

To: Joint Audit Committee

Date: 16th December 2015

By: Paul Bundy, Head of Finance

Title: Sponsorship Strategy and Gifts to Third Parties

Purpose of Report/Issue:

The Joint Audit Committee requested a paper regarding the arrangements for sponsorship and gifts to third parties.

Recommendation(s) -

Committee members are asked to note this report

Equalities Implications –

There are no equality issues arising from this report

Risk-

None

Background papers - n/a

Contact details:

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1. Background

The policy regarding sponsorship is included in the Financial Regulations under Gifts, Loans & Sponsorship (see appendix A).

In prior years the force had an income generation post that would have had responsibility for sponsorship. This post was made redundant as part of a change programme.

The Force does not as a rule give gifts to third parties, there is not a policy relating to gifts to third parties contained in the Financial Regulations.

The Joint Audit Committee received a report setting out the policies and processes for recording the receipt of gifts, hospitality and declaration of interest in June 2015. This policy excludes any sponsorship arrangements (see appendix B).

2. Gifts to third parties

The Force does not as a rule give gifts to third parties, there is not a policy relating to gifts to third parties contained in the Financial Regulations.

The Joint Transport Service keep records of vehicle disposals and have one vehicle (a Land Rover) being donated to Surrey Search and Rescue. This is the first vehicle donated by Surrey Police and was authorised by the Chief Constables Chief Financial Officer.

The Deputy Police and Crime Commissioner has put in a request for a Mercedes Sprinter (PSU)/ Minibus when one becomes available to donate to a third party.

3. Gifts received

The Joint Audit Committee received a report setting out the policies and processes for recording the receipt of gifts, hospitality and declaration of interest in June 2015. This paper is attached at appendix B for completeness.

4. Loans

The Force does not as a rule loan property to or from third parties. Any such agreements would be approved at a local level, there is no Force position to report to the Joint Audit Committee.

5. Sponsorship

Any sponsorship agreements are approved at a local level, there is no Force position to report to the Joint Audit Committee. No income has been received by the Force regarding sponsorship during 2015/16 and therefore any such agreements would be non-cash arrangements.

Finance is occasionally asked for VAT advice regarding local non-cash agreements relating to sponsored vehicles but has no routine oversight regarding these transactions.

The Joint Transport Service keep a record of sponsored vehicles for fuel card purposes. There are three such vehicles currently held on the system as follows:

- SEAT-IBIZA – Provided by Buchannon and Curwen
- TOYOTA-RAV – Provided by Toyota
- SKODA-YETI – Provided by Absolute Security

An example is: the Skoda Yeti is provided by Absolute Security. This lease was renewed in July 2015 for 3 years. The vehicle has the Surrey Police Crest along with Absolute Security details, with the wording "Working in partnership to prevent crime".

Financial Regulations:

The policy regarding sponsorship is defined in the PCC Financial Regulations as follows:

4.8 Gifts, Loans & Sponsorship

The PCC's CFO & the CC's CFO are responsible for ensuring that all gifts of money, gifts or loans of other property, including sponsorship, which are received by the PCC or the CC or their officers or staff, are properly recorded in the financial statements. As a general rule officers and staff may only accept gifts of low intrinsic value.

The PCC or the CC may accept gifts, loans and sponsorship from any source which has genuine and well-intentioned reasons for wishing to support specific police projects. In return the provider may expect some publicity or other acknowledgement, such as displaying an organisation's name or logo. This is acceptable provided that it does not dominate or detract from the purpose of the supported project.

The CC must refer all gifts, loans and sponsorship above £50,000 to the PCC for approval before they are accepted.

Gifts and loans and sponsorship should not be accepted where there is a risk of offending the integrity or propriety of the police.

Priority shall be given to meeting the needs of the PCC or Police rather than those of any sponsor and care should be taken to avoid association with inappropriate sponsors, giving the impression that sponsors have accrued a commercial advantage, entering into projects of dubious or limited benefit and allowing unacceptable conditions to be attached to sponsorships.

The total value of gifts, loans and sponsorship accepted should not exceed a maximum equivalent value of 1% of the Force annual Net Budget Requirement.

Both CFOs must ensure that registers for the Office of the PCC and the Force are maintained which respectively record, all gifts of money, gifts or loans of other property, including sponsorship.

PART ONE

ITEM 19

To: Joint Audit Committee
Date: 22nd June 2015
By: Alison Bolton, Chief Executive OPCC
Jane Harwood, Assistant Chief Officer
Title: Gifts and Hospitality

Purpose of Report/Issue:

For the Committee to review the records of Surrey Police and the Office of the Police & Crime Commissioner in respect of recording and monitoring gifts and hospitality. For completeness, the report also covers disclosable interests.

