

Committee:	Standards Committee	Agenda Item No.:	10.
Date:	3 rd August 2010	Category	
Subject:	Departmental Gifts and Hospitality Registers	Status	Open
Report by:	Solicitor to the Council		
Other Officers involved:	Legal Support Officer		
Director	Solicitor to the Council		
Relevant Portfolio Holder	This affects all Members		

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

This review is carried out annually to check on the keeping of the registers and so that the results can be used to help enable Standards Committee to evaluate what changes/improvements need to be made to the ethical framework

TARGETS

This report relates to the ethical framework and how the Council carries out its business. It does not relate to a particular target.

VALUE FOR MONEY

Not applicable

THE REPORT

In accordance with the Standards Committee Work Plan, I reviewed all the departments' Gifts and Hospitality Registers. I was checking for the following:-

1. That a Register could be provided for checking.
2. That the Register contained the up to date guidance and correct forms.
3. That where entries had been made, such entries complied with the requirements.

This inspection was carried out in July 2010 for the previous 15 months. There are 20 registers in all and all but 4 complied with the above 3 requirements. The 4 departments had not complied in minor ways and have been reminded to complete in full the forms etc. A number of gifts and hospitality offered had been rejected.

More extensive guidance is available on ERIC. This is sometimes reproduced on the registers which is good practice. In addition, following the session on gifts and hospitality that I did at the depot, the presentation forms an extra piece of guidance on the Street Services Register.

A further check was carried out in relation to the number of entries made per department and the results are as follows:-

Type of entry Number

Flowers	2 (2)
Diaries/Calendars etc	48 (13)
Meals	8 (5)
Overnight stay	0 (2)
Box of chocolates	15 (5)
Other	42 (8)
Total	115 (35)

The figures for the previous year are in brackets.

As can be seen above the nature of the gifts and hospitality is relatively modest. The number of gifts and hospitality has increased mainly as a result of an increase in Street Services. Though they were the highest last year with 12 entries, this has gone up to 35 as can be seen in the table below. I believe this can be put down to better reporting following the session I did at the depot and the general raising of awareness which ensued.

For members information, the "other" category includes small items such as a book of 1st class stamps, a hat and scarf, tape measures, a book, a box of biscuits, tickets to a darts tournament, tickets to 2 football matches, kitchen caddies and a memory stick.

In relation to the numbers per department:-

Department Numbers	
CSPD, Finance, Procurement, Clowne Contact Centre, Bolsover Contact Centre, South Normanton Contact Centre.	0
Community Services, HR and Payroll, CEO and CEPT, Planning	1
Revenues and Benefits, Shirebrook Contact Centre	2
Democratic Services, Legal	3
Leisure	4

ICT	8
Housing	9
Environmental Health	10
Regeneration	16
Street Services	30

Last year the spread was 0 to 12 maximum for one department.

It is not proposed to do anything further in relation to the departmental registers.

Members

Members no longer have a Register of Gifts and Hospitality. Their Register of Interests form includes provision for members to make a declaration of receipt. All forms submitted by members since May 2007 have been checked and show that no member has declared the receipt of gifts or hospitality in that period, including on recently revised forms below.

In relation to District Councillor's Register of Interests entries, an exercise has been carried out to update the forms by reminding members of their need to review following the Annual Meeting changes. This has resulted in the majority of members providing new forms or confirming there are no changes.

ISSUES FOR CONSIDERATION

It is for members to consider the outcome of the review of the Gifts and Hospitality Registers.

IMPLICATIONS

Financial: None.

Legal: It is good practice to review the Registers annually and to send appropriate reminders on a regular basis. In Bolsover's case a reminder is sent to members annually.

Human Resources: None.

RECOMMENDATION(S) that;

- 1. the outcome of the review be noted,**
- 2. an item is put on the weekly bulletin confirming completion of the review.**

ATTACHMENT: N FILE REFERENCE: None SOURCE DOCUMENT: Departments' and Members' Registers of Gifts and Hospitality.