

Review of Gifts and Hospitality



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Title:	Review of Gifts and Hospitality
Version:	V.1.0
Purpose:	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.
ACPO / Strategic Lead:	Alison Bolton Chief Executive OPCC
National Decision Model compliance:	Yes
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1. Background

The Joint Audit 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"*.

2. Policies for Gifts, Hospitality and Declarations of Interest

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

3. 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. The Elected Local Policing Bodies Specified Information Order (2012) as amended, requires PCCs and relevant office holders to *"register each offer of a gift or hospitality..., indicating whether the offer was accepted or refused"*.

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

<https://surrey-pcc.gov.uk/wp-content/uploads/2020/05/OPCC-Gifts-and-Hospitality-Register-2020.pdf>

4. 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.

5. 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 Para 11-A below.

Surrey Police currently normally publishes a sanitised version of the completed pro-forma on its website. However there are current issues with this service (IT aware and dealing) so copies of the relevant spreadsheets are attached separately.

All completed forms are reviewed and kept by the Joint Force Vetting Unit.

6. Disclosable Interests

Surrey Police maintains a register of disclosable interests for senior staff and officers of the Force and the PCC (Superintendent and above 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:

[Click here to view the Chief Executive's Disclosable Interests](#)

[Click here to view the Chief Executive's Expenses for 2019-20 \(Lisa Herrington, interim CEO\)](#)

Information on disclosable interests is included within both the PCC & Chief Constable's Statement of Accounts, as required by the CIPFA Code. The requirement is to disclose all material transactions with related parties, which have potential to influence the Group or to be controlled or influenced by the Group.

To comply with this the PCC and Chief Constable consider all related parties and disclose those that are material to the Statement of Accounts. In collating this data all staff and officers at the equivalent of Superintendent or above are asked annually to complete and sign a related party disclosure, which includes details relating to a spouse, partner, close family and household members.

Examples disclosed in the Statement of Accounts are:

- Central government due to the value of grants received
- Surrey Borough Councils through the precept income
- Collaborative arrangements
- Pension providers

There are examples where staff or officers have noted a related party, however they have found to be irrelevant to the preparation of the Statement of Accounts and therefore have not been disclosed.

Examples are:

- Parish councillor
- Chair of parish council sports & social club
- Close friend of the director of the catering company, however the individual employee had no involvement in the contract

The requirement to disclose an interest is also included in the Contract Standing Orders, which states "Any officer who has either a potential or established interest in any Contract or Agreement placed or to be placed for or on behalf of Surrey/Sussex Police shall: - declare that interest immediately to their Line Manager by completing a Declaration of Interest/Hospitality Pro-forma (refer to respective Force's policy and procedures) and immediately remove this/herself from the Process. The Line manager shall inform the Head of Joint Procurement Service that the above action has taken place.

7. 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 an annual basis.

8. Risks / Equalities

None arising.

9. Human Rights implications (if applicable)

No specific implications are raised by this report.

10. Recommendations

That the Committee notes the report.

11. Attachments / Background Papers

Attachment -A

Procedure

Governing Policy

[Anti-Fraud and Anti-Corruption Policy \(Subject to Change\)](#)

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

4.1 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

5.1 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.

6. Sponsorship

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

7. Loyalty Cards//Point Schemes

7.1 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 Joint Force Vetting Unit 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

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

11. Relevant law

11.1 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.

