

Gifts and Hospitality Guidance

Purpose

To ensure that the integrity of Members and employees is not called into question by the acceptance of the offer of gifts or hospitality in the performance of their duties where to do compromises their impartiality or where the public would perceive this to be the case.

The guidance that follows is to ensure that Members and employees are aware of their obligations to declare offers of gifts and hospitality and to seek approval to accept them where necessary.

If in doubt, consult the Monitoring Officer: Andrew Leadbetter. Andrew.leadbetter@cheshirefire.gov.uk Tel: 01606 868456

Scope

This policy applies to all Members (including non elected Independent Members) and employees.

Reporting to the Monitoring Officer

This must be done within 28 days of the offer and by completion of an online form (copy attached) to be emailed to the Monitoring Officer

Register of Gifts and Hospitality

Information from the online form will be entered on the Register of Gifts and Hospitality and published on the CFRS website and maintained and reviewed on a quarterly basis by the Monitoring Officer.

NB: All gifts and hospitality over the value of £25 (or those of a lower value which over a period of 12 months total £100 or more from a single source) must be declared and entered on the register.

Bribery Act 2010

The offer of a gift or of hospitality in return for the award of a benefit, such as the award of a contract, will constitute a criminal offence under the Bribery Act 2010. It is also a criminal offence to request, agree to receive or accept a bribe.

Breach of the guidance

Where a breach is reported this will be investigated as a misconduct matter either under the Investigation of Complaints Procedure for Members or the disciplinary procedure for employees. Where a criminal offence is suspected this will be reported to the police.

Type of gift or hospitality	Value	Accept or decline	Report to Monitoring Officer	Approval of Monitoring Officer	Enter on Register
Gifts and hospitality which can be accepted without approval Hospitality and gifts distributed at courses and conferences <ul style="list-style-type: none">• Modest working lunch• Token gifts /promotional items such as pens and calendars• Prizes and souvenirs	Low in value	Can accept	No	No	No

Type of gift or hospitality	Value	Accept or decline	Report to Monitoring Officer	Approval of Monitoring Officer	Enter on Register
Gifts and hospitality which must be reported to, and/or approved by the Monitoring Officer Invitation to a conference or trade event where a general invitation has been issued to other fire services or local authorities NB: This does not apply to training events and courses	Below £25	Can accept	Yes	No	No
	Over £25	Can accept	Yes	Yes	Yes
Attendance at an official function to represent the Service/Authority or share information NB: This only applies to functions organised by external providers, not events arranged by the Service such as awards ceremonies or Prince's Trust events.	Below £25	Can accept	Yes	No	No
	Over £25	Can accept	Yes	Yes	Yes
Social, cultural or sporting event organised by one of our partners and which is for Service related purposes for example tickets to the Cheshire Show or a Warrington Wolves match.	Below £25	Yes	Yes	Yes	No
	Over £25	Yes	Yes	Yes	Yes

Type of gift or hospitality	Value	Accept or decline	Report to Monitoring Officer	Approval of Monitoring Officer	Enter on Register
Where to decline would cause offence or damage the working relationship with the giver.	Below £25	May accept on behalf of CFRS or donate to charity	Yes	Yes	No
	Over £25	As above	Yes	Yes	Yes
Gifts and hospitality which cannot be accepted					
Any kind of offer from an organisation providing a service or supplying goods to CFRS or seeking to do so, or an organisation receiving a service from CFRS.	Any value	Decline	Yes	N/A	Yes
Cash	Any value	Decline	Yes	N/A	Yes
Personal gift or offer of hospitality	Any Value	Decline	Yes	N/A	Yes
Gifts or hospitality offered to family or friends	Any Value	Decline	Yes	N/A	Yes
Travel or accommodation	Any value	Decline	Yes	N/A	Yes
Tickets to a social, cultural or sporting event which has not been organised by one of our partners and which is	Any value	Decline	Yes	N/A	Yes

Type of gift or hospitality	Value	Accept or decline	Report to Monitoring Officer	Approval of Monitoring Officer	Enter on Register
not for Service related purposes for example tickets to a Liverpool football match or the RHS flower show.					
Expensive meals	Over £25	Decline	Yes	N/A	Yes