



Reference No: 27 - 2013

THE POLICE & CRIME COMMISSIONER FOR CLEVELAND

DECISION RECORD FORM

REQUEST:

Policy Approval

Title:

Office of the Police and Crime Commissioner Gifts, Gratuities & Hospitality Policy

Executive Summary:

The Office of the Police and Crime Commissioner (including the Police and Crime Commissioner) requires a policy relating to the recording of Gifts and Hospitality as the current Code of Conduct does not adequately cover this.

With Stage 2 transfer in mind it has been felt appropriate to have a policy in place for the Office of the Police and Crime Commissioner based upon the recently updated policy of the Force.

Decision:

Approval of the Gifts, Gratuities & Hospitality Policy

Implications:

Has consideration been taken of the following:

	Yes	No
Financial	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Legal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Equality & Diversity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Human Rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>

(If yes please provide further details below)

Decision Required – Supporting Information

Financial Implications: (Must include comments of the PCC's CFO where the decision has financial implications)

N/A

Legal Implications: (Must include comments of the Monitoring Officer where the decision has legal implication)

The Office of the Police and Crime Commissioner must hold a register of all gifts, hospitality and gratuities received and declined.

Equality and Diversity Implications

N/A

Human Rights Implications

N/A

Sustainability Implications

N/A

Risk Management Implications

N/A

OFFICER APPROVAL**Chief Executive**

I have been consulted about the decision and confirm that financial, legal, and equalities advice has been taken into account. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.

Signed: _____




Date: _____

13/5/2013

Police and Crime Commissioner:

The above request HAS / ~~DOES NOT HAVE~~ my approval.

Signed: _____



Date: _____

13/5/2013



Office of the Police and Crime Commissioner Gifts, Gratuities & Hospitality Policy

1. Policy statement

To provide the Police and Crime Commissioner and staff within the Office of the Police and Crime Commissioner with an ethical framework in which to determine the boundaries of acceptability with regard to gifts and hospitality.

2. Purpose

2.1 Key Principles

The Police and Crime Commissioner expects the highest standards of probity and integrity of the police, and his own staff. There should be no soliciting of any gift, gratuity, favour or hospitality in any way connected to any individual duty or role. At the same time, there are times when it is perfectly reasonable to accept modest gifts and hospitality etc. This policy provides an aid to judge when it is and is not reasonable.

Any gift, gratuity, favour or hospitality that might compromise or give the appearance of compromising impartiality should be declined politely.

3. Underpinning procedures

3.1 Considerations

The following considerations should assist the Police and Crime Commissioner and their staff in determining the boundaries of acceptability of any gift or hospitality:

- **Genuine** - Is this offer made for reasons of genuine appreciation for something that has been done? Why is the offer being made, what are the circumstances, have I solicited this offer in any way or does the donor feel obliged to make this offer?
- **Independent** - Would the offer or acceptance be seen as reasonable by the public? Would a reasonable bystander be confident I could remain impartial and independent in all of the circumstances?
- **Free of obligation** - Could I always feel free of any obligation to do something in return? How do I feel about the propriety of the offer? What are the donor's expectations of me should I accept?
- **Transparent** - Would I be comfortable if my acceptance of this offer was known to colleagues, and to the public or was reported publically?

3.2 Definitions and identifying what is Acceptable and Unacceptable

should be in the interests of the OPCC to attend. Such offers of hospitality **should be declared** in the PCC's register.

Hospitality **will not be** acceptable if it:

- includes a degree of lavishness which is outside of the norm or is beyond any sense of common courtesy or reasonableness.

Turning down such offers of hospitality should be declared in the PCC register.

3.3 Register of Gifts and Hospitality

The OPCC will maintain a Register of Gifts, Gratuities & Hospitality under the direction and control of the Chief of Staff (monitoring officer), who will ensure scrutiny, auditing and governance of the Register in line with wider corporate governance of matters of integrity and counter corruption. An annual report will be taken by the Chief of Staff to the Audit Committee. The Audit Committee will also play a governance role and will monitor the register.

Gifts and hospitality should be recorded on the force template A01-66. This notification must be given to the PCC's Monitoring Officer / Deputy Monitoring Officer within 28 days of receiving any gifts or hospitality'

The PCC Register of Gifts and Hospitality will be published on the PCC website.