

**South Lakeland District Council**  
**Standards Committee**  
**17 April 2018**  
**GUIDANCE ON GIFTS AND HOSPITALITY**

<b>CHAIRMAN:</b>	<b>Councillor Chris Hogg - Chairman of Standards Committee</b>
<b>REPORT FROM:</b>	<b>Debbie Storr - Director of Policy and Resources (Monitoring Officer)</b>
<b>REPORT AUTHOR:</b>	<b>Debbie Storr - Director of Policy and Resources (Monitoring Officer)</b>
<b>WARDS:</b>	<b>All</b>
<b>FORWARD PLAN:</b>	<b>not applicable</b>

**1.0 EXPECTED OUTCOME**

- 1.1 That the revised guidance on gifts and hospitality be approved for circulation to members.

**2.0 RECOMMENDATION**

**It is recommended that the Committee review and approve the revised guidance on Gifts and Hospitality for Members and Co-opted Members, attached as Appendix 1 to this report.**

**3.0 BACKGROUND AND PROPOSALS**

- 3.1 The Council has issued guidance for Members of the Authority and co-opted members so that they can avoid situations where their integrity may be questioned as a result of the offer or receipt of gifts and hospitality. The guidance was last reviewed by the Standards Committee in September 2015.
- 3.2 The Member Development Steering Group reviewed the document in September 2017 and were happy with the policy contents, however, they have requested that the policy includes reference to the Officer / Member protocol and how this also governs the relationship and engagements between Member and Officers.
- 3.3 Consequently, some additional additional wording to the guidance has been proposed to reference the requested links. The revisions are shown highlighted in the attached appendix.
- 3.4 If Members approved the revision, then the guidance will be reissued to members and co-opted members of the Council.

**4.0 CONSULTATION**

- 4.1 The Member Development Steering Group was consulted and their comments incorporated into this report.

## 5.0 ALTERNATIVE OPTIONS

5.1 The alternative options are not to approve the amendments, but this is not being recommended.

## 6.0 LINKS TO COUNCIL PRIORITIES

6.1 Whilst no direct links to Council priorities, it supports the Council value of being open and transparent. Ensuring that our Councillors and Co-opted members operate in an open and transparent manner when carrying out their roles underpins public perception and confidence in how the Council takes decisions. A comprehensive Guidance document concerning offers of gifts or hospitality will help Members and Co-opted members understand the factors that they need to consider in that situation.

## 7.0 IMPLICATIONS

### 7.1 Financial and Resources

7.1.1 Not applicable.

### 7.2 Human Resources

7.2.1 Not applicable.

### 7.3 Legal

7.3.1 Elected Members and Co-opted members of the Council are required to comply with the Code of Conduct which includes the requirement to register gifts and hospitality received with a value of £50 or more.

### 7.4 Social, Economic and Environmental

7.4.1 There are no issues to raise

### 7.5 Equality and Diversity

7.5.1 There are no issues to raise.

### 7.6 Risk

Risk	Consequence	Controls required
Members and Co-opted members do not fully understand what is required under the Code of Conduct when offered gifts and hospitality	Public confidence in a Member/ Co-opted member and/ or the Council is impacted upon	Ensure that guidance is relevant and up to date Monitor and review arrangements on a regular basis

## CONTACT OFFICERS

Debbie Storr - Director of Policy and Resources (Monitoring Officer)  
d.storr@southlakeland.gov.uk

## APPENDICES ATTACHED TO THIS REPORT

Appendix No.	
1	Revised draft guidance on Gifts and Hospitality

**TRACKING INFORMATION**

<b>Assistant Director</b>	<b>Portfolio Holder</b>	<b>Solicitor to the Council</b>	<b>SMT</b>	<b>Scrutiny Committee</b>
	N/A	13.2.18	1.3.18	N/A
<b>Executive (Cabinet)</b>	<b>Committee</b>	<b>Council</b>	<b>Section 151 Officer</b>	<b>Monitoring Officer</b>
N/A	19.4.18	N/A	13.2.18	author
<b>Human Resource Services Manager</b>	<b>Leader</b>	<b>Ward Councillor(s)</b>		
N/A				