COMPLETED IS BETWEEN 01/04/2019 AND 31/03/2020

PERSONID	APPLICATIONID	STATUS	RECEIVED_DATE	COMPLETED_DATE	DEPARTMENT	DESCRIPTION
143187	176485	APPROVED	03/01/2020	03/01/2020	SURREY POLICE OFFICER	THANK YOU - 2 BOTTLES OF WINE AND CHOCOLATES - Â£20 - RUDE TO DECLINE
73141	177208	APPROVED	21/01/2020	21/01/2020	SUSSEX POLICE OFFICER	THANK YOU - 2 BOXES OF CHOCOLATES & SMALL CHRISTMAS CARD - RUDE TO DECLINE - Â£10
138640	177996	APPROVED	11/02/2020	17/02/2020	SURREY POLICE OFFICER	THANK YOU - Â£30 - CARD, CHOCOLATES AND BOTTLE OF WHISKY - OFFERED AS CHRISTMAS PRESENT
82138	177270	APPROVED	22/01/2020	22/01/2020	SURREY POLICE OFFICER	THANK YOU - CHOCOLATE BISCUITS - Â£3 - RUDE TO DECLINE
82058	175884	APPROVED	11/12/2019	11/12/2019	SURREY POLICE OFFICER	EPSOM DERBY ORGANISERS LUNCH - Â£15 PER OFFICER
119322	171214	APPROVED	09/08/2019	09/08/2019	SURREY POLICE OFFICER	BOX OF CHOCOLATES AND ORCHID RECEIVED FOR ORGANISING CONFERENCE
142580	176490	APPROVED	03/01/2020	03/01/2020	SURREY POLICE OFFICER	THANK YOU - TUB OF CHOCOLATES - Â£5 - RUDE TO REFUSE
145089	169398	APPROVED	24/06/2019	24/06/2019	SURREY POLICE OFFICER	G&H-SURREY-OFFICER- CAKE AND BOX OF CHOCs -THANK YOU GIFT.
127797	157697	APPROVED	01/04/2019	01/04/2019	SURREY POLICE OFFICER	G&H-A COLLECTION OF CHOCOLATES AND SWEETS WITH A COFFEE CUP FROM SPECIAL CONSTABLES RECRUITS FOLLOWING THEIR COMPLETION OF TRAINING COURSE.
142917	171050	APPROVED	05/08/2019	05/08/2019	SURREY POLICE OFFICER	FLOWERS & VASE AT SALFORDS CUSTODY
63299	176046	APPROVED	18/12/2019	18/12/2019	SURREY POLICE OFFICER	GIFT OF 3 CHRISTMAS HAMPERS - Â£100 TOTAL - TO BE RAFFLED FOR THE CHIEF CONSTABLES CHARITY
143271	158503	ACCEPTED	24/04/2019	24/04/2019	SURREY POLICE OFFICER	225GRAM BAG OF EASTER CHOCOLATES - NAMES NOT TO BE DISCLOSED ON G & H REPORT DUE TO OFFICERS POST.
125212	178111	APPROVED	13/02/2020	13/02/2020	SURREY POLICE OFFICER	THANK YOU - Â£6 - TWO TUBS OF CAKES - RUDE TO DECLINE FROM MOP WHO IS EX HAMPSHIRE POLICE
123747	175883	APPROVED	11/12/2019	11/12/2019	SURREY POLICE OFFICER	EPSOM DERBY ORGANISERS LUNCH - Â£15 PER OFFICER
144690	176155	APPROVED	20/12/2019	20/12/2019	SURREY POLICE STAFF	HAMPER OF MINCE PIES, CHOCOLATE AND TEA BAGS FROM LOCAL NEIGHBOURHOOD WATCH FOR LOCAL POLICING TEAM - Â£20 - RUDE TO REFUSE
143076	178197	DECLINED	14/02/2020	14/02/2020	SURREY POLICE OFFICER	Â£100 CHEQUE RECEIVED FOR PRESENTATION ON GENERAL SAFETY AT THE EMBASSY OF REPUBLIC OF KOREA (SOUTH KOREA)
75943	168406	APPROVED	03/06/2019	03/06/2019	SURREY POLICE STAFF	G&H- SURREY-STAFF-LUNCH
96000	168405	APPROVED	03/06/2019	03/06/2019	SURREY POLICE OFFICER	BI SURREY-OFFICER-LUNCH.