The Committee's Terms of Reference state that it must, "*review compliance within the Surrey Police Force and Office of the Surrey Police & Crime Commissioner, with the policies and procedures governing declarations of interest and the receipt of gifts and hospitality*".

Recommendations

That the Committee notes the report.

Risk – None arising.

Equalities / Human Rights Implications – no specific implications are raised by this report.

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Policies for Gifts, Hospitality and Declarations of Interest

Contract Standing Orders set out the policies and processes for recording receipt of gifts and hospitality and also for declaring interests in a contract.

Office of the Police & Crime Commissioner – Arrangements for Recording Gifts and Hospitality

The Police and Crime Commissioner (PCC) and his staff are required to provide information about any gifts or hospitality which they are offered in a business capacity. This includes disclosure of those that are accepted or declined. It includes dinners hosted by Surrey Police and the Association of Police and Crime Commissioners, as well as hospitality and gifts from members of the public, or local and national organisations. The PCC and his staff must notify the PCC's Support Officer in writing within 28 days of receiving a gift or hospitality.

Any gifts or hospitality received are regularly published on the website for transparency. The Office of the PCC also maintains a paper record. The latest website report can be found at the link below and a copy is also attached to this report:

http://www.surrey-pcc.gov.uk/wp-content/uploads/2012/09/Web_Apr_15.pdf

Chief Constable's Gifts and Hospitality

All gifts and hospitality forms completed by the Chief Constable are reviewed by the Chief Executive of the Office of the Police & Crime Commissioner prior to receipt by the Head of the Professional Standards Department and publication on the Force website.

Surrey Police – Arrangements for Recording Gifts and Hospitality

Surrey Police has in place a comprehensive policy for recording gifts and hospitality for its officers and staff. This is attached at Appendix 1. Surrey Police publishes a sanitised version of the completed proformas on its website. This is the link:

<http://www.surrey.police.uk/About-Us/Your-right-to-information/Published-information>

All completed forms are reviewed and kept by the Head of the Professional Standards Department.

Disclosable Interests

Surrey Police maintains a register of disclosable interests for senior staff and officers of the Force and the PCC (Superintendent and above, Directors and all staff in the highest salary band). This records any interests or transactions between an officer or member of staff (and their families) with those who hold positions of influence. For example, a firm where the officer or staff member is a director or has a beneficial interest. The Office of the PCC is obliged to publish the register of interests for the PCC, his Deputy, his employed Assistant PCC for Victims and his Chief Executive on its website. The links are here:

http://www.surrey-pcc.gov.uk/wp-content/uploads/2012/09/Kevin-Hurley_2015.pdf

http://www.surrey-pcc.gov.uk/wp-content/uploads/2012/12/Jeff-Harris_2015.pdf

http://www.surrey-pcc.gov.uk/wp-content/uploads/2013/05/Jane-Anderson_2015.pdf

http://www.surrey-pcc.gov.uk/wp-content/uploads/2012/09/Alison-Bolton_2015.pdf

Information on disclosable interests is included within the Statement of Accounts. The statement for 2013/14 notes that, *“A survey of the related party interests of the Chief Constable and senior managers and their immediate family members was carried out in preparing the Statement of Accounts. No related party interests were disclosed.”*

Oversight by the Audit Committee

The Committee’s role is to review compliance within the Surrey Police Force and Office of the Surrey Police & Crime Commissioner, with the policies and procedures governing declarations of interest and the receipt of gifts and hospitality.

Records of gifts and hospitality for the Office of the PCC are presented to the Committee on a bi-annual basis.

Gifts, Hospitality and Declarations of Interest Procedure

Governing Policy:

Governing Policy

[Anti-Fraud and Anti-Corruption.aspx](#)

Document Objectives:

Introduction

The aim of this document is to outline the procedure to accepting and recording of gifts, hospitality and declarations of interest.

Procedure Text:

Page Content

The acceptance of gifts, gratuities or hospitality can undermine personal and professional integrity and can lead to allegations of corrupt practices or improper relationships with members of the public or corporate bodies.

1. Application

This Procedure applies to

Police Officers

Police Staff

Police Community Support Offices (PCSOs)

Police Support Officers (PSOs)

Special Constabulary

Volunteers

2. Introduction

2.1 Police officers and staff must act with honesty and integrity and must not compromise or abuse their position. They should never solicit the offer of any gift, gratuity, favour or hospitality in any way connected to or arising from their role within the police service, whether on or off duty.

