

DERBYSHIRE FIRE & RESCUE SERVICE



SERVICE PROCEDURE

GIFTS, HOSPITALITY AND BENEFITS

JANUARY 2019

VERSION 1.3

STATUS: LIVE

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INTRODUCTION	<p>This procedure outlines when it is and it is not acceptable for employees of Derbyshire Fire & Rescue Service (DFRS) to accept gifts hospitality or benefit of any kind from an external agency or person.</p> <p>The procedure describes the process for registering any gift, hospitality or benefit and the monitoring procedure that applies.</p>
FINANCIAL REGULATIONS	<p>The Financial Regulations of the Fire Authority 2014 state</p> <p>D8.1 - Hospitality may only be accepted where it is necessary to a specific working arrangement. Where meals or other types of hospitality are accepted, the receipt should be entered on a hospitality form and forwarded to the Service Solicitor for retention.</p> <p>D8.2 – Invitations of a predominately social nature, with only a tenuous or unspecific connection with work should not be accepted.</p> <p>D8.3 - Gifts of a nominal value such as calendars, diaries etc may be accepted only if they bear the company's name or insignia and can therefore be regarded as advertising material.</p> <p>D8.4 - Gifts of more than a nominal value offered to employees by contractors, organisations, suppliers or individual should always be declined, and the offer reported to the Chief Fire Officer using the hospitality form and formally recorded.</p> <p>The Financial Regulations state that the offer of gifts or inducements on the part of contractors will be considered as an offence under the</p>

	prevention of corruption legislation. In such instances the Fire and Rescue Authority would be entitled to cancel a contract and recover losses as a result of the cancellation.
DEFINITIONS	<p>Gifts – any tangible items given to a DFRS employee arising out of their official duties and position with DFRS.</p> <p>Hospitality – any entertainment beyond the offer of non-alcoholic drinks and light refreshments, which would reasonably be regarded as normal social association, offered to an employee in their official capacity or in the course of their duties. Hospitality can include (but not exclusively) entertaining, meals, travel opportunities, hotel accommodation, invitation to events, sporting or theatre tickets.</p> <p>Other benefits – any other benefit offered to a DFRS employee in the course of or arising from their official duties, not included in the definition of ‘gifts’ or ‘hospitality’ (for example, holidays, accommodation, benefits offered substantially below the price they would normally be offered to the public).</p>
GUIDANCE	<p>The actions of DFRS are open to public scrutiny and therefore employees must ensure that any action would not embarrass DFRS if required to disclose or explain them. Gifts, hospitality and benefits must not be accepted unless the employee is sure that the nature or value is such that it will not attract public criticism or give the appearance of improper obligations. If in doubt, a member of the Strategic Leadership Team should be consulted</p> <p>DFRS employees must only accept offers of hospitality, gifts and benefits if there is a genuine need to impart information or represent DFRS through the particular engagement. Offers to attend purely social or sporting functions must be accepted only when these are for the benefit of DFRS.</p> <p>The following general rules should be applied by DFRS employees to the offer of gifts, hospitality and benefits:</p> <ul style="list-style-type: none"> • Always refuse if there may be an ulterior motive • Be sensitive to the possibility that the giver may consider that even small gifts or humble hospitality will elicit prompt service or preferential treatment • Never accept gifts, hospitality or benefits from anyone who is, or may be in the foreseeable future, seeking benefit from DFRS, for example through the award of a contract, employment, etc • Never accept gifts of hospitality from anyone who is in conflict with DFRS • Avoid regular and repeated hospitality from the same person/company • Expensive gifts should be refused. Small promotional items such as diaries, pens etc. which are inexpensive and given freely to a variety of customers are acceptable

	<ul style="list-style-type: none"> Hospitality is acceptable where DFRS would offer similar levels in similar circumstances, for example a modest working lunch or dinner The cost of visits to potential suppliers may be met by the supplier as long as they are relevant and reasonable Gifts of alcohol should not be consumed on duty or in the workplace. <p>Any firm or individual who wishes to make some gesture of goodwill, a donation or sponsorship should be referred to a member of Strategic Leadership Team.</p> <p>Small gifts of promotional material such as stationery and calendars may be accepted and do not need to be recorded. All other gifts, hospitality and benefits whether accepted or not should be recorded (see 'Corporate Register' below).</p>
CORPORATE REGISTER	The Service Solicitor shall maintain the central Register of Gifts, Hospitality and Benefits. On receipt or decline of a gift, benefit or hospitality the employee must complete the form and submit this to the Service Solicitor as soon as practicable. The form used is the 'Register of Gifts, Hospitality and Benefits Form (Appendix 1) which is also held on the Service's Intranet FireView under DFRS Forms
RELEVANT DOCUMENTS	Derbyshire Fire and Rescue Authority Financial Regulations 2014 Anti Fraud and Corruption Strategy Policy Note: Anti Fraud and Corruption v 1.0 September 2014 Service Procedure: Anti Fraud and Corruption v 1.0 September 2014 Bribery Act 2010

DOCUMENT HISTORY			
Version no.	1.3		
Replaces	Version 1.2 dated December 2011 which has been removed from the Intranet. All hard copies should be destroyed.		
Summary of changes	This Service Procedure has been reviewed and minor changes have been made in relation to reference to the Financial Regulations		
Author	Louise Taylor, Service Solicitor		
Department	Legal		
Approved by	AM J Beresford		
Revision history			
Version	Date	Author	Changes
1.2	Dec 2011	A Moss	Updated. Reference to Solicitor.
1.1	May 2011	A Moss	Reference to Senior Management Team deleted. Form removed Date of Financial Regulations updated
1.0	Mar 2009	A Spooner	New Service procedure (following recommendation of auditor)
Review Period			
This Service Procedure will be reviewed December 2020.			
Distribution			
Service Procedures are published on the intranet in the month of issue. No hard copies are distributed.			
Index			
Keywords: gifts, hospitality, contractors, meals, sporting events, social events			

**DERBYSHIRE FIRE & RESCUE SERVICE
REGISTER OF GIFTS, HOSPITALITY AND BENEFITS**

This form should be completed and returned to the Service Solicitor at Derbyshire Fire and Rescue Service Headquarters. For guidance see the Service Procedure: Gifts, Hospitality and Benefits.

Name of Officer:	
Job Title:	
Nature and value of the gift, hospitality or benefit:	
Accepted or Declined (delete as necessary)	Accepted / Declined
By whom provided: (name of individual, company or organisation)	
Occupation or business of Provider:	
Connection (Contractor to DFRS, Prospective Developer etc)	
Date offered:	
Any other comments:	

Officer's signature:.....

Date:

Reviewed by: Chief Fire Officer, Area Manager or Service Solicitor