



AUDIT COMMITTEE – 5TH FEBRUARY 2014

SUBJECT: OFFICERS' DECLARATIONS OF GIFTS AND HOSPITALITY

REPORT BY: HEAD OF WORKFORCE AND ORGANISATION DEVELOPMENT

1. PURPOSE OF REPORT

- 1.1 To advise Members of the Audit Committee of the gifts and hospitality declared by officers for the period October to December 2013.

2. SUMMARY

- 2.1 Attached as Appendix A, is a list of Gifts and Hospitality received by officers of the Council for the 3 months between October and December 2013.

3. LINKS TO STRATEGY

- 3.1 The Council acting through this Committee has an obligation to maintain high standards, probity and conduct throughout its workforce.

4 THE REPORT

- 4.1 Members of the Audit Committee will be aware from the report presented to Audit Committee on 17th September 2013 that the Register of Gifts and Hospitality as declared by officers will be presented to the Audit Committee on a quarterly basis.
- 4.2 A new system of monitoring has now been implemented and Heads of Service are now providing data on a monthly basis to the Head of Workforce and Organisational Development for collation and monitoring purposes.
- 4.3 This Report sets out at Appendix A details of the declarations made for the period October to December 2013.
- 4.4 It was highlighted to members in the earlier report that there appeared to be an overall lack of awareness in relation to the Code of Conduct. The Council now has strengthened its position by arranging specific training on the Code of Conduct. The training was designed to deal with interpretation and compliance issues, such as gifts and hospitality. This training is mandatory for all Heads of Service and third tier officers. The training was completed by the end of October with a mop-up session for 8 people scheduled for 16 January 2014.
- 4.5 In addition in accordance with the Improving Governance Project Board (IGPB) programme, general governance training from the Chartered Institute of Public Finance and Accountability (CIPFA), has been provided to all Heads of Service and third tier officers. This was completed in September; again this highlighted more generally the requirement for officers to declare gifts and hospitality.

4.6 The Head of Workforce and Organisation Development will continue to monitor the returns and work with Heads of Service to improve their understanding and corporate compliance to the policy.

5. EQUALITIES IMPLICATIONS

5.1 None.

6. FINANCIAL IMPLICATIONS

6.1 None.

7. PERSONNEL IMPLICATIONS

7.1 The Head of Workforce and Organisation Development will continue to monitor the declarations to promote best practice and ensure compliance.

8. CONSULTATIONS

8.1 The Improving Governance Project Board and Corporate Management Team have been consulted on this report.

9. RECOMMENDATIONS

9.1 The Members of the Audit Committee are asked to note the information provided in Appendix A.

10. REASONS FOR THE RECOMMENDATIONS

10.1 To ensure that Audit Committee have an oversight of the position in relation to officers' Gifts and Hospitality.

11. STATUTORY POWER

11.1 Local Government Act 2000.

Author: Gareth Hardacre, Head of Workforce and Organisation Development.

Consultees: CMT
Improving Governance Project Board

Appendices:

Appendix A – Declarations of Gifts and Hospitality