



AUDIT COMMITTEE – 21 OCTOBER 2020

**SUBJECT: OFFICERS DECLARATIONS OF GIFTS AND HOSPITALITY
OCTOBER TO DECEMBER 2019**

REPORT BY: HEAD OF PEOPLE SERVICES

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 2019 ie the third quarter of the financial year 2019/2020 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 period 1 October to 31 December 2019.

3. RECOMMENDATIONS

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

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 The recommendation is designed to ensure members of the Audit Committee have an oversight of the position in relation to officers' Gifts and Hospitality.

5. THE REPORT

- 5.1 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 help maintain and improve the high standards of conduct within Local Government and protect employees from misunderstandings and confusion.

- 5.2 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.
- 5.3 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.
- 5.4 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.
- 5.5 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.
- 5.6 The table below details the number of declarations regarding Gifts submitted by Directorate for the period 1 October to 31 December 2019 and the previous three quarters for comparison.

Directorate	Number of declarations received - Gifts			
	Oct – Dec 2019	July – Sept 2019	April – June 2019	Jan – March 2019
Chief Executive	2	0	0	0
Communities	1	0	0	3
Education and Corporate Services	1	0	1	0
Social Services and Housing	4	1	5	1
Total	8	1	6	4

- 5.7 The table below details the number of declarations regarding Hospitality submitted by Directorate for the period 1 October to 31 December 2019 and the previous three quarters for comparison.

Directorate	Number of declarations received - Hospitality			
	Oct – Dec 2019	July – Sept 2019	April – June 2019	Jan – March 2019
Chief Executive	1	0	0	0
Communities	1	0	4*	1
Education and Corporate Services	2	0	1	0
Social Services and Housing	0	0	0	0
Total	4	0	5	1

* includes an Agency worker.

5.8 Conclusion

The Head of People Services will continue to monitor the declarations submitted and work with Heads of Service to improve their understanding, promote best practice and corporate compliance of the Code of Conduct where appropriate.

6. ASSUMPTIONS

- 6.1 There are no assumptions made within this report.

7. LINKS TO RELEVANT COUNCIL POLICIES

- 7.1 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.

7.2 Corporate Plan 2018-2023

Whilst this report does not specifically contribute towards the Corporate Well-being Objectives, it does support good governance which is the foundation of the Council's performance management framework.

8. WELL-BEING OF FUTURE GENERATIONS

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

9. EQUALITIES IMPLICATIONS

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

10. FINANCIAL IMPLICATIONS

- 10.1 None.

11. PERSONNEL IMPLICATIONS

- 11.1 The personnel implications are included in this report.

12. CONSULTATIONS

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

13. STATUTORY POWER

- 13.1 Local Government Act 2000.

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Appendices:

Appendix 1 Declarations of Gifts and Hospitality 1 October to 31 December 2019

Appendix 1
Declarations of Gifts and Hospitality 1 October to 31 December 2019

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
Chief Executive		Interim Chief Executive	Gift	Bouquet of flowers, given as a thank you by a Councillor. Approx value £10.	Leader of the Council	Accepted
Chief Executive		Interim Chief Executive	Gift	Christmas plant, given as a thank you by a member of the public. Approx value £20.	Leader of the Council	Accepted
Communities	Public Protection	Trading Standards Officer	Gift	Gift voucher given as a thank you by a member of the public. Value £20. Donated to Mayor's charity.	Head of Public Protection	Accepted
Education and Corporate Services		Corporate Director	Gift	Christmas gift from a supplier. Box of Hotel Chocolat chocolates. Approx value £25. Given to team to share.	Interim Chief Executive	Accepted
Social Services and Housing	Social Services	Telecare Manager	Gift	Christmas gift from a supplier of a branded, reusable water bottle, filled with chocolates, pen and 5cl Baileys. Approx value £4. Received in the post. Chocolates shared in admin office.	Assistant Director Adult Services	Accepted
Social Services and Housing	Social Services	Social Worker	Gift	Christmas gift from a service user. Gordons pink gin Christmas gift set. Approx value £10. Accepted as service user said they would feel offended if not accepted.	Assistant Director Adult Services	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 and Housing	Social Services	Social Worker	Gift	Christmas gift from a service user. Yankee candle Christmas gift set. Approx value £8-10. Accepted as service user said they would feel offended if not accepted.	Assistant Director Adult Services	Accepted
Social Services and Housing	Social Services	Social Worker	Gift	Christmas gift from a service user. Italian pastries. Approx value £10. Accepted as service user said they would feel offended if not accepted.	Assistant Director - Adult Services	Accepted
Chief Executive		Interim Chief Executive	Hospitality	Invitation by Cardiff University to attend CBI Dinner. Value £140-£170. Accepted to represent the Council as part of the CCCR. University is one of the key partners of the CCCR.	Leader of the Council	Accepted
Communities		Interim Corporate Director	Hospitality	Invitation by Bryn Meadows Resort to attend Pontllanfraith Rotary Business Lunch. Approx value £40. Accepted Council should be represented at this local event with an opportunity to network with the local business community.	Interim Chief Executive	Accepted
Education and Corporate Services		Corporate Director	Hospitality	Invitation from Caerphilly Sports Development to attend the Caerphilly Sports Awards Evening. Approx value £40.	Interim Chief Executive	Accepted
Education and Corporate Services		Corporate Director	Hospitality	Invitation by Coleg Y Cymoedd to attend CBI Dinner. Value £140-£170. Accepted as it was a business and networking dinner.	Interim Chief Executive	Accepted