

11 October 2016

Report of	Monitoring Officer	Author	Andrew Weavers
			☎ 282213
Title	Gifts and Hospitality – Review of Guidance for Councillors and Policy for Officers		
Wards affected	Not applicable		

This report recommends that the Committee approves revised guidance and policy relating to gifts and hospitality

1. Decision(s) Required

- 1.1 To approve the attached Guidance for Members regarding Gifts and Hospitality and that it be included in the Constitution.
- 1.2 To approve the attached Gifts and Hospitality Policy for Officers.

2. Background

- 2.1 This matter was considered by the Committee at its meeting on 19 January 2016, following the clarification of the 'civic' night hospitality, which was included in paragraph 5.2 of Guidance for Members. However it is appropriate that the policy is included in the annual review of governance policies, that is carried out, by the Governance and Audit Committee, in October each year
- 2.2 The Council, when it adopted its Members Code of Conduct, retained the requirement from the previous regime to include registration and declaration of gifts and hospitality of the value of £50 and above as part of the Members Register of Interests. These are published on the Council's website as an integral part of the Committee Management Information System (CMIS). Guidance was produced for Members who may be offered gifts and/or hospitality and is included in the Constitution. The Guidance has been reviewed and updated and is attached to this report at Appendix 1. The Committee is requested to approve the Guidance.
- 2.3 Officers are required as part of their terms and conditions of employment to register any gifts and hospitality received in a register which is maintained by each Head of Service. This register is subject to quarterly and annual review by the Monitoring Officer. In addition the registers are regularly audited by the Council's internal auditors. The officer policy on gifts and hospitality is published on the Hub (the Council's intranet) and the opportunity has been taken to review and update the Policy which is attached at Appendix 2. The Committee is requested to approve the Policy.
- 2.4 The Monitoring Officer writes annually to both Members and Officers reminding them of their obligation regarding declaring and registering gifts and hospitality.

3. Strategic Plan References

- 3.1 The manner in which the Council governs its business is an underpinning mechanism in the Council's Strategic Plan aims to set out the direction and future potential for our Borough.

4. Publicity Considerations

4.1 The Constitution is published on the Council's website

5. Financial, Equality, Diversity and Human Rights, Consultation, Community Safety, Health and Safety and Risk Management Implications

5.1 None.