139568	158707	APPROVED	29/04/2019	29/04/2019	SURREY POLICE OFFICER	G&H- MAYOR&C'S CIVIC RECEPTION -ACCEPTED AS BOROUGH COMMANDER FOR WOKING.
83958	167186	APPROVED	07/05/2019	07/05/2019	SURREY POLICE OFFICER	DISCOUNTED TICKETS TO 'BRIGHTON FOODIE FESTIVAL' - EVENT ORGANISER - THANK YOU GIFT - Â£19.
125071	176294	APPROVED	27/12/2019	27/12/2019	SURREY POLICE OFFICER	GIFT OF 2 HAMPERS FROM MEMBER OF PUBLIC CONTAINING VARIOUS ITEMS FOR NEIGHBOURHOOD POLICING FOLLOWING WORK COMBATING ASB ON ESTATE. Â£65 TOTAL - (WORKS OUT AT APPROX Â£6 PER MEMBER OF STAFF)
107530	170517	APPROVED	18/07/2019	18/07/2019	SURREY POLICE OFFICER	G&H- INVITATION TO PRESENTATION BY PROFESSOR ADRIAN HILTON, DIRECTOR CVSSP." CAN MACHINES TALK".
143187	158502	ACCEPTED	24/04/2019	24/04/2019	SURREY POLICE OFFICER	225GRAM BAG OF EASTER CHOCOLATES - NAMES NOT TO BE DISCLOSED ON G & H REPORT DUE TO OFFICERS POST.
137980	172318	APPROVED	11/09/2019	11/09/2019	SURREY POLICE OFFICER	LAVENDER PRODUCTS - BUSINESS/POTENTIAL SUPPLIER - Â£22 - RUDE TO DECLINE
84048	178292	APPROVED	18/02/2020	18/02/2020	SURREY POLICE OFFICER	THANK YOU GESTURE - Â£10.00 EACH - CEREMONIAL FRENCH KNIFE - REFUSAL WOULD HAVE CAUSED OFFENCE
63648	178291	APPROVED	18/02/2020	18/02/2020	SURREY POLICE OFFICER	THANK YOU GESTURE - Â£10.00 EACH - CEREMONIAL FRENCH KNIFE - REFUSAL WOULD HAVE CAUSED OFFENCE
62997	178290	APPROVED	18/02/2020	18/02/2020	SURREY POLICE OFFICER	THANK YOU GESTURE - Â£10.00 EACH - CEREMONIAL FRENCH KNIFE - REFUSAL WOULD HAVE CAUSED OFFENCE
143807	175881	APPROVED	11/12/2019	11/12/2019	SURREY POLICE OFFICER	DERBY SAFETY PLANNING GROUP MEETING LUNCH
142804	171686	APPROVED	22/08/2019	22/08/2019	SURREY POLICE OFFICER	SURREY - G&H -JOJO MAMAN BEBE SHAWL
123308	169442	APPROVED	25/06/2019	25/06/2019	SURREY POLICE OFFICER	BI-SURREY-OFFICER-PERSONALISED MOUSE MAT, BOX OF CHOCOLATES. THANK YOU GIFT FROM PCSO'S
139371	170452	APPROVED	17/07/2019	17/07/2019	SURREY POLICE STAFF	THANK YOU - CHOCOLATES - Â£3.50 - WOULD BE DEEMED REASONABLE TO ACCEPT BY THE PUBLIC
124544	172912	ACCEPTED	27/09/2019	27/09/2019	SURREY POLICE OFFICER	GIFT OF CAKE
116486	174491	APPROVED	08/11/2019	08/11/2019	SURREY POLICE STAFF	MUG PEN AND LUNCHBOX FROM SOFTWARE COMPANY - Â£12
128058	170475	APPROVED	17/07/2019	17/07/2019	SURREY POLICE OFFICER	THANK YOU - CHOCOLATES - Â£7 - RUDE TO DECLINE - LOW VALUE
145103	178295	APPROVED	18/02/2020	18/02/2020	SURREY POLICE OFFICER	THANK YOU GESTURE - Â£10.00 EACH - CEREMONIAL FRENCH KNIFE - REFUSAL WOULD HAVE CAUSED OFFENCE
143594	173255	APPROVED	08/10/2019	08/10/2019	SURREY POLICE STAFF	THANK YOU - Â£10 - PEN SET
