



Code of Conduct for employees

26th January 2021

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PREAMBLE

This Code of Conduct has been adopted by Western Riverside Waste Authority for its staff. Any constituent council officer serving as an officer of the Authority will be subject to this Code (save for any specific non-applications) and, when functioning in that capacity, must at all times act in the best interests of the Authority.

This Code is closely modelled on a previous longstanding version approved by the Authority in 2015.

As before, the Code refers to a range of other codes, procedures and guidance dealing with a number of items relevant to the way in which staff should conduct themselves. These are highlighted at the end of each appropriate paragraph or section.

All staff are asked to read carefully both this Code and also any procedures and guidelines which are relevant to their work. This is extremely important because you are required to abide by the provisions in this Code. Any alleged breach will be investigated as a possible disciplinary offence. If you are in any doubt about the contents or have any queries at any time on this Code or the related documents, you should always consult your manager, in the first instance.

1. Standards

- 1.1 Employees of the Authority are expected to give the highest possible standard of service to the public, and where it is part of their duties, to provide appropriate advice to Members of the Authority and fellow employees with impartiality.
- 1.2 Specifically, there are a number of principles that exemplify the standards that are required. They are set out below. A number of these aspects are dealt with in more detail within this Code.

Honesty, Integrity, Impartiality and Objectivity

All employees must perform their duties with honesty, integrity, impartiality and objectivity.

Accountability

All employees must be accountable to the Authority for their actions.

Respect for Others

All employees must –

- (a) treat others with respect;
- (b) not discriminate unlawfully against any person; and
- (c) treat Members of the Authority professionally.

Stewardship

All employees must –

- (a) use any public funds entrusted to or handled by them in a responsible and lawful manner; and
- (b) not make personal use of property or facilities of the Authority unless properly authorised to do so.

Personal Interests

All employees must not in their official or personal capacity –

- (a) allow their personal interests to conflict with the Authority's requirements; or
- (b) use their position improperly to confer an advantage or disadvantage on any person.

Declaring Interests

All employees must comply with the Authority's requirements –

- (a) to declare interests; and
- (b) to declare hospitality, benefits or gifts offered or received as a consequence of their employment.

Openness

All employees must –

- (a) not disclose information given to them in confidence by anyone, or information acquired which they believe is of a confidential nature,

- without the consent of a person authorised to give it, or unless they are required by law to do so; and
- (b) not prevent another person from gaining access to information to which that person is entitled by law.

Appointment of staff

An employee must not be involved in the appointment or any other decision relating to the discipline, promotion, pay or conditions of another employee, or prospective employee, who is a relative, friend or close personal associate without the express prior approval of the General Manager or Clerk.

In the above paragraph “relative” means a spouse, partner, parent, parent-in-law, son, daughter, stepson, stepdaughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of the preceding persons. “Partner” means a member of a couple who live together. A “friend” can be described as someone who is well known to you and for whom you have feelings of liking, affection and loyalty. It is a closer relationship than simply being an acquaintance. For example, if you are both members of the same charity, club or association, this is not likely, on its own, to mean that you have a friendship.

If you take the answers to the following questions together, this might help you decide whether or not a friendship exists:-

- Do you meet often/regularly?
- Where do you meet?
- Do you regularly attend the same social functions?
- Do you meet at each other’s houses?
- Are you close or connected in other ways?

In this paragraph “close personal associate” would include a person not employed by the Authority with whom you have a close business connection.

Duty of trust

All employees must at all times act in accordance with the trust that the public is entitled to place in them.

Safeguarding

All employees must undertake their work in accordance with any requirements laid down (for their job) in support of the Authority's duties for safeguarding children and young people and also for safeguarding vulnerable adults.

2. Whistleblowing

2.1 In parallel with this Code, the Authority also has an approved Policy and Procedure which is intended to encourage and enable employees to raise serious concerns within the Authority rather than overlooking a problem or “blowing the whistle outside”.

The Policy has three aims:-

- a) to provide avenues for employees to raise serious concerns about any aspect of the Authority's work and receive feedback on any action taken;
- b) to allow employees to take the matter further if they are dissatisfied with the Authority's response; and
- c) to reassure employees that they will be protected from reprisals or victimisation for whistleblowing in good faith.

