

# REPORT FOR DECISION

**MEETING:** AUDIT COMMITTEE

**DATE:** 6th DECEMBER 2011

**SUBJECT:** GIFTS & HOSPITALITY

**REPORT FROM:** ASSISTANT DIRECTOR OF RESOURCES (FINANCE & EFFICIENCY)

**CONTACT OFFICER:** S. Kenyon (Assistant Director of Resources)

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**TYPE OF DECISION:** NON-KEY DECISION

**FREEDOM OF INFORMATION/STATUS:** This paper is within the public domain

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**SUMMARY:** This report presents Members with an update on the system to declare, monitor & report gifts and hospitality offered to / received by staff and Members.

The report presents a summary of declarations made for the period July 2011 to September 2011.

**OPTIONS & RECOMMENDED OPTION** The Committee is asked to note the contents of the report.

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## IMPLICATIONS:

**Corporate Aims/Policy Framework:**

Do the proposals accord with Policy Framework? Yes.

**Financial Implications and Risk Considerations:**

An effective process to record, monitor, and report offers of gifts and hospitality serves to protect both staff and the Authority against allegations of improper conduct.

**Statement by Director of Finance and E-Government:**

A robust mechanism to control offers of gifts and hospitality is a fundamental aspect of the Council's corporate governance / ethical framework

**Equality/Diversity implications:** No

**Considered by Monitoring Officer:** Yes

**Are there any legal implications?** No

**Staffing/ICT/Property:** No

**Wards Affected:** No

**Scrutiny Interest:** Scrutiny may wish to examine registers of Gifts & Hospitality received

**TRACKING/PROCESS**

**EXECUTIVE DIRECTOR: Mike Owen**

Chief Executive/ Management Board	Executive Member/Chair	Ward Members	Partners
Scrutiny Commission	Executive	Committee	Council
		Audit 6/12/11	

1. **INTRODUCTION**

- 1.1 A robust mechanism to control offers of gifts and hospitality is a fundamental aspect of the Council's corporate governance / ethical framework.
- 1.2 The Council's Local Code of Corporate Governance reinforces this through the core principle of "Promoting the values of the authority and demonstrating the values of good governance through behaviour".
- 1.3 The Audit Committee approved a report outlining the "web-based" system for declarations at its meeting of 19<sup>th</sup> April 2007, and has received regular updates at subsequent meetings.
- 1.4 This report summarises declarations made for the period July to September 2011.

2. **PROGRESS TO DATE**

- 2.1 Comprehensive guidance relating to gifts and hospitality is included within the "Employee's Code of Conduct"; issued to every member of staff and available on the intranet.
- 2.2 Guidance on the "Corporate HR" area of the intranet has been revised to make it more readily accessible.

- 2.3 A "web based" mechanism for Members to record declarations has been developed jointly by Internal Audit and the Corporate HR Division, and implemented with effect from September 2007.
- 2.4 The system now allows officers and members to record potential "conflicts of interest", for example where a member of staff may be related to contractors working for the Council.
- 2.5 A separate mechanism applies for teachers; registers are maintained at school buildings, reported to Boards of Governors, and examined by Internal Audit.
- 2.6 Analysis of registers completed for the period reveals the following;

<b>Department</b>	<b>Number of Declarations</b>	<b>Lowest Value (£)</b>	<b>Highest Value (£)</b>	<b>Average Value (£)</b>
EDS	2	15	18	17
Childrens Services	1	15	15	15
Adults Services	2	2	3	3
Chief Executives	1	70	70	70
Members	4	30	60	38
Conflicts of Interest	0	n/a	n/a	n/a
<b>Total</b>	<b>10</b>	<b>2</b>	<b>70</b>	<b>27</b>

### **3. ISSUES**

- 3.1 Whilst the use of a web based register is efficient, managers must ensure a procedure is in place for staff without access to intranet.

### **4. RISKS**

- 4.1 The system only picks up declarations made by staff; clearly it is the items which are not being declared that are potentially inappropriate.
- 4.2 The overall internal control framework, the anti-fraud strategy, the Council's Whistleblowing Policy, and the work of Internal Audit all offer additional assurance in this respect.

### **5. FUTURE ACTIONS**

- 5.1 Departmental managers are responsible for the operation of the register in their area, however compliance with the declaration process will be continually monitored by the Internal Audit Section.

### **6. RECOMMENDATIONS**

- 6.1 Members are requested to;
- (a) affirm their support for the importance of registering gifts and hospitality
  - (b) endorse the current approach for declaring offers of gifts / hospitality

(c) note the declarations made to date.

**Steve Kenyon**  
**Assistant Director of Resources (Finance & Efficiency)**

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***Background documents:***

Registers available for inspection if requested.

***For further information on the details of this report, please contact:***

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