

**PART ONE**

**ITEM 16**

**To: Joint Audit Committee**

**Date: 21 March 2017**

**By: Paul Bundy**

**Title: Sponsorship Strategy and Gifts from Third Parties**

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**Purpose of Report/Issue:**

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

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**Recommendation(s) -**

Committee members are asked to note this report

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**Equalities Implications –**

There are no equality issues arising from this report

**Risk-**

None

**Background papers - n/a**

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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. In collaboration with Sussex Police the force is currently reviewing the re-introduction of this post.

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 2016. 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 the following as donated vehicles:

- 2015/16 Mercedes Sprinter (PSU)/ Minibus donated to Gasp Motor Project at the request of the Deputy Police and Crime Commissioner authorised by the Chief Constables Chief Financial Officer.
- 2015/16 Mercedes Sprinter (PSU)/ Minibus donated to Amber Foundation at the request of the Deputy Police and Crime Commissioner authorised by the Chief Constables Chief Financial Officer.
- 2015/16 Land Rover donated to Surrey Search and Rescue authorised by the Chief Constables Chief Financial Officer.

**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 2016. 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 2016/17 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.

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The Joint Transport Service keep a record of sponsored vehicles and have two such vehicles currently held on the system as follows:

- 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 June 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”.

A further sponsored vehicle was returned to sponsor in February 2016:

- SEAT-IBIZA – Provided by Buchannon and Curwen

**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 17**

**To:** Joint Audit Committee

**Date:** 22 June 2016

**By:** Alison Bolton, Chief Executive OPCC  
Jane Harwood, Assistant Chief Officer

**Title:** Gifts and Hospitality

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**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*".

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**Recommendations**

That the Committee notes the report.

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**Risk** – None arising.

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

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**Contact details:**

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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 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.

Newly elected Police & Crime Commissioner David Munro publishes details of any gifts and hospitality records here:

<http://www.surrey-pcc.gov.uk/wp-content/uploads/2016/06/OPCC-Gifts-and-Hospitality-Register-DM-May-2016.pdf>

We have appended a copy of the latest record of gifts and hospitality records for the PCC (previous and current) and officers of the OPCC to this document.

### **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, any Deputy and for senior staff. Links are shown below:

<http://www.surrey-pcc.gov.uk/wp-content/uploads/2016/06/Notification-of-Disclosable-Interests-DM-2016.pdf>

<http://www.surrey-pcc.gov.uk/wp-content/uploads/2016/06/20160607134943.pdf>

<http://www.surrey-pcc.gov.uk/wp-content/uploads/2016/04/Alison-Bolton-Notification-of-Disclosable-Interests.pdf>

Information on disclosable interests is included within the Statement of Accounts.

**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.

## *Policy and Procedure Team*

# Gifts, Discounts, Hospitality and Declarations of Interest



## Procedure

### Governing Policy

[Anti-Fraud and Corruption Policy](#)

### Introduction

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

### Procedure Statement

The acceptance of gifts, discounts, 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 (see 3 below). This includes using a warrant or ID card to gain free access to nightclubs, sporting events or other commercial premises.
- 2.3 Officers and staff must not accept any gifts or hospitality from journalists/members of the press.
- 2.4 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.
- 2.5 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.
- 2.6 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.
- 2.7 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.
- 2.8 This Policy does not apply to individuals acting in their capacity as part of any approved secondary employment or declared business interest.

## **3. Discounts from Retailers**

- 3.1 Many large employers provide schemes whereby their staff can obtain discounted products from a variety of different businesses. This is a common practice and is often seen as part of an incentive or retention package. Within Surrey Police we have the Stop & Save scheme but over time various other companies have offered a variety of different discounts to our staff. The police service must

guard against any suggestion that staff could be influenced by a deal offered by a particular company.

3.2 In line with the Professionalism Action Plan, agreement has been made that it is appropriate for officers and staff to be eligible for discounts provided to them because of their roles within Surrey Police subject to a set of principles.

3.3 The following principles apply;

- All offers will be approved by PSD before circulation through the Information Hub and the Surrey Police Federation website.
- Discounts should apply to all Surrey Police personnel irrespective of rank or position (although there can be geographically targeted offers in individual cases)
- The discounts should not be disproportionate
- Agreements will only be approved where there is no likelihood of bringing the force into disrepute
- When applying for an approved discount personnel may use their staff ID/warrant card as identification

3.4 The Head of PSD will assess any offers as to whether there is potential (either perceived or actual) for it to be detrimental to public confidence.

3.5 Where an offer is made by a single business (i.e. not part of a chain) it will generally not be accepted; this would effectively be a more 'personal' offer where there is a greater opportunity for direct contact and more danger of the personnel providing a different service as a result. While it is accepted this could benefit larger retailers rather than small local businesses, a consideration must be given to potential risks of corruption.

3.6 Where an offer is made it should not be exclusively for Surrey Police personnel, but should be part of a wider scheme where other local businesses or services also receive the same benefit (i.e. All emergency services personnel including military). There may be some cases where the discount is only applicable to Surrey Police but this should be very rare and will only be applicable where the goods/service offered is directly relevant to the role.

#### **4. Raffle Prizes**

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

#### **5. Uniform and Equipment as gifts**

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

#### **6. Sponsorship**

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

## **7. 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

## **8. Procedure**

8.1 All offers of gifts and hospitality will be recorded whether they are accepted or not. A Gifts and Hospitality proforma must be submitted within seven working days of receipt of any gift or hospitality.

8.2 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?

8.3 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.

8.4 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.

## **9. Declaration of Interest**

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

9.2 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.

9.3 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.

#### **10. Recording**

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

#### **11. Relevant law**

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.

**Team: Professional Standards**