

16<sup>th</sup> September 2016

**Name of Cabinet Member:**

N/A - Ethics Committee

**Director Approving Submission of the report:**

Executive Director, Resources

**Ward(s) affected:**

None

**Title: Six Monthly Review of Officers' Gifts and Hospitality**

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**Is this a key decision?**

No

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**Executive Summary:**

In its work programme for 2016/17 the Committee has decided to review entries in the Registers of Officers' Gifts and Hospitality every six months. This report sets out the entries in the Registers for the period 1<sup>st</sup> January to 30<sup>th</sup> June 2016.

Since the last meeting of the Committee, the Acting Monitoring Officer has circulated the revised standardised Register and forms for use by officers to senior officers and the staff responsible for maintaining the Register. Updated information has been published on the Council's intranet along with the revised forms.

The proposals to revise the Gifts and Hospitality section of the Employees Code of Conduct have been discussed with the trade unions and the proposals have been considered and approved by full Council on 6<sup>th</sup> September.

**Recommendations:**

The Ethics Committee is recommended to consider the entries of gifts and hospitality received by officers for the first six months of 2016 and make any recommendations that it considers appropriate.

**Appendix included:** Table of Gifts and Hospitality received by Officers; January to June 2016

**Other useful background papers:**

None

**Has it been or will it be considered by Scrutiny?**

No

**Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?**

No

**Will this report go to Council?**

No

## **Report title: Six Monthly Review of Officers' Gifts and Hospitality**

### **1. Context (or background)**

- 1.1 The Committee's work programme includes an item for this meeting to review entries on the registers of officer gifts and hospitality every six months.
- 1.2 The Code of Conduct for Employees sets out the requirements for employees when being offered or accepting gifts or hospitality. The basic rules are:

#### *(a) Gifts*

- Personal gifts should never be accepted unless they are modest and are of token value (less than £25).
- The manager's permission must be obtained
- Where small gifts, such as chocolates, are given as thanks for a service provided, these can be accepted if they are shared within the Team or raffled for charity.
- Gifts worth more than £25 should be refused. If this is not possible, the manager should dispose of them to charity and record the fact in the register.

#### *(b) Hospitality*

- Hospitality consisting of light refreshments, working lunch or other meals which are part of a visit, conference, meeting or promotional exercise is acceptable.
- Invitations to social events offered as part of normal working life, may be accepted if authorised in advance by the appropriate Assistant Director.
- Invitations to other types of hospitality which are not directly linked to the City Council's functions should not be accepted.

Members will be aware that proposals to amend these rules are currently being considered. The Committee at its meeting on 15 July approved those proposals and the position at the time of writing this report is set out in section 2.

### **2. Options considered and recommended proposal**

- 2.1 Since the last meeting of the Committee in July, the Acting Monitoring Officer has written to senior officers in all Directorates reminding them of the requirement to declare any gifts or hospitality and of the need to use the revised form and standard form of the Register. In addition staff responsible for maintaining the Register in each directorate have been asked to use the new template. Information about Gifts and Hospitality on the Council's intranet has been updated and links to the new documents provided.
- 2.2 The Directorates have been asked to provide details of gifts and hospitality received during the last 6 months of the year. The position for each directorate is set out in the Table in the Appendix to this report. Because this report deals with declarations made up to 30<sup>th</sup> June, the declarations are still in the slightly different format used by each Directorate.
- 2.3 Since the last meeting of the Committee, the trade unions have been consulted on the proposed changes to the Employee Code of Conduct regarding gifts and hospitality and at the time of writing this report the changes have been considered and approved by full Council on 6<sup>th</sup> September.

### **3. Results of consultation undertaken**

Each Directorate was asked to provide details of their registers.

### **4. Timetable for implementing this decision**

4.1 Not applicable.

### **5. Comments from Executive Director, Resources**

5.1 Financial implications

There are no specific financial implications arising from the recommendations within this report.

5.2 Legal implications

There are no specific legal implications arising from this report. However, reviewing the gifts and hospitality offered to employees on a regular basis will help to demonstrate that the Council continues to monitor and review ethical standards within the Council.

### **6. Other implications**

None

#### **6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?**

Not applicable.

#### **6.2 How is risk being managed?**

Reviewing gifts and hospitality received by employees will help to reduce the risk of acceptance of inappropriate gifts or hospitality.

#### **6.3 What is the impact on the organisation?**

Keeping matters such as this under review will help to promote high standards amongst elected members and employees in accordance with the Localism Act.

#### **6.4 Equalities / EIA**

There are no public sector equality duties which are of relevance.

