

Amendments to the Code of Conduct for Employees

14.3 Gifts

- 14.3.1 Any offer, gift, favour or hospitality directed at individual employees or members should be treated with caution.
- 14.3.2 An employee should tactfully refuse any personal gift offered to them or a member of their family, by or indirectly attributable to, any person or body who has, or may have, dealings of any kind with the Council (including applications for planning permission or other kind of decision).
- 14.3.3 An employee should not accept any inducements which could be considered payment in kind, such as money, goods such as chocolates or alcohol, or tickets for events. If refusal would offend, the gift should be reported to their Director of Service/Strategic Director.
- 14.3.4 The only exceptions to these rules are insignificant items of token value such as pens, diaries, calendars etc.
- 14.3.5 In the event of an employee receiving a gift without warning to which refusal would give offence, this should be reported immediately to their Director of Service, Strategic Director or the Section 151 Officer.
- 14.3.6 The Director of Service, Strategic Director or the Section 151 Officer shall be responsible for deciding whether the gift should be retained, returned or forwarded to some charitable or other deserving cause. Any gifts offered or received shall be recorded in a register held by the Monitoring Officer. Registers will be retained for a period of 6 years plus the current year.
- 14.3.7 The register will be reviewed annually, in January, by the Chief Executive to ensure that it is up-to-date and working effectively. The register shall also be open to inspection by the internal and external auditors. The Monitoring Officer will issue an annual reminder to staff to ensure they are aware of the procedures for declaring gifts and hospitality.

14.4 Giving and Receiving Hospitality

- 14.4.1 Employees should only accept offers of hospitality if there is a genuine need to impart information or represent the local authorities 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. If there is any doubt please refer the matter to the appropriate Director of Service. They should be properly authorised and recorded in the register held by the Monitoring Officer.
- 14.4.2 When hospitality has to be declined those making the offer should be courteously but firmly informed of the procedures and standards operating within the Council.

14.4.3 Acceptance by employees of hospitality through attendance at relevant conferences and courses is acceptable where it is clear the hospitality is corporate rather than personal, where the Director of Service/Strategic Director/Section 151 Officer gives consent to attendance in advance and where the Councils are satisfied that any purchasing decisions are not compromised. Where visits to inspect equipment etc are required, employees should ensure that the Council meets the cost of such visits to avoid jeopardising the integrity of subsequent purchasing decisions. Any hospitality received should be notified in writing to the Director of Service/Strategic Director/Section 151 Officer. This is recorded in the Hospitality Register kept by the Monitoring Officer.