

### **Shropshire and Wrekin Fire and Rescue Authority Protocol on Gifts and Hospitality for Members**

#### **1 Introduction**

This Protocol applies to Members of the Fire Authority and Independent Persons appointed by the Fire Authority.

#### **2 General Caution**

Treat with extreme caution any offer or gift, favour or hospitality, which is made to you personally. Your reputation and that of the Fire Authority can be seriously jeopardised by the inappropriate acceptance by you of a gift or hospitality.

The acceptance of gifts and hospitality is not, however, always unlawful or inappropriate. The decision for you in every case is whether or not it is appropriate to accept any gift or hospitality, which has been offered to you, having regard to how it might be perceived.

No hard and fast rules can be laid down to cover every circumstance as to what is appropriate or inappropriate. This guidance is intended to enable you to make your own decision.

#### **3 Criminal Law**

It is a criminal offence corruptly to solicit or receive any gift, reward or advantage as an inducement to do or forbear to do anything in respect of any transaction involving the Fire Authority. The onus would be on you to disprove corruption in relation to a gift from a person holding or seeking to obtain a contract, or applying for funding, from the Authority, or involved in any legal or enforcement proceedings with the Authority.

#### **4 Limits of Guidance**

This guidance does not apply to:

- Gifts and hospitality you may receive from family and friends (as presents), which are not related to your position as a Member. You should, however, question any such gift or hospitality offered from an unusual source.
- The acceptance of facilities or hospitality provided to you by the Fire Authority.

- Gifts given to the Fire Authority, which you accept formally on the Authority's behalf and are retained by the Authority and not by you personally.

## **5 Meaning of Gifts and Hospitality**

The words 'gifts' and 'hospitality' have wide meanings and no conclusive definition is possible. They do, however, include:

- The free gift of any goods or services;
- The opportunity to acquire any goods or services at a discount or at terms not available to the general public;
- The opportunity to obtain goods or services not available to the general public; and
- The offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event.

Common gifts include pens, diaries, calendars and other business stationery, articles of clothing, books and flowers. Members should, however, be cautious when making purchases, if additional services, privileges or advantages are offered, which might be related to their position as a Member.

## **6 Appropriate Gifts and Hospitality**

There are some circumstances where you may accept gifts and hospitality as being in the normal course of your duties as a Member. These include:

- Civic hospitality provided by another public authority;
- Normal and modest refreshment in connection with any meeting in the course of your work as a Member (e.g. tea, coffee and other normal beverages and refreshments);
- Tickets for sporting, cultural and entertainment events, which are sponsored or promoted by the Fire Authority or bodies, to which you have been appointed by the Authority, and the tickets are offered in relation to that sponsorship or promotion;
- Small low value gifts, such as pens, calendars, diaries, flowers and other mementos and tokens;
- Drinks or other modest refreshment in the normal course of socialising arising consequentially from Fire Authority business, e.g. inclusion in a round of drinks after a meeting;
- Modest meals provided as a matter of courtesy in the office or meeting place of a person, with whom the Fire Authority has a business connection; and

- Souvenirs and gifts from other public bodies intended as personal gifts, e.g. arising from visits and other civic events.

## **7 Principles to Apply in Relation to Gifts and Hospitality**

In deciding whether it is appropriate to accept any gift or hospitality you must apply the following principles:

- Do not accept a gift or hospitality as an inducement or reward for anything you do as a Member. If you have any suspicion that the motive behind the gift or hospitality is an inducement or reward, you must decline it. “Reward” includes remuneration, reimbursement and fee.
- Do not accept a gift or hospitality of significant value or whose value is excessive in the circumstances.
- Do not accept a gift or hospitality, if acceptance might be open to misinterpretation. Such circumstances will include gifts and hospitality from:
  - a) Parties involved with the Fire Authority in a competitive tendering or other procurement process;
  - b) Applicants for grants, including voluntary bodies and other organisations applying for public funding;
  - c) Parties involved in legal proceedings with the Fire Authority.
- Do not accept a gift or hospitality, if you believe it will put you under any obligation to the provider as a consequence.
- Do not solicit any gift or hospitality and avoid giving any perception of so doing.

## **8 Equality and Diversity Considerations**

It is recognised that there are various cultural and religious practices, which would be difficult to accommodate prescriptively within this Protocol. In some instances, it may even be considered insulting to refuse a gift or hospitality. In such circumstances a Member should advise the Monitoring Officer immediately after acceptance of the gift or hospitality to ensure that appropriate action is taken.

## **9 Registration of Gifts and Hospitality**

The Fire Authority’s Code of Conduct provides that Members should:

‘Not place themselves in a position where they either are, or give the appearance that they are, under any financial or other obligation to anyone that might seek to influence them in the performance of their duties as a Member’.

If you are in doubt as to the motive behind any gift or hospitality, it is recommended that you register it as a matter of good practice and in accordance with the principles of openness and accountability in public life or, at least, seek advice from the Monitoring Officer.

A form for registering receipt of a gift or hospitality is attached at Appendix A to this Protocol, although an email providing the details requested in the form would be acceptable.

## **10 Reporting of Inappropriate Gifts and Hospitality Offered**

It is a criminal offence for a person corruptly to give or offer any gift, reward or advantage as an inducement or reward to you for doing or forbearing to do anything as a Member of the Fire Authority. You must immediately report to the Monitoring Officer any circumstances where an inappropriate gift or hospitality has been offered to you and you may subsequently be required to assist the Police in providing evidence.

## **11 Reporting of Gifts and Hospitality Declined**

It is advised that, even where a gift or hospitality is declined, this should be recorded to protect you from any later accusations of impropriety.

A form for registering details of a gift or hospitality declined is attached at Appendix B to this Protocol, although an email providing the details requested in the form would be acceptable.

## **12 Enforcement**

Allegations of any failure to meet this Protocol must be made in writing to the Monitoring Officer.

The Standards, Audit and Performance Committee has responsibility for overseeing compliance with this Protocol.

## **13 Advice**

If in doubt, always seek advice from the Monitoring Officer or his/her Deputy.

**Shropshire and Wrekin Fire and Rescue Authority  
Declaration of Receipt of Gifts or Hospitality**

<b>Name of recipient</b>	
<b>Address of recipient</b>	
<b>What was the gift or hospitality?</b>	
<b>What is your best estimate of its market value or cost?</b>	
<b>Who provided it?</b>	
<b>When and where did you receive it?</b>	
<b>Do you have any contact in your role as Member with the person or organisation providing the gift or hospitality?</b>	
<b>Signed</b>	<b>Date</b>

**Please complete and return this form to:**

The Head of Human Resources and Administration,  
Shropshire Fire and Rescue Service, Headquarters, St Michael's Street, Shrewsbury,  
SY1 2HJ

**Shropshire and Wrekin Fire and Rescue Authority  
Declaration of Gifts or Hospitality Refused**

<b>Name of recipient</b>	
<b>Address of recipient</b>	
<b>What was the gift or hospitality refused?</b>	
<b>What is your best estimate of its market value or cost?</b>	
<b>Who offered it?</b>	
<b>When and where did they offer it?</b>	
<b>How did you refuse it (verbally, in writing etc.) and what reason did you give?</b>	
<b>Do you have any contact in your role as Member with the person or organisation offering the gift or hospitality?</b>	
<b>Signed</b>	<b>Date</b>

**Please complete and return this form to:**

The Head of Human Resources and Administration,  
Shropshire Fire and Rescue Service, Headquarters, St Michael's Street, Shrewsbury,  
SY1 2HJ