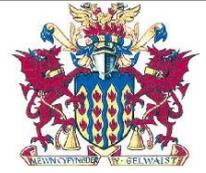


Report to	<b>North Wales Fire and Rescue Authority</b>
Date	<b>22 January 2024</b>
Lead Officer	<b>Gareth Owens, Clerk</b>
Contact Officer	<b>Gareth Owens (01745 535286)</b>
Subject	<b>Protocol on Gifts and Hospitality</b>



## PURPOSE OF REPORT

- 1 To seek Members' approval of the revised gifts and hospitality protocol.

## EXECUTIVE SUMMARY

- 2 The hospitality protocol which applies all staff has been updated to put it into the new format for North Wales Fire and Rescue Authority (the Authority) policies i.e. one document each for policy and procedure. The content remains largely the same though obligations have been added to require:
  - a. employees to notify their line manager within 20 days of being offered/receiving a gift or hospitality above the value of £25;
  - b. registration of gifts received from the same source within a rolling 12-month period with an aggregate value over £100; and
  - c. that the register is checked at least once per year.

## RECOMMENDATIONS

- 3 It is recommended that Members:
  - i) approve the gifts and hospitality policy and procedure.

## OBSERVATIONS FROM THE EXECUTIVE PANEL/AUDIT COMMITTEE

- 4 This report was considered by the Standards Committee (the Committee) who made the following observations/suggestions:
  - a. The addition of the clause requiring registration of gifts with an aggregate value over £100;
  - b. That the register should be checked at least once per year; and
  - c. That officers should consider whether the requirements are the same for firefighters and, if not, whether that would be desirable.

## BACKGROUND

- 5 The Authority has a protocol for employees on gifts and hospitality. Some years ago the threshold above which gifts and/or hospitality must be declared by councillors was raised to £25. That is the level that was recently agreed should be a common threshold across other authorities. The employees' code sets the same threshold.

## INFORMATION

- 6 The protocol has recently been split into a separate policy and procedure to match the new format for authority policies. The content of the document has remained largely unchanged and, for the main part, all that has changed is the layout.
- 7 The protocol did not previously require an employee to notify their manager if a gift/hospitality was offered/accepted. This has been made explicit within the policy and procedure in order to ensure that there is transparency.
- 8 The Committee made a number of recommendations (reported above) all of which have been accepted. The draft code attached includes the clause on gifts totalling more than £100 from the same source, the register will be reported to Senior Leadership Team (SLT) once per year and the policy will apply to all staff including firefighters.

## IMPLICATIONS

Wellbeing Objectives	Considered not relevant
Budget for 2023/24	Communicating any messages from the findings can be achieved within budget.
Legal	The Constitution makes the Committee responsible for reviewing the officer's protocol on receipt of gifts and hospitality.
Staffing	Considered not relevant
Equalities/Human Rights/ Welsh Language	It is not considered that there are any issues that need addressing as the recommendations apply equally to all Members regardless of protected characteristics under the Single Equality Act.
Risks	Considered not relevant