

Bolsover District Council

Standards Committee

11 March 2019

Annual Review of Gifts and Hospitality 2018

Report of the Head of Corporate Governance and Monitoring Officer

This report is public

Purpose of the Report

- Once a year the Gifts and Hospitality Register for the Council is checked by the Monitoring Officer to ensure that it is being used correctly.
- This is the fifth Calendar Year that the annual report has been compiled using the figures presented on the central Gifts and Hospitality register which the Legal Support Officer maintains for the entire Council. The results of the review are contained on the attached spreadsheet.
- Provide feedback from the Audit of the Internal Audit Consortium of the Gifts & Hospitalities register.

1 Report Details

- 1.1 The review shows that all the offers were accepted with the exception of 1 gift that was accepted but then donated to the Chairman's Charity. The register is attached to this report as Appendix A and is summarised below.
- 1.2 Most of the gifts are relatively small in value but there was one declaration which relates to an IPAD Mini with a monetary value of £399. As per the Gifts & Hospitalities procedure the Monitoring Officer was immediately alerted and she was able to discuss with the recipient of the gift and their Line Manager. The IPAD Mini was a prize from a prize draw for completing a CIPFA training questionnaire, the recipient wanted to declare this on the register to ensure transparency even though it was a prize.
- 1.3 The following departments showed no registrations: - Economic Growth, Planning & Environmental Health, Street Scene, Community Safety, ICT, Health & Wellbeing, Leisure, Human Resources, Bolsover Contact Centre, South Normanton Contact Centre and Customer Service & Improvement.

- 1.4 In May 2018 the Internal Audit Consortium conducted an audit of the register. The conclusion of the audit was 'Substantial Assurance' with three Low Priority recommendations made, these were as follows:-
- **R1** – It should be ensured that the annual inspection report is presented to the Standards Committee during the year following the inspection.
 - **R2** – Consideration be made to adding 'Print name', 'Position' and 'date of authorisation' to the Gifts & Hospitalities Declaration form and to check the Gifts & Hospitality forms upon receipt for appropriate authorisation signatures.
 - **R3** – It should be ensured that the most recent version of the Members Code of Conduct matches with the wording in the Council's Constitution, any previous versions which vary in content should be removed.
- 1.5 All three recommendations have been agreed to. Attached at Appendix B is the revised Gifts and Hospitality Declaration form which shows the implemented changes as specified in **R2**. The form was updated and replaced on the Council's website within a month of receiving the recommendation. **R3** was also implemented upon receipt of the report.
- 1.6 Members may recall that following consideration of last year's register, it was agreed at a meeting on 2nd July 2018 that in future years the register would be published on the council's website. The Council is currently looking at various providers of committee management software, with a view to go out to tender later this year. All the systems looked at to date have a facility for an online register of Gifts and Hospitality for members which can be viewed on the website. It is therefore proposed that we do not publish the 2018 register at this time, rather we wait for a new system to be implemented and include then.

2 Conclusions and Reasons for Recommendation

- 2.1 The outcome of the annual review as shown on the spreadsheet attached.
- 2.2 It is good governance to check this register once a year to ensure it is being used and that entries are appropriate. It is an appropriate time for the review.

3 Consultation and Equality Impact

- 3.1 No consultation required and no Equality Impact Statement needed.

4 Alternative Options and Reasons for Rejection

- 4.1 None

5 Implications

5.1 Finance and Risk Implications

5.1.1 None

5.2 Legal Implications including Data Protection

5.2.1 As in the report.

5.3 Human Resources Implications

5.3.1 None

6 Recommendations

6.1 That the review of the Gifts and Hospitality Register be noted.

7 Decision Information

Is the decision a Key Decision? 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: <i>BDC:</i> <i>Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/> <i>NEDDC:</i> <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
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
Has the relevant Portfolio Holder been informed	Yes
District Wards Affected	None
Links to Corporate Plan priorities or Policy Framework	This is a matter of good governance

8 Document Information

Appendix No	Title
A	Gifts and Hospitality Register 2018
B	Revised Gifts and Hospitality Corporate Declaration Form
Background Papers (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)	
Audit Report – Gifts and Hospitality	
Report Author	Contact Number
Rebecca Rowley	2428

Report Reference –