2.2 If at any time an employee has a serious concern about something which he/she believes in good faith:-

- is unlawful; or
- is against the Authority's Standing Orders or policies; or
- falls below established standards or practice; or
- amounts to improper conduct; or
- is a health and safety risk to the public as well as other employees; or
- involves damage to the environment; or
- involves the unauthorised use of public funds; or
- involves possible fraud or corruption; or
- involves sexual, physical or other abuse

they must follow the advice given in the Whistleblowing Policy and Procedure. This contains full details about what should be done by the employee. You will have been supplied with a copy of that Code but another copy can be obtained from the Executive Officer.

3. Disclosure of Information

- 3.1 It is generally accepted that open government is best. The law requires that certain types of information must be available to Members, auditors, Government departments and the public. Other types of information may not be made available. It is essential that all employees are absolutely clear about which information that they may have access to as part of their job, can or cannot be made available for disclosure. It is potentially a matter of serious or gross misconduct to withhold information that should be made available or to reveal information that is confidential. If in doubt, employees must speak to their manager.
- 3.2 Employees should not use any information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way.
- 3.3 Confidential information should also never be revealed to colleagues (except in respect of authorised work related activities), friends, neighbours or other persons in any circumstances e.g. through carelessness, by gossip or in a sincere but misguided attempt to provide help. If in doubt, employees must seek the advice of their manager.
- 3.4 Any particular information received by an employee from a Member which is personal to that Member and does not belong to the Authority should not be divulged by the employee without prior approval of that Member, except where such disclosure is required or sanctioned by the law.
- 3.5 Intellectual property or copyright created during the course of Authority employment shall remain the property of the Authority and must not be used by employees in a personal capacity without prior permission. If in doubt, employees must speak to their manager.

3.6 Employees may be approached by the media and asked to provide information or comment on a particular issue. All such approaches should be directed to the General Manager or Deputy Clerk.

4. Political Neutrality

4.1 Employees serve the Authority as a whole. It follows that they must serve all Members and not just those of the controlling political group, and must ensure that the individual rights of all Members are respected.

4.2 If employees are required to advise political groups they must do so in ways which do not compromise their political neutrality.

4.3 Employees, whether or not politically restricted, must follow every lawful expressed policy of the Authority and must not allow their own personal or political opinions to interfere with their work.

Note:

The Authority is required to maintain a list of politically restricted posts. This is updated annually with effect from 1st April each year.

5. Relationships

5.1 Members of the Authority

5.1.1 Employees are responsible to the Authority through its management structure. For some, their role is to give advice to Members and senior managers and all are there to carry out the Authority's work. Mutual respect between employees and Members is essential to good local government. Close personal familiarity or association between employees and individual Members including the use of first names can damage the relationship and prove embarrassing to other employees and Members and should, therefore, be avoided

5.2 The Local Community and Service Users

5.2.1 Employees should always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial service delivery to all groups and individuals within that community as defined by the policies of the Authority.

5.3 Staff Involvement in External Organisations

5.3.1 All employees, must exercise particular caution if they are considering joining an external organisation within the area that the Authority serves and with which the Authority has a working relationship. This is because there could be a potential conflict of interest e.g. if the organisation is campaigning in relation to Authority policy. If in any doubt, employees should consult the General Manager or Clerk prior to joining such an organisation. They must also consult the General Manager or Clerk if at any subsequent time, they believe that there may be a potential conflict with the Authority's interests. These provisions apply to employees joining local organisations both in a private capacity and as employees of the Authority.

5.4 Contractors

5.4.1 All relationships of a business or private nature with external contractors, or potential contractors, should be made known to the appropriate manager. Orders and contracts must be awarded on merit, by fair competition against other tenders, and no special favour should be shown to businesses run by, for example, friends, partners or relatives in the tendering process. No part of the local community should be discriminated against.

5.4.2 Employees who engage or supervise contractors or have any other official contact or relationship with contractors and have previously had or currently have a relationship in a private or domestic capacity with contractors, should declare that relationship to the General Manager.

5.4.3 Employees, who engage or supervise contractors or have any other official contact or relationship with contractors and who wish to use an Authority contractor privately, must always seek prior approval from the General Manager or Clerk.

References: (for 5.4.1 to 5.4.3)

“Code of Practice for the Procurement of Works and the Supply of Goods or Services”.

6. Staff Recruitment and Other Employment Matters

6.1 Recruitment and Relationships

6.1.1 Employees involved in staff recruitment/appointments should ensure that these are made on the basis of merit. It would be unlawful for an employee to make an appointment which was based on anything other than the ability of the candidate to undertake the duties of the post. In order to avoid any possible accusation of bias, employees should not, without the express prior approval of the General Manager or Clerk, be involved in an appointment where the applicant is a relative, friend or close personal associate. The same approach should be adopted in relation to decisions relating to such matters as discipline, promotion or pay adjustments.

