



Report to: Standards Committee

Date: 24 November 2011

Subject: Gifts and Hospitality 2010/2011

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1. BACKGROUND

- 1.1 The Council has a Gifts and Hospitality Code of Practice for Members and Officers to enable Members and Officers to decide on the circumstances and the manner in which gifts and hospitality may be accepted. Currently, each council department holds a register of gifts and hospitality in which details of gifts and hospitality offered are registered. All departments have been asked to submit copies of their 2010/2011 departmental Gifts and Hospitality register to the Monitoring Officer for consideration.
- 1.2 Across the Council, 19 offers of gifts or hospitality were accepted and none were refused. Most common gifts were boxes of chocolates or biscuits. There were 3 instances of hospitality – consisting of working lunches and tickets to a Gala Screening of Robin Hood. The most usual reason for accepting a gift is that it was shared amongst staff.
- 1.3 A report has been considered by Senior Management Team. They have recommended that staff are reminded of the necessity to report all offers of gifts and hospitality to ensure they are entered into the registers. The register will be held centrally in due course and kept with a short guidance note on what needs to be registered and how it should be recorded.
- 1.4 Senior Management Team also agreed that where gifts such as boxes of chocolates or biscuits are accepted, the reason for acceptance should be that the gift is of low value and shared amongst staff. The reason for this is that “value” of the gift is the primary consideration in determining whether it is appropriate to accept a gift. The Code of Practice provides

that all gifts should be refused unless they are modest gifts of a promotional character or small gifts of low value.

2. RECOMMENDATION

It is **recommended** that the report is noted.