

Committee:	Standards Committee	Agenda Item No.:	11
Date:	21 st June 2011	Category	
Subject:	Annual Review of gifts and hospitality registers	Status	Open
Report by:	Solicitor to the Council and Monitoring Officer.		
Other Officers involved:	None		
Director	*		
Relevant Portfolio Holder	Not applicable		

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

There are no financial consequences from this report.

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 June 2011 for the previous 12 months. There are 20 registers in all, including IT which is being reviewed for the last time. All but 2 complied with the above 3 requirements.

The 2 departments had not complied in minor ways. One had not got the relevant guidance on the file. This has now been put on the file. The other department had not made clear who the recipient was in 1 case. They have now been asked to make this clear in future. A number of gifts and hospitality offered had been rejected. The latter included some Marks and Spencers vouchers to the value of £40 which had been returned. In addition 2 of the entries related to the donation of prizes for a Council raffle for a community safety event. These should not have been recorded as gifts.

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 one of the depot registers.

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 and number of entries:-

Flowers 2 (2) (2)	Overnight stay 0 (0) (2)
Diaries/Calendars etc 15 (48) (13)	Box of chocolates 6 (15) (5)
Meals 1* (8) (5)	Other 26 (42) (8)
Total 50 (115) (35)	

*this was for 9 employees and the total was £130

The figures for the previous 2 years are in brackets.

As can be seen above the nature of the gifts and hospitality is relatively modest. The number of gifts and hospitality being received and recorded has decreased.

For members' information, the "other" category includes small items such as a £5 gift voucher, an invitation to a graduation, pens, bottles of wine, brochures, biscuits.

In relation to the numbers per department:-

	2010/11	2009/10
CSPD	0	0
Finance (excluding Revenues)	0	0
Procurement	0	0
Clowne Contact Centre	0	0
Shirebrook Contact Centre	0	2

South Normanton Contact Centre	0	0
Planning	0	1
Legal	1	3
Street services	1	30
Bolsover Contact Centre	1	0
Community Services	2	1
IT	2	8
Leisure	2	4
CEO & CEPT	2	1
Revenues	2	2
Democratic Services,	4	3
Housing	4	9
Human Resources and Payroll	5	1
Environmental Health	8	10
Regeneration	20	16

In 2008/9 the spread was 0 to 12 entries. In 2009/10 the spread was 0 to 30. In the current year the spread is 0 to 20.

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 2010 for members who were re-elected and from May 2011 for those members newly elected, have been checked and show that no member has declared the receipt of gifts or hospitality in that period.

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 to coincide with any changes made at the Annual Meeting.

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: Y

FILE REFERENCE: **None**

SOURCE DOCUMENT: **Departments' Registers of Gifts and Hospitality and Members' Register of Interests forms.**