6.2 Involvement of Members in Individual Staff Cases

6.2.1 Employees may on occasions find themselves in disagreement with action that is being taken by the Authority or their manager. This may be on general matters concerning management of the Authority's business, on pay and conditions of service or on issues such as grievance or discipline.

6.2.2 For each of these situations the Authority, as employer, has clear procedures to be followed. For example, the grievance or disciplinary appeals procedures or the arrangements for joint consultation would be examples of the usual routes for dealing with such concerns. They are designed to ensure that all contributing factors are fully examined and taken into consideration before decisions are reached. In many of these procedures the final stage within the Authority is for the matter to be considered by Members in their role as policy maker. Careful steps are taken to ensure that their role is exercised impartially and objectively.

6.2.3 The equity of these systems must not be prejudiced by an employee raising an issue directly with a Member or in any way outside these procedures. It is strictly forbidden, for example, to raise such matters during a Member's visit to an establishment, or by correspondence with a Member or by attending a Member's surgery. A clear and intended breach of the proper procedure for resolving such issues will be regarded as a serious offence under the Employee's Disciplinary Code.

6.2.4 Where employees are unsure how to progress a matter, they should discuss differences with their manager. Where employees remain unhappy with the action being taken, they should raise this with their trade union representative.

6.3 Requirements to Disclose Relevant Criminal Sanctions

6.3.1 All job applicants are required to disclose criminal convictions, as appropriate.

6.3.2 For existing employees, criminal sanctions may have an impact on certain jobs within the Authority. In relation to any of the matters specified below, if an employee is convicted of a criminal offence, is bound over at court, is cautioned by the Police or is issued with a penalty notice for disorder, and the matter is specified below as relevant to their work, there is a requirement to notify the General Manager or Clerk within two weeks of the known outcome of the matter. Failure to do so will constitute a serious offence under the Employee's Disciplinary Code in addition to any disciplinary offence which the matter, treated separately, may constitute. Details of types of matter and their relevance to staff groups are as follows:-

Matter

Dangerous, reckless, careless driving. Drunk driving.

Theft, fraud, dishonesty offences.

Actual, grievous bodily harm; other offences involving violence.

Sexual misconduct.
Abuse of drugs or alcohol.

Relevant Staff Group

Employees required to drive a vehicle (incl. all essential car users) or to operate mobile machinery and plant.

All employees responsible for handling money, certifying officers and those in position to alter financial records.

Employees whose duties involve direct contact with children, old people or vulnerable clients or members of the public.

All offences resulting in a prison sentence of 3 months or more. All employees.

- 6.3.3 Employees, who are informed by the Police (or any other investigating agency such as a local authority or Her Majesty's Revenues and Customs) that they are to be prosecuted for a criminal offence relevant to their type of work (as described in paragraph 6.3.2 above), must, immediately they are charged, inform the General Manager or Clerk.

7. Outside Commitments

- 7.1 All employees should be clear about their contractual obligations and should not take outside employment which conflicts with the Authority's interest. All employees above Scale 6 must obtain written consent to having, or taking up, any outside employment.

8. Personal Interests

- 8.1 Employees must declare in writing to the General Manager or Clerk any financial interests* in the event of there being a potential conflict with the Authority's interests. The General Manager or Clerk shall send a copy of each such declaration to the Deputy Clerk who will place it on a central register.
- 8.2 Employees must declare in writing to the General Manager or Clerk any non-financial interests** including personal relationships in the event of there being a potential conflict with the Authority's interests. The General Manager or Clerk shall send a copy of each such declaration to the Deputy Clerk who will place it on a central register.
- 8.3 Employees should declare to the General Manager or Clerk membership of any organisation, which-
- (a) is not open to non-members;

- (b) requires members to make a commitment of allegiance (whether by oath or otherwise) to the organisation; and
- (c) includes a commitment (whether by oath or otherwise) of secrecy about the rules, membership or conduct of the organisation in the event of there being a potential conflict with the Authority's interests.

8.4 Related Party Transactions

The following paragraph applies only to the Clerk, Treasurer, General Manager and Deputy General Manager.

The Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Local Authority Accounting requires that all local authorities show "related party transactions" as a note to the statements in the final accounts. The officers referred to in 8.3 above are required to complete a declaration once a year in accordance with instructions issued with the declaration form by the Treasurer of the Authority.

*Please see the footnotes at the end of this Code.

