



**OFFICE OF THE POLICE & CRIME
COMMISSIONER FOR THAMES VALLEY**

Report for Decision 2013/28

Title: Gifts and Hospitality Policy for the Office of the Police and Crime Commissioner

Executive Summary:

The purpose of this report is to present a Gifts and Hospitality Policy for the Office of the Police and Crime Commissioner.

Recommendation:

The PCC is invited to approve the Policy.

Police and Crime Commissioner

I hereby approve the recommendation above.

Signature

Date 28-8-13.

PART 1 – NON-CONFIDENTIAL

1 Introduction and background

- 1.1 The policy seeks to ensure transparency and conformity in accordance with the Bribery Act 2010 and any other relevant legislation.
- 1.2 The policy provides the PCC and all staff with guidance regarding how gifts and hospitality may be given or received and in what circumstances such gifts and hospitality should be declined.

2 Issues for consideration

- 2.1 The policy is to help the PCC, Deputy and OPCC staff take decisions about which gifts and hospitality it is okay to accept.
- 2.2 The policy is designed to ensure that the PCC, Deputy and OPCC staff think about what they may accept from the public before accepting it. Any gift or hospitality that falls into the category should be recorded on the attached register.
- 2.3 Compliance with, and effectiveness of, this policy will be reviewed annually by the PCC.

3 Financial comments

- 3.1 No specific implications arising from this report.

4 Legal comments

- 4.1 This policy document is not based on any legal requirements. It is founded on what is considered to be good working practice.

5 Equality comments

- 5.1 No specific implications arising from this report.

6 Background papers

- 6.1 None

Public access to information

Information in this form is subject to the Freedom of Information Act 2000 (FOIA) and other legislation. Part 1 of this form will be made available on the website within 1 working day of approval. Any facts and advice that should not be automatically available on request should not be included in Part 1 but instead on a separate Part 2 form. Deferment of publication is only applicable where release before that date would compromise the implementation of the decision being approved.

Is the publication of this form to be deferred? No

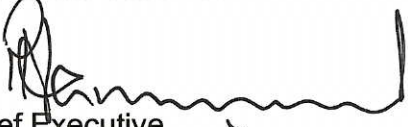
Is there a Part 2 form? No

Name & Role	Officer
Head of Unit No specific implications arising from this report	Chief Executive
Legal Advice This policy document is not based on any legal requirements. It is founded on what is considered to be good working practice.	Chief Executive
Financial Advice No specific implications arising from this report	PCC Chief Finance Officer
Equalities and Diversity No specific implications arising from this report	Chief Executive

OFFICER'S APPROVAL

We have been consulted about the proposal and confirm that financial and legal advice have been taken into account in the preparation of this report.

We are satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.


Chief Executive

Date 21/08/2013


Chief Finance Officer

Date 21-8-13

