that any changes in procedure can be introduced if necessary.

3 Consultation and Equality Impact

- 3.1 The annual reporting of offers of gifts and hospitality made to members and officers should, together with other measure undertaken by the Council, support the clarity of the reporting process.

4 Alternative Options and Reasons for Rejection

4.1 There were no alternative options considered and rejected. The report is submitted in accordance with the decision of the Committee from its meeting on 4 November 2010.

5 Implications

5.1 Finance and Risk Implications

5.1.1 There are no financial implications arising directly from the content of this report.

5.2 Legal Implications including Data Protection

5.2.1 The Council previously had a zero tolerance approach in respect of the value of gifts and hospitality, such that all offers had to be declared, regardless of the value. Following a recommendation of Standards Committee, Council as part of its review of the Constitution, set a threshold of £25 for the declaration of gifts and hospitality.

5.3 Human Resources Implications

5.3.1 There are no Human Resources implications arising directly from the content of this report.

6 Recommendations

6.1 That the Standards Committee notes the content of this Annual Report for the period January 2015 to December 2015 in respect of offers of gifts and hospitality made to members and officers.

7 Decision Information

Is the decision a Key Decision? (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
District Wards Affected	None directly
Links to Corporate Plan priorities or Policy Framework	Transforming Our Organisation: Demonstrating Good Governance

8 Document Information

Appendix No	Title
1	Extract from the Council’s Constitution: Protocol on gifts and hospitality
2	Extract from the Council’s Constitution
3	Schedule of Gifts and Hospitality January 2015 to December 2015.
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Not applicable.	
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AGIN 4(b) (STANDS 1209) Gifts & Hospitality/AJD

EXTRACT FROM THE COUNCIL'S CONSTITUTION

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Protocol on gifts and hospitality

This protocol has been adopted by the Council to give guidance to *Councillors* and officers about registering gifts and hospitality.

- 1 This Protocol relates to offers of gifts, favours or hospitality of £25 or more that are made, given, or afforded to you in your capacity as a Member/officer whether you accept it or not. It is not intended to cover the ordinary social relationships which people enjoy with friends, provided that the friend is not applying to the Council for anything, seeking to do business with the Council, or involved in an ongoing business relationship with the Council.
- 2 You must declare in writing to the *Monitoring Officer* within 28 days of being offered or receiving it any gift or hospitality of £25 or more. Such a declaration will be recorded in a register which will set out the date of declaration, the date on which the Member/officer received the hospitality, the name of the Member/officer, the nature of the gift or hospitality and, if a gift, what was done with it. The register will be countersigned by the *Monitoring Officer*.

Hospitality

- 1 Employees must treat with extreme caution any offer, gift, favour or hospitality made to them personally.
- 2 If there is a genuine need as a legitimate part of an employee's job to accept offers of hospitality this may be allowed. The decision whether to accept is one of common sense, however, any employee who is in doubt about the legitimacy of any offer of hospitality must ask his/her Senior Officer or Senior Manager for advice.
- 3 When considering whether or not to accept hospitality employees must be sensitive to the timing of decisions for letting contracts for which the provider may be bidding and must never accept hospitality from a contractor during a tendering period.
- 4 Acceptance by employees of hospitality at relevant conferences and courses is acceptable where it is clear the hospitality is corporate rather than personal.
- 5 Any offer, gift, favour or hospitality as described in the above paragraphs should only be accepted where the employee is satisfied that any purchasing, planning or other Council decisions are not compromised. Employees should not place themselves in a position where their own integrity and the integrity of the Council may be called into question.
- 6 When hospitality has to be declined those making the offer should be courteously but firmly informed of the procedures and standards operating within the Council.
- 7 Employees must not accept significant personal gifts from contractors and outside suppliers. Insignificant tokens such as pens or diaries may be accepted.
- 8 A register is maintained by the *Monitoring Officer* which is open to inspection by the Standards Committee of the Council. This register should be used by any employee of the Council who accepts any gift, favour or hospitality made to them of the value of £25 or more and accepted by them personally or on behalf of the Council.

Sponsorship - Giving and Receiving

- 1 Where an outside organisation wishes to sponsor or is seeking to sponsor a Local Government activity, whether by invitation, tender, negotiation or voluntarily the basic conventions concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.
- 2 Where the Authority wishes to sponsor an event or service neither an employee nor any partner, spouse or relative must benefit from such sponsorship in a direct way without there being full disclosure to the appropriate Senior Officer or Senior Manager of any such interest. Similarly where the Council through sponsorship, grant aid, financial or other means gives support in the community, employees must ensure that impartial advice is given and that there is no conflict of interest involved.

Entry No	Members/Officers name and Department	Date of Entry in Register	Details of Gifts/Hospitality etc (including Donor)
470	Karen Perkins-Housing Strategy	4 February 2015	Attendance at the Chartered Institute of Housing Event (Estimated value £75.00) - Kier
471	Councillor EA Hill	February 2015	Meal at the National ALMO Awards in London – Morgan Siddall
472	Jenny Draper – Customer Services	April 2015	x2 Bags of sweets (Opened in call centre for staff) – Left on reception by a customer
473	Lee Hickin - Leisure	March 2015	x2 places to attend Leisure conference/exhibition in Cologne, Germany. (All expenses paid) – Gift Declined – Pulse Fitness
474	Dave Hay – Environmental Health	1 May 2015	Costa Coffee gift card, worth no more that £2 – Clear Way
475	Claire Shacklady – Governance and Joe Bradley – Chief Executives Office	6 May 2015	x1 bottle of Wine and x1 box of Roses chocolates (Donated to Chairs Charity) –Janet Hill
476	Donna Hopkinson - Elections	20 May 2015	x1 box of chocolates and x1 box of biscuits (Betty and Julie Hill)
477	Matthew Kane - Governance	15 October 2015	Invitation of Mr and Mrs Kane to the re-opening of The Angel, Spinkhill (under £25) – Mr Denzil Lawrence