** - Please see the footnotes at the end of this Code.

9. Diversity, Equalities and Inclusion Issues

- 9.1 All employees should ensure that policies relating to diversity, equalities and inclusion issues as agreed by the Authority are complied with in addition to the requirements of the law. All members of the local community, contractors and other employees have a right to be treated with fairness, equity and respect.

10. Separation of Roles During Tendering

- 10.1 Employees involved in the tendering process and dealing with contractors should be clear on the separation of client and contractor roles within the Authority. Senior employees who have both a client and contractor responsibility must be aware of the need for accountability and openness.
- 10.2 Employees must exercise fairness and impartiality when dealing with all residents, suppliers, other contractors and sub-contractors.

- 10.3 Employees who are privy to confidential information on tenders or costs for either internal or external contractors should not disclose that information to any unauthorised party or organisation.
- 10.4 Employees should ensure that no favour is shown to current, recent or former employees, their relatives, friends or close personal associates in awarding contracts to businesses run by them.

11. Corruption

- 11.1 Employees must be aware that it is a serious criminal offence for them corruptly to receive or give any gift, service, loan, fee, reward or advantage for doing, or not doing, anything or showing favour, or disfavour, or promoting the interests of any person or business in their official capacity. In such circumstances if any money, gift, service etc., is proved to have been paid or given to or received by an employee then such money, gift, service etc., is deemed to have been paid or given and received corruptly unless the contrary is proved.

The Bribery Act 2010 has created four offences:

- Offences of bribing another person;
- Offences relating to being bribed;
- Bribery of a foreign official; and
- Failure of commercial organisations to prevent bribery

It is an offence for a person to offer, promise or give a financial advantage to another person –

- (a) with the intention of inducing that person to perform a relevant function or activity improperly; or
- (b) knowing or believing that the acceptance of the advantage offered promised or given in itself constitutes the improper performance of a relevant function.

Improper performance means that a person: failed to act in good faith; performed an activity impartially; or abused a position of trust.

References:

- (1) Code of Practice for the Procurement of Works and the Supply of Goods or Services.
- (2) Employees' Disciplinary Code. Appendix - Gross Misconduct
- (3) The Authority's Anti Fraud and Anti Corruption Policy.

12. Use of Resources

- 12.1 Employees must ensure that they use public funds and any other assets entrusted to them in a responsible and lawful manner and not use them for personal ends nor mix them with personal resources. They should strive to ensure value for money to the local community and to avoid legal challenge to the Authority.
- 12.2 Employees should only use Authority assets and resources for proper Authority purposes and not for personal purposes. Employees are also required not to misuse Authority services and, in applying in a private capacity for Authority services including employment, must neither withhold material information nor make false or reckless statements. Where the misuse of or false application of Authority assets, resources or services involves some dishonesty then this would represent a Gross Misconduct under the Authority's Disciplinary Code and is likely to result in dismissal in line with the zero tolerance regime outlined within the Authority's Anti-Fraud and Corruption Strategy. The Authority will also pursue culprits via the criminal courts and seek full redress for any financial loss.

Examples of assets, resources and services include employment, waste disposal facilities, personal computers, email facilities, internet access, flexitime claims, and claims for payment.

13. Gifts, Hospitality or Other Benefits

- 13.1 Detailed guidance is contained in the Gifts, Hospitality and other benefits document which detail the approach to be taken in relation to the offer and receipt of gifts, hospitality or other benefits. This document is attached as an Appendix. All employees must read this document with care. If in doubt about what is permissible, they must speak to the General Manager immediately.

14. Sponsorship – Giving and Receiving

- 14.1 Where an outside organisation wishes to sponsor or is seeking to sponsor a local government activity, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality set out in the Appendix apply. Particular care must be taken when dealing with contractors or potential contractors.
- 14.2 Where the Authority wishes to sponsor an event or service, neither an employee nor any relative, friend or close personal associate must benefit from such sponsorship in a direct way without there being full disclosure to the General Manager of any such interest. Similarly, where the Authority through sponsorship, grant aid, financial or other means, gives support in the community, employees should ensure that impartial advice is given and that there is no conflict of interest involved.

15. Interpreting and Using the Code

- 15.1 In the case of the employee being the General Manager, the term “General Manager” in this Code shall be taken to mean “the Clerk to the Authority”.
- 15.2 In the event of any difficulty or uncertainty arising on the operation or interpretation of any provision in this Code, the matter must be referred to the employing General Manager.