143466	176641	APPROVED	08/01/2020	08/01/2020	SURREY POLICE OFFICER	TWO TICKETS FOR JACK WHITEHALL SHOW FOR CHARITY WORK CONDUCTED BY OFFICER - TICKETS WERE GIVEN TO A NUMBER OF PERSONS INVOLVED WITH THE CHARITY AND IT WAS CONSIDERED RUDE TO REFUSE.
144097	176927	APPROVED	15/01/2020	15/01/2020	SURREY POLICE STAFF	THANK YOU - TUB OF SAINSBURYS CHOCOLATES - Â£5 - RUDE TO REFUSE
143594	176099	APPROVED	19/12/2019	19/12/2019	SURREY POLICE OFFICER	CHOCOLATES AND MOUSE POINTER - THANK YOU FOR DELIVERY OF COURSE TO OFFICERS - Â£20
123308	173602	APPROVED	18/10/2019	13/11/2019	SURREY POLICE OFFICER	10 X 1 MONTH GYM PASSES FOR USE AS AN INCENTIVE FOR ALL SURREY POLICE STAFF
123724	170012	APPROVED	08/07/2019	08/07/2019	SURREY POLICE OFFICER	GIFT - DAY SPA PASS - WELLBEING PROMOTION - RUDE TO DECLINE
129232	169403	APPROVED	24/06/2019	24/06/2019	SURREY POLICE STAFF	G&H- SURREY-STAFF-TRAINER-PCSOA COURSE (X11 STUDENTS)-1X A BOX 240G CELEBRATIONS, CARD AND 1 X MOUSE MAT WITH CLASS PHOTO. THANK YOU GIFT.
145204	176293	APPROVED	27/12/2019	27/12/2019	SURREY POLICE STAFF	SMALL BOX OF CHOCOLATES - Â£2-3 - RUDE TO REFUSE
118740	176116	APPROVED	19/12/2019	19/12/2019	SURREY POLICE STAFF	BOX OF CHOCOLATES Â£5.00 FROM REED RECRUITMENT
107530	170518	APPROVED	18/07/2019	18/07/2019	SURREY POLICE OFFICER	G&H-WORKING LUNCH WITH HHJ ROBERT FRASER AND COLLEAGUES.Â£10.00.
118471	172144	APPROVED	05/09/2019	19/09/2019	SURREY POLICE OFFICER	GIFT OF 4 PACKS OF BLACKSTONE BOOKS
148882	177742	APPROVED	04/02/2020	04/02/2020	SURREY POLICE STAFF	THANK YOU - BOTTLE OF PROSECCO - Â£8 - RUDE TO DECLINE
143150	177839	APPROVED	06/02/2020	06/02/2020	SURREY POLICE OFFICER	CHEQUE FOR Â£50 - RUDE TO REFUSE - DONATED TO CHIEF CONSTABLES CHARITY
162466	173595	APPROVED	17/10/2019	17/10/2019	SURREY POLICE OFFICER	BOX OF CADBURYS HEROES CHOCOLATES - VALUE Â£5
139238	173363	APPROVED	10/10/2019	10/10/2019	SURREY POLICE OFFICER	END OF COURSE NOVELTY PRESENT - MR BUMP KEY RING & NOVELTY CAR SIGN
124597	158947	APPROVED	01/05/2019	01/05/2019	SURREY POLICE OFFICER	G&H-SURREY-OFFICER-ATTENDING A BOOK LAUNCH BY PETER JAMES.
143003	173611	APPROVED	18/10/2019	18/10/2019	SURREY POLICE OFFICER	BAG OF CELEBRATIONS CHOCOLATES - Â£5
122211	171271	APPROVED	12/08/2019	12/08/2019	SURREY POLICE OFFICER	SUUREY G&H - APPLES, CHOCOLATES AND 2 SCRATCH LOTTERY CARDS FROM STUDENTS
144644	177236	ACCEPTED	22/01/2020	22/01/2020	SURREY POLICE OFFICER	Â£100 CHEQUE RECEIVED FROM MOP TO THE POLICE BENEVOLENT FUND.
127780	177211	APPROVED	21/01/2020	21/01/2020	SURREY POLICE OFFICER	THANK YOU - 2 X BOXES OF CHOCOLATES - Â£8 - RUDE TO DECLINE
