



COMMUNITY JUSTICE SECURITY

NORTHAMPTONSHIRE OFFICE OF THE POLICE AND CRIME COMMISSIONER

GIFT AND HOSPITALITY POLICY AND PROCEDURE

1. Introduction

- 1.1. The Elected Local Policing Bodies (Specified Information Order 2011) places a duty on Police and Crime Commissioners (PCC) to publish a Register of Gifts and Hospitality. The Policy applies to the PCC, Deputy PCC and all staff employed by the (OPCC).
- 1.2. This policy and procedure is focused on ensuring that the PCC meets their legislative requirements whilst demonstrating the highest standards of integrity, transparency and accountability to the public.
- 1.3. The Register must record all gifts and hospitality offered by the public and other organisations, and whether it was accepted or declined.

2. Gifts and Hospitality Principles

- 2.1. No cash may be accepted as a gift under any circumstances.
- 2.2. The provision of inexpensive general hospitality such as refreshments, tea and coffee or a working lunch around the value of £5.00, or where there is no significant expense, is acceptable. This does not need to be recorded on the Gifts and Hospitality Register.
- 2.3. Any gift or hospitality of a value between £5.00 and £25.00 can be accepted by a member of staff. This must be recorded on the Gifts and Hospitality Register.
- 2.4. Any gift or hospitality of a value in excess of £25.00 can be accepted only with the approval of the PCC or the Chief Executive. The acceptance must always be recorded on the PCC Gifts and Hospitality Register.
- 2.5. In determining whether a gift/hospitality should be accepted the following should be considered:
 - The value of the item/hospitality
 - The item/hospitality should not in any way discredit the PCC
 - Whether the acceptance of the gift/hospitality would have an adverse perception with the public.
 - Who is offering the gift/hospitality?

- Is there a live criminal investigation associated with person offering the gift/hospitality, whether a victim of an offender?
- What is the motive of the person giving the gift/hospitality?

2.6. All gifts/hospitality over £5.00 in value where declined should be recorded on the gifts and hospitality register.

2.7. The PCC will enter into contracts and procurement discussions with suppliers. Any gifts or hospitality perceived to with the object of obtaining preferential treatment should be declined and reported to the Chief Executive.

3. Exemptions from this Policy

3.1. The following are not covered by this policy:

- Exchange of memorabilia in connection with other visiting forces, PCCs or equivalent
- The attendance at meetings held by other public sector partners where refreshments are provided (or those held by private sector partners working explicitly with the public sector)
- Any items obtained from attendance at conferences or meals and refreshments provided at a conference
- Formally negotiated staff discount schemes
- Internal gifts
- Bonus payments

4. Notification

4.1. All gifts/hospitality that require notification on the register must include the following information:

- Name and address of the person/organisation providing the gift/hospitality
- Details of the gift/hospitality provided
- Reason/motive for the gift/hospitality being provided
- Approximate value of the gift/hospitality being provided
- Was it accepted or declined?
- Name of the member for staff offered the gift/hospitality
- Name of authorising officer (in cases over £25)
- Confirmation that the guidance above has been considered before accepting the gift/hospitality

5. Monitoring and Publication

5.1. This policy will be reviewed on an annual basis.

5.2. The gifts and hospitality register will be updated and published on the PCC website as soon as practicable after the offer has been made.