Footnotes to paragraphs 8.1 to 8.3

***Financial Interests**

There can be no simple definition of what a “financial interest” is. The types of interest which would be relevant are listed below. However, the list is not intended to be exhaustive or inclusive. There may be other possible categories of interest.

Examples of possible financial interests:

1. A spare-time employment that you have to declare for income tax purposes.

2. Any contract for goods, services or works between the Authority and you (or a firm in which you are a partner, or a body corporate of which you are a director or in the securities of which you have a beneficial interest).
3. Land and buildings in which you have a substantial interest. This includes property from which you receive rent.
4. Securities where you have a substantial interest, i.e. you own shares or other securities in a company with a nominal value of more than £25,000 which is active in the area that the Authority serves.

Please note that

- (a) a financial interest need not only be something to your financial advantage. It could involve losses as well as gains;
- (b) such interests should also include an interest of your relatives, friends or close personal associates; and
- (c) if you are in any doubt, it is wise to err on the side of caution and declare the interest.

****Non-financial Interests**

Private or personal non-financial interests are those which could reasonably be regarded as influencing an employee in a particular situation. They include the interests of family or friends and those arising from membership of, or association with, clubs, societies, trade unions, voluntary organisations, etc. It is not possible to give a clear-cut definition of what to include. However, a good test is to ask yourself the following question: "If other people knew the facts, might they reasonably think that I had an interest?"

APPENDIX



**POLICY AND PROCEDURE FOR
EMPLOYEES**

ON

**GIFTS, HOSPITALITY AND OTHER
BENEFITS**

FOREWORD

This Policy and Procedure is to help staff to deal properly with third parties who offer gifts, hospitality and other benefits to Authority staff. It also sets out the approach to be taken when the Authority is offering hospitality. Public perception of preferential treatment and possible obligations is as important as improper influence and improper actions. The Authority's approach should therefore help the public to be confident about what we do and should help to protect staff from unjustified allegations of wrongdoing.

This policy and procedure sets out clear guidance on how staff should act when offered a gift, hospitality or other benefit, when offering hospitality and also what they need to do in order to comply with the Authority's declaration and authorisation requirements. However, if you require any further guidance on how to proceed you should contact the General Manager.

Martin Walker
Clerk to the Authority

26th January 2021

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1. General Approach

- 1.1 Staff must treat with extreme caution any gift, hospitality or other benefit offered by people or organisations who are doing, or may be seeking to do, business with the Authority. Staff must avoid any possible obligation to an individual or to an external organisation that might, or could be perceived as, improperly influencing them in the performance of their Authority duties.
- 1.2 The terms hospitality or other benefit include any food, drink, accommodation or entertainment provided freely or discounted. Hospitality or other benefit does not have to be completely free to be covered by the Authority's rules outlined below.
- 1.3 The Authority's general approach encourages staff to express their gratitude for such offers by politely stating that the Authority rules do not permit acceptance. There may, however, be some occasions when it would be churlish to refuse an offer where this could cause offence.
- 1.4 This Policy and Procedure sets out the specific rules for accepting or declining such offers and the rules are based on the following principles. In particular, staff should be clear that the underlying criteria for acceptance requires that the gift, hospitality or other benefit must be:
 - in connection with official duties; and
 - of a modest level; and
 - justified in the public interest (e.g. by providing some benefit to the Authority, or by a member of staff representing the Authority in the community); and
 - given and received openly; and
 - able to stand any subsequent public scrutiny.
- 1.5 Staff should also be clear that they may be called to account for the decision to accept the gift, etc. Alleged breaches of the rules for dealing with gifts, hospitality and other benefits, including declarations, are matters that will be investigated as a possible disciplinary offence.

2. Exclusions from Acceptance and Declaration Rules

- 2.1 The following items may be accepted without prior authorisation and do not need to be declared:

- Refreshments and working meals of a modest nature that are provided as an integral part of a business meeting at the business location.
- Refreshments, meals or hospitality received as part of authorised attendance at an approved training event or conference.

3. Offers from Contractors, Developers and in Other Commercial Situations

- 3.1 Some staff have contact with contractors, developers, organisations and individuals who have, or may in the future have, a commercial relationship with the Authority. This area requires extreme vigilance.
- 3.2 Apart from the exclusions noted in the preceding section, you must politely refuse any gift, hospitality or other benefit offered in these circumstances and reference to the Authority's general approach should help to de-personalise the refusal.
- 3.3 Meetings with contractors, developers and others who have, or may have, a commercial relationship with the Authority must only take place at business or meeting-orientated locations.
- 3.4 Gifts of diaries, calendars, pens and other promotional items bearing the name of a contractor may seem innocuous but are designed to promote their business interests above those of others. By displaying them you could lead competitors or indeed the public to question your objectivity. Such items are to be returned or reused, or recycled. You must declare all offers of promotional items valued at £5 and above.