#### **6.5 Implications for (or impact on) the environment**

None

#### **6.6 Implications for partner organisations?**

None at this stage

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<b>Contributor/approver name</b>	<b>Title</b>	<b>Directorate or organisation</b>	<b>Date doc sent out</b>	<b>Date response received or approved</b>
<b>Contributors:</b>				
Gurdip Paddan	Governance Services Officer	Resources	07.09.16	08.09.16
<b>Names of approvers for submission: (officers and members)</b>				
Kathryn Sutherland	Finance	Resources	06.09.16	07.09.16
Helen Lynch	Legal Services Manager Place and Regulatory	Resources	01.09.16	02.09.16
Helen Lynch on behalf of Chris West	Executive Director, Resources	Resources	01.09.16	02.09.16
Cllr Walsh	Chair, Ethics Committee		06.09.16	08.09.16

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## APPENDIX

### Table of Entries in Officers' Registers of Gifts and Hospitality: 1st January to 30th June 2016

Date	Officer	Description	Provider	Estimated Value	Justification	Consent of senior officer or manager?
<b>CHIEF EXECUTIVE'S OFFICE</b>						
23.01.16	Chief Executive	Wasps v Leinster Rugby Match	JLR	£50	Purpose of the visit was to discuss the City of Culture bid with reps from Wasps/JLR	N/A
06.02.16	Chief Executive	Wasps v Newcastle Rugby Match	Wasps	£50	To discuss event strategy including MTV Crashes with Wasps reps	N/A
03.03.16	Chief Executive	SOLACE Annual Charity Dinner, East Winter Garden, London	Arcadis	£75	Annual dinner (13.2.6 of the Code of Conduct)	N/A
10.03.16	Chief Executive	Dinner to mark opening of Friargate Boulevard, Coombe Abbey	Friargate LLP	£75	Opening celebration (13.2.6 of the	N/A

					Code of Conduct)	
15.03.16	Chief Executive	Networking dinner at MIPIM	Bilfinger GVA	£75	Representing City Council and promoting City along with key stakeholders/p artners	N/A
16.03.16	Chief Executive	Coventry VIP Private Dinner at MIPIM, Oasis restaurant,	Friargate LLP	£75	Representing City Council and promoting City along with key stakeholders/p artners	N/A
17.03.16	Chief Executive	VIP Lunch at MIPIM	Friargate LLP	£75	Representing City Council and promoting City along with key stakeholders/p artners	N/A
10.04.16	Chief Executive	Ice Match GB v Poland Sky Dome Arena	Coventry Sports Network, Coventry City of Culture Bid, CCC	£25		Declined
01.0616	Chief Executive	University Alliance Dinner, St Mary's Guildhall	Coventry University/Coventry & Warks LEP/Deloitte	£75	Annual Dinner representative on behalf of LEP (13.2.6 Code of Conduct)	N/A



<b>PEOPLE DIRECTORATE</b>						
	No entries during period reviewed.					
<b>PLACE DIRECTORATE</b>						
19.01.16	Senior Asset Surveyor	Tin of biscuits	No information provided	£10	No information provided	No
22.02.16	Assistant Director Streetscene and Regulatory Services	Dinner at Coombe Abbey	No Ordinary Hotels	£30	Working dinner to accommodate diary commitments and to discuss potential changes in running of visitor centre.	Yes
22.02.16	Head of Project Delivery	Dinner at Coombe Abbey	No Ordinary Hotels	£30	Working dinner to accommodate diary commitments and to discuss potential changes in running of visitor centre.	Yes
28.02.16	Head of Sports Culture Destination and Business	University Varsity Match and Wasps game at Ricoh	University of Warwick	£10	No information provided	Yes
14.03.16	Assistant Director Streetscene and	Dinner at Coombe Abbey	No Ordinary Hotels	£30	Follow up working dinner	Yes

	Regulatory Services				to discuss potential changes in running of visitor centre.	
20.03.16	Assistant Director City Centre and Major Project Development	Ticket to Wasps v Sale	Wasps/ACL	£60	No information provided	Yes
03.04.16	Service Manager, Destination and Business Relationships	Wasps match day: travel and hospitality	JLR	£20	No information provided	Yes
22.04.16	Investment and International Trade Manager	Raffle prize Marks and Spencer vouchers	CW First charity	£50	No information provided	No
19.05.16	Head of Planning and Regulation	Lunch	Regents Godiva	N/A	N/A	Offer declined
19.05.16	Planning Officer	Lunch	Regents Godiva	N/A	N/A	Offer declined
30.06.16	Skills and Growth Manager	Working lunch	BAM Construct UK	£5	No information provided	Yes
<b>PUBLIC HEALTH</b>						
	No entries during period reviewed.					
<b>RESOURCES DIRECTORATE</b>						
29.02.16	Assistant Director Finance	Evening meal	Coventry CCG	£20	2 day system transformation	Yes

					workshop at Warwick University	
03.03.16	Assistant Director ICT, Transformation and Customer Services	Annual charity dinner , London	SOLACE	Not known	Attended SOLACE Annual Leadership Forum and received dinner	Yes
17.03.16	Assistant Director ICT, Transformation and Customer Services	Annual dinner at Ricoh	Society of Municipal Treasurers (SMT)	Not known	Invitation from SMT	Yes
17.03.16 and 18.03.16	Assistant Director Finance	Overnight stay and evening meal and breakfast	Society of Municipal Treasurers	£95	Two day SMT Annual Conference and AGM	Yes
17.03.16 and 18.03.16	Executive Director	Overnight stay and evening meal and breakfast	Society of Municipal Treasurers	£95	Two day SMT Annual Conference and AGM	Yes
12.04.16 and 13.04.16	Assistant Director ICT, Transformation and Customer Services	Complimentary place at conference, dinner and accommodation	Local Government Strategy Forum, Chipping Norton	Not known	Was a speaker at the event	Yes
21.04.16	Legal Services Manager, Place and Regulatory	Attendance at Birmingham Law Society Awards	Veale Wasborough Vizards	£100	Celebrate the success and contribution made by individuals	Yes