129373	177739	APPROVED	04/02/2020	13/02/2020	SURREY POLICE OFFICER	THANK YOU - BOTTLE OF WINE, WHISKEY AND BOOK OF THEORIES - THANK YOU FROM STUDENT - Â£25-30
130150	177203	APPROVED	21/01/2020	21/01/2020	SURREY POLICE STAFF	THANK YOU - BOTTLE OF PROSECCO - Â£6 -
144562	177193	APPROVED	21/01/2020	21/01/2020	SURREY POLICE OFFICER	THANK YOU - FERRERO RAFFAELLO CHOCOLATES & BOX OF KRONENBOURG - NO DETAILS LEFT AND UNABLE TO TRACE PERSON.
63679	178293	APPROVED	18/02/2020	18/02/2020	SURREY POLICE OFFICER	THANK YOU GESTURE - Â£10.00 EACH - CEREMONIAL FRENCH KNIFE - REFUSAL WOULD HAVE CAUSED OFFENCE
62983	179400	APPROVED	13/03/2020	13/03/2020	SURREY POLICE OFFICER	THANK YOU - A4 PASTEL DRAWING OF POLICE DOG - RUDE TO REFUSE - VALUE NOT KNOWN
144562	175923	APPROVED	13/12/2019	13/12/2019	SURREY POLICE OFFICER	THANK YOU - SMALL BASKET OF COOKIES, CHOCOLATES, BISCUITS, ETC - Â£15
139371	177999	APPROVED	11/02/2020	11/02/2020	SURREY POLICE OFFICER	THANK YOU - Â£3-Â£5 - CERMAIC MUG - FLO RUDE TO DECLINE
144634	173803	APPROVED	23/10/2019	23/10/2019	SURREY POLICE OFFICER	THANK YOU - 2 X BOXES OF CHOCOLATES - Â£4 - RUDE TO DECLINE
123997	170013	APPROVED	08/07/2019	08/07/2019	SURREY POLICE OFFICER	DAY SPA PASS - WELLBEING PROMOTION - RUDE TO DECLINE
137980	170016	APPROVED	08/07/2019	08/07/2019	SURREY POLICE OFFICER	GIFT - DAY SPA PASS - WELLBEING PROMOTION - RUDE TO DECLINE
142709	170014	APPROVED	08/07/2019	08/07/2019	SURREY POLICE OFFICER	DAY SPA PASS - WELLBEING PROMOTION - RUDE TO DECLINE
143608	158885	APPROVED	01/05/2019	01/05/2019	SURREY POLICE OFFICER	G&H- OFFICER- APPROXIMATELY HALF A HOMEMADE VICTORIA SANDWICH CAKE THANKS FOR OFFICERS BEING COMPASSIONATE AND CARING TOWARDS HER AND HER EXTENDED FAMILY AS A RESULT OF A TRAGIC INCIDENT.
139369	169443	APPROVED	25/06/2019	25/06/2019	SURREY POLICE OFFICER	G&H-SURREY-OFFICER- 30 COMPLIMENTARY TICKETS TO LOCAL OPERA SHOW.
107530	170519	APPROVED	18/07/2019	18/07/2019	SURREY POLICE OFFICER	G&H- COPY OF THE KORAN, THE LIFE OF THE PROPHET MOHAMMED AND SOME MEDJOOL DATES.
79724	158943	APPROVED	01/05/2019	01/05/2019	SURREY POLICE OFFICER	G&H-SURREY-OFFICER- BOTTLE OF PORT-WISHES TO DONATE TO CHIEFS CHARITY.
124939	176620	APPROVED	08/01/2020	09/01/2020	SURREY POLICE OFFICER	PROSECCO & CHOCOLATES FROM STUDENTS - RUDE TO REFUSE
133052	177206	APPROVED	21/01/2020	21/01/2020	SURREY POLICE OFFICER	LOCAL BUSINESS FOOD DONATION - PARTNER AGENCY - Â£25 - ALL WOKING OFFICERS
129232	171810	APPROVED	14/02/2020	14/02/2020	SURREY POLICE OFFICER	THANK YOU - Â£27.50 - HOTEL CHOCOLATE GIFT BOX - THANK YOU TO TRAINER FROM STUDENTS
107530	177555	APPROVED	29/01/2020	29/01/2020	SURREY POLICE OFFICER	3D CRYSTAL GIFT - Â£20.00 - RUDE TO DECLINE