4. Offers in Non-commercial Situations

- 4.1 A small number of staff as part of their official duties may have contact with non-profit making organisations or may host foreign delegations visiting the Authority's facilities. If the organisations or delegation members have, or may in the future have, a commercial relationship with the Authority, these contacts should be treated as in the preceding section. If on the other hand the Authority is most unlikely to develop a commercial relationship with such organisations, tokens of appreciation may be accepted but must be declared and submitted for approval if their value is £25 or above. Modest tokens may be retained personally but other items should be retained/displayed/used by

the Authority. The acceptance of hospitality, in particular, must be based upon the principle that it would withstand public scrutiny e.g. by providing useful working benefits to the Authority or by enhancing the Authority's reputation through an employee representing the Authority in the local community or further afield.

5. Offers from Satisfied Customers

- 5.1 Such offers include those from customers who wish to offer a token of appreciation to a member of staff who has given particularly good service. Polite refusal should always be the first response and reference to the Authority's general approach should help to de-personalise the refusal. If more than a few such offers are made each year in any service, consideration should be given to promoting positively an alternative method for customers to express appreciation (e.g. a commendation register). If it is clear that refusal has caused offence then you may either:
- accept and personally retain a gift of less than £5 in value without the need for declaration and approval; or
 - accept a gift of £5 or more in value but only on behalf of a constituent borough's Mayor's Charity or other similar source within the Authority that more closely matches the intentions of the donor (e.g. a local reuse or environmental charity). Otherwise the gift must be declined or sent back with a polite explanation of why it cannot be accepted. You must, however, declare the offer of a gift of £5 or more, whether accepted or rejected, and also obtain prior approval to the proposed onward donation.
- 5.2 Any member of staff who learns that they are to receive or have been left a bequest in their capacity as a member of staff should inform the General Manager immediately they become aware of this.

6. Gifts from Same Source

- 6.1 Whilst this policy and procedure permits staff to accept gifts under £5 in value in non-commercial situations (sections 4 and 5), occasions may arise where gifts of this value are offered from the same source and, when taken together over a period of 12 months, their value exceeds the £5 threshold. When this arises, the declaration rules will apply.

7. How to make a Declaration and Request Approval

- 7.1 If you are offered a gift, hospitality or other benefit, whether accepted or not, you must complete the official declaration form, unless the offer is specifically exempt from declaration under this Policy and Procedure. The declaration and request for approval should always be made in advance of the proposed action unless no prior notice has been given of the offer.
- 7.2 The official declaration form is available from the Executive Officer
- 7.3 You must complete the declaration section (including deletions where appropriate) giving precise information against each of the headings in order to explain fully the circumstances and nature of the offer and the action taken or proposed.
- 7.4 You should e-mail, or otherwise pass, your completed declaration to the Executive Officer.

8. Approval

- 8.1 The General Manager will review the declaration form for completeness and for compliance with the provisions of this Policy and Procedure. The General Manager may either give his/her approval or may withhold approval and specify on the declaration form the further action required. The General Manager will either forward the original e-mail or pass the completed hard-copy form to the Executive Officer and copy it to the officer making the declaration.

9. Registration and Review

- 9.1 The Executive Officer will sequentially number each completed form received from the General Manager and will securely maintain them in a register, bringing any controversial entries dealt with by the General Manager to the attention of the Clerk to the Authority. The General Manager will carry out a periodical review (at least annually and more frequently if justified by the number of entries) to ensure appropriate and consistent treatment of gifts and hospitality. The register will be subject to audit.

10. Provision of Authority Hospitality

- 10.1 Refreshments and working meals of a modest nature may be provided as an integral part of a business meeting on Authority premises and are exempt from declaration.
- 10.2 Any other hospitality may only be provided from the Authority's budget in exceptional circumstances where it will protect or promote the best interests of the Authority.
- 10.3 Approved hospitality provided by the Authority for visitors or for special events sometimes involves Authority Members. Under all normal circumstances Members should register that hospitality with their constituent council in accordance with their constituent councils Code of Conduct for Members.

11. The General Manager

- 11.1 The General Manager will seek approval from the Clerk to the Authority and in his absence, the Treasurer of the Authority for any gift or hospitality relating to them personally.