2.2 No officer or member of staff will produce a warrant card or ID card, or wear whole or part uniform, to obtain discounts, goods or services unless as part of an approved arrangement. This includes using a warrant or ID card to gain free access to nightclubs, sporting events or other commercial premises.

Accepting free or discounted food or services whether on or off duty is unacceptable if the provision is because the donor is aware of the recipient's role.

2.3 There is a clear distinction between a gift, which may include something as simple as a hot

beverage, creating an implicit obligation on the part of the police and refreshment that is an integral part of routine policing and builds public confidence. This procedure should not be interpreted in a way that would, for example, prevent neighbourhood staff from drinking a cup of tea with a Surrey resident in the course of their duties in the community. Officers and staff should be sensitive to accepting hospitality in commercial establishments where even the perception of an inducement might occur and adversely affect the Force's reputation.

2.4 This procedure should not be interpreted in a way that would, for example, prevent neighbourhood staff from accepting light refreshments as a common courtesy in line with policing duties, or inexpensive promotional products from partnerships or conferences. It is important however, that officers and staff be fully aware that in circumstances where an unsolicited offer of a personal gift or gratuity is made, the assumption should be that it will be politely declined.

2.5 Staff must not accept personal gifts of money (or gift vouchers) in the course of their duties or employment (including in any off duty situation) where the gift is related to, or may appear to have a connection to their duties or employment, under any circumstances, except as a donation to the Force. Where an offer of a gift of cash is made it will be declined, reported to a supervisor and a gift & hospitality pro forma document will be submitted.

2.6 This Policy does not apply to individuals acting in their capacity as part of any approved secondary employment or declared business interest.

3. Raffle Prizes

3.1 No officer or member of staff should approach corporate bodies, local businesses or business partners seeking the donation of prizes for a raffle.

4. Uniform and Equipment as gifts

4.1 Requests for uniform items to be given as gifts to visiting Forces or to take as gifts when visiting other Forces will be refused due to the security risks linked to the impersonation of Police officers

5. Sponsorship

5.1 The scope of this policy does not relate to any formal arrangements around sponsorship

6. Loyalty Cards//Point Schemes

There can be no individual gain when purchasing items or fuel for work purposes. Advantages such as reward point schemes/air miles etc. cannot be collected

7. Procedure

All offers of gifts and hospitality will be recorded whether they are accepted or not.

7.1 In determining whether hospitality should be accepted the following should be considered

The value and significance of the gift/hospitality?

Who is offering the hospitality and what is the motive of the person offering the gift/hospitality?

What are the background circumstances?

What does the donor expect in return?

Would this compromise or could it create the perception of favour in the way a service is provided or is to be provided in the future?

Is there a business relationship in existence where the provision and acceptance would compromise an individual's impartiality or may give the impression of doing so?

Is it considered to be in the interest of the Force to accept or attend?

Is acceptance likely to damage the reputation of Surrey Police?

7.2 If presented with a gift/hospitality, which it would be discourteous to refuse, it may be accepted and the donor should be advised that permission to retain the gift/accept the hospitality will be sought.

7.3 If the value is less than £50 it may be authorised by the line manager. Anything of a value in excess of £50 must be referred to the Head of PSD for approval.

8. Declaration of Interest

8.1 The Force holds existing contracts with suppliers and at times will actively undertake ongoing procurement for goods and services.

8.2 The offer of a gift or hospitality perceived to be with the object of obtaining preferential treatment should be declined. In such instances the gifts and hospitality pro forma will be completed.

8.3 Any officer or member of staff who has either a potential or established interest in any Contract or agreement placed or to be placed for or on behalf of Surrey Police must:-

Immediately declare that interest to their line manager and complete a hospitality, gifts and declaration of interest pro forma

Immediately remove him/herself from the process

9. Recording

9.1 A single register will be maintained and a sanitised version will be available on the Surrey Police website to demonstrate transparency

10. Relevant law

10.1 The Bribery Act 2010 (which came into force 1 July 2011) describes Bribery as 'Intending to bring about (or reward) improper performance by another person of a relevant function or activity'. It states bribery is offering, promising or giving an advantage knowing or believing that acceptance of the advantage itself constitutes improper performance. The Act states:

- 'Advantage' is financial or other advantage;
- Where a person agrees to receive or accepts something of value, bribery occurs whether or not the person actually receives it;
- The test is what 'a reasonable person' in the UK would expect;

- A public official (including a police officer) cannot receive hospitality from an individual that would leave the officer beholden to that individual.