



AUDIT COMMITTEE - 8TH MARCH 2017

**SUBJECT: OFFICERS DECLARATIONS OF GIFTS AND HOSPITALITY
OCTOBER TO DECEMBER 2016**

**REPORT BY: ACTING HEAD OF HUMAN RESOURCES AND ORGANISATIONAL
DEVELOPMENT**

1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to provide the Audit Committee with information regarding the Register of Employees' Interests Forms completed by officers of the Council (excluding Schools) regarding Gifts and Hospitality for the period 1 October to 31 December 2016 ie the third quarter of the financial year 2016/17 and a comparison with the previous three quarters.

2. SUMMARY

- 2.1 Enclosed as Appendix 1 is a list of Register of Employees' Interests Forms in respect of Gifts and Hospitality completed by officers of the Council (excluding Schools) for the 3 months 1 October to 31 December 2016.

3. LINKS TO STRATEGY

- 3.1 The Council's Code of Conduct for Employees confirms that in performing their duties, employees must act with integrity, honesty, impartiality and objectivity and that they must act in accordance with the principles set out in this Code, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law. This is a Statutory Code requirement.
- 3.2 The Council acting through the Audit Committee is required to report officer declarations regarding Gifts and Hospitality on a quarterly basis.

4. THE REPORT

- 4.1 The Council's Code of Conduct for Employees sets out guidance for employees on a range of issues, including the completion of a Register of Employee Interests form, which will help maintain and improve the high standards of conduct within local government and protect employees from misunderstandings and confusion.
- 4.2 Completed Register of Employees' Interests forms are submitted to Heads of Service, Directors or the Chief Executive who countersign the forms to show they are aware of the declaration. The form also records details of any controls / action taken to protect the Council's interests in the circumstances outlined on the form. A copy of the countersigned form is given to the employee and a copy sent to Human Resources for filing on the employee's personal file.

- 4.3 The Head of Service, Director or Chief Executive retains the original form and maintains a summary spreadsheet to record the forms. On a monthly basis the summary spreadsheet or a nil return is submitted to Human Resources for collation and monitoring for consistency and compliance.
- 4.4 In accordance with the Council's Code of Conduct for Employees, Gifts / Hospitality of less than £25 may be accepted by the employee but any Gift / Hospitality which could be seen by a third party as placing the employee under an improper obligation such as more than one Gift / Hospitality from the same party must be refused, irrespective of its value.
- 4.5 Employees may accept small offers of Hospitality only where the activity is of a nature where there is a genuine need to impart information or to represent the Council in the community. Offers to attend purely social or sporting functions should be accepted only when these are part of the life of the community or where the Council should be seen to be represented.
- 4.6 The table below details the number of declarations regarding Gifts submitted by Directorate for the period 1 October to 31 December 2016 and the previous three quarters for comparison.

Directorate	Number of declarations received - Gifts			
	Oct – Dec 2016	July – Sept 2016	April – June 2016	Jan – March 2016
Communities	3	1	2	0
Corporate Services	4	0	0	2
Education and Lifelong Learning	0	0	0	0
Social Services	2	0	0	1
Total	9	1	2	3

- 4.7 The report enclosed as Appendix 1 includes 3 entries in respect of Gifts for the post of Floating Support Officer; these relate to 3 different employees.
- 4.8 The table below details the number of declarations regarding Hospitality submitted by Directorate for the period 1 October to 31 December 2016 and the previous three quarters for comparison.

Directorate	Number of declarations received - Hospitality			
	Oct – Dec 2016	July – Sept 2016	April – June 2016	Jan – March 2016
Communities	7	0	1	4
Corporate Services	0	0	1	1
Education and Lifelong Learning	0	0	0	0
Social Services	0	0	2	0
Total	7	0	4	5

- 4.9 The Acting Head of Human Resources and Organisational Development will continue to monitor the declarations submitted and work with Heads of Service, Directors and the Chief Executive to improve their understanding, promote best practice and corporate compliance to the Code of Conduct where appropriate.

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 Having considered the five ways of working, they will not be affected by the contents of this report.

6. EQUALITIES IMPLICATIONS

- 6.1 There are no equalities implications, as the reason for declaring an interest applies equally to all staff, regardless of their individual characteristics.

7. FINANCIAL IMPLICATIONS

- 7.1 None.

8. PERSONNEL IMPLICATIONS

- 8.1 The personnel implications are included in this report.

9. CONSULTATIONS

- 9.1 There are no consultation responses that have not been included in the report.

10. RECOMMENDATIONS

- 10.1 The Audit Committee are asked to note the contents of this report.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 The recommendations are designed to ensure members of the Audit Committee have an oversight of the position in relation to officers' Gifts and Hospitality.

12. STATUTORY POWER

- 12.1 Local Government Act 2000.

Author: Lynne Donovan, Acting Head of Human Resources and Organisational Development.
Consultees: Nicole Scammell, Director of Corporate Services and Section 151 Officer (Acting).
Gail Williams, Interim Head of Legal Services and Monitoring Officer.
Colin Jones, Head of Property and Performance Management.
Cllr Christine Forehead, Cabinet Member for Human Resources and Governance.
Alessandra Veronese, IT Development Support Manager.

