

**Bolsover**

**Standards Committee**

**2<sup>nd</sup> July 2018**

<b>Annual Review of Gifts and Hospitality Register – 2016, 2017</b>
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**Report of the Head of Corporate Governance and Monitoring Officer**

This report is public

**Purpose of the Report**

To advise the Committee of the details of all entries in the Councils Gifts and Hospitality Register in respect of offers of gifts and hospitality made to members and officers for the period January 2016 to December 2016 and January 2017 to December 2017.

**1 Report Details**

- 1.1 The Councils Constitution at Part 5 specifies detailed arrangements for the recording and reporting of gifts and offers of hospitality offered to members and officers of the Council.
- 1.2 The annual reporting of offers of gifts and hospitality made to members and officers ensures that the Council's performance on this matter is monitored on a regular basis and that any changes in procedure can be introduced if necessary.
- 1.3 The results of the review are contained on the attached spreadsheets at Appendix 1 and Appendix 2.
- 1.4 The 2016 review shows that the majority of offers were accepted with the exception of one that was declined and one that was donated to the Namibia expedition fund raiser.
- 1.5 Most of the gifts were relatively small in value but there was two declarations that state the amount as £50. These entries were donated to the Namibia expedition fund raiser. Members registered on 11 occasions. All the individual entries were £50 or less.
- 1.6 The following departments showed no registrations: - CEPT; Economic Growth, Planning & Environmental Health, Street Scene, Community Safety, ICT, Health & Wellbeing, Shirebrook Contact Centre, Bolsover Contact Centre and South Normanton Contact Centre.
- 1.7 The 2017 review shows that the majority of offers were accepted with the exception of the offer of lunch at EEM awards ceremony for members, housing officers,

estates and property officers and customer services and improvement the offer of a meal for 3 officers made to the Chief Executive.

- 1.8 Most of the gifts are relatively small in value but there was three declarations that were £100 or more. Two of which were £120 vouchers for Massey Ferguson gifted to Street Scene. Members recorded gifts and hospitality on 10 occasions, the individual entries were £100 or less.
- 1.9 A £100 charitable donation was made via the Just giving page for 'Movember' Challenge.
- 1.10 The following departments showed no registrations: - CEPT; Economic Growth, Planning & Environmental Health, Finance, Revenues, Street Scene, Community Safety, ICT, Health & Wellbeing, Leisure, Human Resources Shirebrook Contact Centre, Bolsover Contact Centre and South Normanton Contact Centre.
- 1.11 Members are also asked to consider the inclusion of any charitable donations that are made on behalf of the Council by members of the public or businesses via the Just Giving system etc. The Monitoring Officer considers that to ensure transparency in light of no specific register or system being in place to document these types of gifts it should be included within the Register to enable there to be a record of the donation on the Council's behalf.
- 1.12 Members are requested to consider publishing the Gifts and Hospitality register (in the format that is provided on the attached spreadsheet) for public viewing. Within the Council's Publication Scheme it is stated that members of the public can access the Gifts & Hospitality Register via the Council's website. Unfortunately this information is not placed on the website at the moment and has never been. To rectify this members should consider whether the publication of this document is appropriate. We do release this report to members of the public when a request is made to the legal team.
- 1.13 In accordance with the recent Gifts and Hospitality Audit it has been recommended that the Standards Committee approve that employees and Members are required to declare any gift or hospitality above £100 in value. Members are asked to confirm that they feel this level is still appropriate.
- 1.14 Following the consideration of the annual review of the gifts and hospitality register by the Standards Committee the Monitoring Officer will write out to members and staff with regards to the Gifts and Hospitality Guidance.

## **2 Conclusions and Reasons for Recommendation**

- 2.1 It is important that there is a clear process for the recording and reporting of gifts and offers of hospitality offered to members and officers of the Council.
- 2.2 The annual reporting of offers of gifts and hospitality ensures that that the Councils performance on this matter is monitored on a regular basis and that changes can be introduced if needed.

- 2.3 It also allows us to ensure that the register is being used and that entries are appropriate.
- 2.4 Members are being asked to consider whether the Gifts & Hospitalities Central Register should include the requirement that any charitable donations should be registered via the Gifts & Hospitalities system.
- 2.5 In relation to allowing the register to be published on the Council's website this shows transparency and enables the public to access the information freely, without having to visit the offices for inspection. There is no legal requirement for the Council to publish this information but we are required to allow access to the register by members of the public when requested.

### **3 Consultation and Equality Impact**

- 3.1 The annual reporting of offers of gifts and hospitality made to members and officers, should, together with other measures undertaken by the Council support the clarity of the reporting process.

### **4 Alternative Options and Reasons for Rejection**

- 4.1 There were no alternative options considered and rejected.

### **5 Implications**

#### **5.1 Finance and Risk Implications**

- 5.1.1 No financial implications arising directly from the content of this report.

#### **5.2 Legal Implications including Data Protection**

- 5.2.1 as outlined within the report.

#### **5.3 Human Resources Implications**

- 5.3.1 No Human Resources implications arising directly from the content of this report.

### **6 Recommendations that**

- 6.1 Members consider whether the Gifts and Hospitality Register should be published on the website.
- 6.2 Members consider whether the Gifts & Hospitalities Central Register should include the requirement that any charitable donations should be registered via the Gifts & Hospitalities system.
- 6.3 Members reconfirm the threshold for registering gifts and hospitality over £100.
- 6.3 That the Standards Committee note the contents of this Annual report and the for the period January 2016 to December 2016, and January 2017 to December 2017 in respect of offers of Gifts and Hospitality made to members and officers.

## 7 Decision Information

<b>Is the decision a Key Decision?</b> A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: BDC: <i>Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/> NEDDC: <i>Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
<b>Is the decision subject to Call-In?</b> (Only Key Decisions are subject to Call-In)	No
<b>District Wards Affected</b>	All
<b>Links to Corporate Plan priorities or Policy Framework</b>	All

## 8 Document Information

Appendix No	Title
1.	Schedule of Gifts and Hospitality January 2016 – December 2016
2.	Schedule of Gifts and Hospitality January 2017 – December 2017
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Not applicable	
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