144416	180003	APPROVED	31/03/2020	31/03/2020	SURREY POLICE STAFF	THANK YOU - Â£40.00 - SWEET & CAKE HAMPER - VERY NICE GESTURE OF FOOD FROM A LOCAL SCHOOL AS THEY WERE SHUTTING FOR THE FORESEEABLE FUTURE AND WAS WELL RECEIVED BY THE HARD WORKING OFFICERS AND STAFF
142609	175531	APPROVED	03/12/2019	16/12/2019	SURREY PCSO	THANK YOU - PANDORA CHARM - Â£25
143926	168408	APPROVED	03/06/2019	03/06/2019	SURREY POLICE STAFF	G&H-SURREY-STAFF-LUNCH
143594	158575	APPROVED	25/04/2019	25/04/2019	SURREY POLICE OFFICER	Â£50 VOUCHER - SHBC - LEAVING GIFT
134256	168910	APPROVED	13/06/2019	13/06/2019	SURREY POLICE OFFICER	G&H-SURREY-OFFICER- BOX OF BISCUITS X3
119683	169775	APPROVED	03/07/2019	03/07/2019	SURREY POLICE STAFF	G&H-SURREY-STAFF-1 X SMALL BOX OF CHOCOLATES AND A MOUSE MATT.THANK YOU-PCSO A INITIAL COURSE 11 STUDENTS
62997	176147	APPROVED	20/12/2019	20/12/2019	SURREY POLICE OFFICER	ARM PATCH, COLLAR PIN, NOTEBOOK & COMMEMORATIVE COIN FROM FRENCH GENDARMERIE FOR COOPERATION ON JOINT INVESTIGATION - REFUSAL WOULD BE RUDE - Â£30-40
145026	172721	APPROVED	24/09/2019	24/09/2019	SURREY POLICE OFFICER	THANK YOU GIFT OF FLOWERS, THANK YOU CARD AND CHOCS FROM VICTIM OF CRIME
122385	175885	APPROVED	11/12/2019	11/12/2019	SURREY POLICE OFFICER	WORKING LUNCH WITH DERBY EVENT ORGANISERS AS PART OF PLANNING PROCESS - Â£15
124939	179998	APPROVED	31/03/2020	31/03/2020	SURREY POLICE OFFICER	THANK YOU FROM STUDENTS TO TRAINER - Â£16.00 - CANDLE, SMALL POLICE CAR & HELICOPTER TOY - RUDE TO DECLINE- THE TYPE AND VALUE OF THESE GIFTS ARE ACCEPTABLE FROM STUDENTS TO THEIR TRAINER OF 16 WEEKS.
74927	176638	APPROVED	08/01/2020	08/01/2020	SURREY POLICE OFFICER	TWO TICKETS FOR JACK WHITEHALL SHOW FOR CHARITY WORK CONDUCTED BY OFFICER - TICKETS WERE GIVEN TO A NUMBER OF PERSONS INVOLVED WITH THE CHARITY AND IT WAS CONSIDERED RUDE TO REFUSE.
144416	180002	APPROVED	31/03/2020	31/03/2020	SURREY POLICE STAFF	THANK YOU - 12 LARGE PIZZA (PIZZA EXPRESS) - Â£120.00 - REIGATE POLICE STATION - RESTAURANT CLOSING DUE TO COVID 19
129142	176383	APPROVED	31/12/2019	31/12/2019	SURREY POLICE STAFF	M&S CHOCOLATES AND BISCUITS - Â£25.00 - TO BE SHARED AMONGST 20 STAFF - RUDE TO REFUSE.
96000	174467	APPROVED	08/11/2019	08/11/2019	SURREY POLICE STAFF	BUSINESS DINNER DUE TO EXTENSION OF REVIEW MEETING - Â£45
126290	173344	APPROVED	10/10/2019	10/10/2019	SURREY POLICE OFFICER	THANK YOU - CONFECTIONARY X 2 - Â£70 - ITEMS WERE SHARED AMONGST TEAM AND NO INDIVIDUAL BENEFITTED
137980	172888	APPROVED	27/09/2019	27/09/2019	SURREY POLICE OFFICER	2 KILOS DRIED LAVENDER -WILL BE MADE INTO BAGS FOR FORCE WELLBEING EVENT IN OCTOBER 2019
47795	169955	APPROVED	08/07/2019	08/07/2019	SURREY SPECIAL	G&H- CHOC AND FLOWERS RECEIVED FOR WIFE AND CHILDREN FOLLOWING A SITUATION IN STORE WHEREBY SC GODDEN ASSISTED.
83710	168409	APPROVED	03/06/2019	03/06/2019	SURREY POLICE STAFF	G&H-SURREY-STAFF-LUNCH
144562	176291	APPROVED	27/12/2019	27/12/2019	SURREY POLICE OFFICER	2 X BAULLI IL PANDORO CAKES - TOTAL Â£25 - ANONYMOUS DONOR AT POLICE STATION - UNABLE TO LOCATE DONOR.
137040	158709	APPROVED	29/04/2019	29/04/2019	SURREY POLICE OFFICER	BI-TO MAYORÂ€™S CIVIC RECEPTION IN CAPACITY AS GUEST OF BOROUGH COMMANDER.
167099	170528	APPROVED	18/07/2019	18/07/2019	SURREY POLICE STAFF	COMPLIMENTARY DINNER AFTER MEETING - KPMG - NETWORKING OPPOTUNITY
63361	174675	APPROVED	13/11/2019	13/11/2019	SURREY POLICE OFFICER	4 SMALL BOXES OF CHOCOLATES - Â£10
143338	174786	APPROVED	15/11/2019	15/11/2019	SURREY PCSO	BOTTLE OF WINE - THANK YOU - Â£3