Appendices:
Appendix 1 Declarations of Gifts and Hospitality 1 October to 31 December 2016.

Appendix 1

Declarations of Gifts and Hospitality – 1 October to 31 December 2016

Directorate	Service Area	Post Title of Employee Making the Declaration	Type of Declaration	Details Of Declaration	Post Title of Head of Service, Director or Chief Executive who authorised the Declaration	Outcome
Communities	Housing	Floating Support Officer	Gift	Christmas gift from Tenants. Scarf and gloves. Value £3.99. Accepted.	Chief Housing Officer	Accepted
Communities	Housing	Floating Support Officer	Gift	Birthday gift from Tenant of a travel coffee mug. Approx value £5.00. Accepted so as not to cause offence.	Chief Housing Officer	Accepted
Communities	Housing	Floating Support Officer	Gift	Gift from Tenant. Bottle of wine, sea bass, persimmon and 2 bars Fry's cream. Approx value £8.50. Accepted.	Chief Housing Officer	Accepted
Corporate Services	Human Resources	HR Officer	Gift	Bottle of wine from supplier. Approx value £5. Supplier informed unable to accept gift as it had to be donated to the Mayors charity. Supplier happy to donate gift to Mayors charity	Acting Head of Human Resources and Organisational Development	Accepted
Corporate Services	Human Resources	Principal HR Officer	Gift	Thank you gift from two interns. Approx value £10. One bag of pretzels, one ham and one 25 ml bottle Riesling. Accepted as a personal gift as did not want to cause offence.	Acting Head of Human Resources and Organisational Development	Accepted
Corporate Services	Human Resources	Principal HR Officer	Gift	Bottle of wine from supplier. Approx value £5. Supplier informed unable to accept gift as it had to be donated to the Mayors charity. Supplier happy to donate gift to Mayors charity.	Acting Head of Human Resources and Organisational Development	Accepted
Corporate Services	ICT	Principal Operations Officer	Gift	One bottle of Jameson's Whisky from a supplier. Approximate value £20. Accepted to avoid offending as already sent via post. Donated to Mayors Charity.	Head of IT (Acting)	Accepted

Directorate	Service Area	Post Title of Employee Making the Declaration	Type of Declaration	Details Of Declaration	Post Title of Head of Service, Director or Chief Executive who authorised the Declaration	Outcome
Social Services	Public Protection	Environmental Health Officer	Gift	Gift from company of a bottle of sparkling wine. Following assistance given to new proprietors of a business. Accepted as bottle had been brought into the office. Approx value £10.	Head of Public Protection	Accepted
Social Services	Public Protection	Senior Fair Trading Officer	Gift	Gift from company of 12 pork chops as a thank you for assistance given when the new sheep movement system was implemented. Accepted due to insistence and refusal would have offended. Approx value £10.	Head of Public Protection	Accepted
Communities	Housing	Strategic Co-ordination Manager	Hospitality	Attendance at Chartered Housing Awards from Contractor working on behalf of CCBC to delivery the WHQS programme. Value: £65.00. Accepted Caerphilly CBC had already taken a table at the event as nominated for an award. As a result of the seats on the CCBC table being filled, agreed to accept, particularly as CCBC shortlisted in relation to delivering community benefits in Caerphilly for which I am responsible.	Chief Housing Officer	Accepted
Communities	Housing	Chief Housing Officer	Hospitality	Chartered Housing Awards approximately value £60. Accepted on basis that Caerphilly Homes were nominated for an award.	Director of Communities	Accepted
Communities	Housing	WHQS & Infrastructure Strategy Manager	Hospitality	Attendance at Chartered Housing Awards from Contractor. Value £65.00. Accepted to represent Caerphilly CBC who were nominated for an award.	Chief Housing Officer	Accepted
Communities	Planning and Regeneration	Social Economy Development Officer	Hospitality	Attendance at Caerphilly Business Forum Awards Evening 18 November 2016. Approx value £54.00. Accepted as working as an organiser throughout the evening.	Regeneration Manager	Accepted

Directorate	Service Area	Post Title of Employee Making the Declaration	Type of Declaration	Details Of Declaration	Post Title of Head of Service, Director or Chief Executive who authorised the Declaration	Outcome
Communities	Planning and Regeneration	Business Support and Funding Manager	Hospitality	Attendance at College of the Year Awards evening 3 November 2016. Accepted as Vice-Chair for Coleg Gwent's Business Partnership Group. Cost Approx £30.00.	Regeneration Manager	Accepted
Communities	Planning and Regeneration	Business Support and Funding Manager	Hospitality	Attendance at Caerphilly Business Forum Awards Evening 18 November 2016. Approx value £54.00. Accepted as actually working to support the businesses present throughout the evening.	Regeneration Manager	Accepted
Communities	Regeneration & Planning	Project Manager	Hospitality	ICH Event - collaboration between partners awards (Rowan Place / Hafod Deg). Supplier name - CCBC Housing. Event date 18 Nov 2016. Ticket value - £70 paid from Housing budget, no cost to Regeneration. Accepted attendance as Manager of Regeneration Teams involved.	Director of Communities	Accepted