



Administration

Title

Protocol on Gifts and Hospitality

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Roles, Responsibilities and Review

The **Assistant Chief Fire Officer (Corporate Services)** is responsible for ensuring this Order is implemented across the Brigade.

The **Head of HR and Administration** will be responsible for the day-to-day operation of the Order.

The **Assistant Chief Fire Officer (Corporate Services)** and the **Head of HR and Administration** will review this Order annually and as and when changes are required

Brigade Order: Administration

Protocol on Gifts and Hospitality

Purpose

This Brigade Order lays out the Brigade's Protocol to be followed by all employees, when offered gifts or hospitality in the course of their duties with Shropshire Fire and Rescue Service. This is to protect the reputation of the Service and Shropshire and Wrekin Fire and Rescue Authority, to ensure that employees are not in breach of the law and that the approach to gifts and hospitality is consistent.

Employees should read and understand what the Protocol says, so that they are fully aware of what they should do, if ever offered a gift or hospitality.

Strategic Aims

This Order supports:

Strategic Aim 4: to deliver an effective Fire and Rescue service, which provides value for money for our community now and into the future.

Introduction

This Protocol applies to all employees of Shropshire Fire and Rescue Service.

Links with other Brigade Orders

This Brigade Order, where it concerns relationships with suppliers, should be read in the context of Brigade Order **Administration: Supplier Management and Development**.

General caution

Treat with extreme caution any offer or gift, favour or hospitality, which is made to you personally. Your reputation and that of the Fire and Rescue Service and the Fire Authority can be seriously jeopardised by the inappropriate acceptance by you of a gift or hospitality.

The acceptance of gifts and hospitality is not, however, always unlawful or inappropriate. The decision for you in every case is whether or not it is appropriate to accept any gift or hospitality, which has been offered to you, having regard to how it might be perceived.

No hard and fast rules can be laid down to cover every circumstance as to what is appropriate or inappropriate. This guidance is intended to enable you to make your own decision.

Criminal law

It is a criminal offence corruptly to solicit or receive any gift, reward or advantage as an inducement to do or forbear to do anything in respect of any transaction involving the Fire Service and / or the Fire Authority. The onus would be on you to disprove corruption in relation to a gift from a person holding or seeking to obtain a contract, or applying for funding, from the Authority, or involved in any legal or enforcement proceedings with the Authority.

Limits of guidance

This guidance does not apply to:

- Gifts and hospitality you may receive from family and friends (as presents), which are not related to your position as an employee. You should, however, question any such gift or hospitality offered from an unusual source.
- The acceptance of facilities or hospitality provided to you by Shropshire Fire and Rescue Service.
- Gifts given to the Service or the Fire Authority, which you accept formally on the Service's or Authority's behalf and are retained by the Service or the Authority and not by you personally.

Meaning of gifts and hospitality

The words 'gifts' and 'hospitality' have wide meanings and no conclusive definition is possible. They do, however, include:

- The free gift of any goods or services
- The opportunity to acquire any goods or services at a discount or at terms not available to the general public
- The opportunity to obtain goods or services not available to the general public; and
- The offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event.

Common gifts include pens, diaries, calendars and other business stationery, articles of clothing, books and flowers. Officers should, however, be cautious when making purchases, if additional services, privileges or advantages are offered, which might be related to their position as an employee.

Appropriate gifts and hospitality

There are some circumstances where you may accept gifts and hospitality as being in the normal course of your duties as an employee. These include:

- Civic hospitality provided by another public authority
- Normal and modest refreshment in connection with any meeting in the course of your work as an employee (e.g. tea, coffee and other normal beverages and refreshments)
- Tickets for sporting, cultural and entertainment events, which are sponsored or promoted by the Fire Service or the Fire Authority or bodies, to which you have been appointed by the Service, and the tickets are offered in relation to that sponsorship or promotion
- Small low value gifts, such as pens, calendars, diaries, flowers and other mementos and tokens
- Drinks or other modest refreshment in the normal course of socialising, arising consequentially from Fire Service business, e.g. inclusion in a round of drinks after a meeting
- Modest meals provided as a matter of courtesy in the office or meeting place of a person, with whom the Fire Service has a business connection; and
- Souvenirs and gifts from other public bodies, intended as personal gifts eg arising from Leonardo visits and other civic events.

Principles to apply in relation to gifts and hospitality

In deciding whether it is appropriate to accept any gift or hospitality you must apply the following principles:

- Do not accept a gift or hospitality as an inducement or reward for anything you do as an employee. If you have any suspicion that the motive behind the gift or hospitality is an inducement or reward, you must decline it. "Reward" includes

remuneration, reimbursement and fee

- Do not accept a gift or hospitality of significant value or whose value is excessive in the circumstances.
- Do not accept a gift or hospitality, if acceptance might be open to misinterpretation. Such circumstances will include gifts and hospitality from:
 - a) Parties involved with the Fire Service in a competitive tendering or other procurement process;
 - b) Applicants for grants, including voluntary bodies and other organisations applying for public funding;
 - c) Parties involved in legal proceedings with the Fire Authority.
- Do not accept a gift or hospitality, if you believe it will put you under any obligation to the provider as a consequence.
- Do not solicit any gift or hospitality and avoid giving any perception of so doing.

Equality and diversity considerations

It is recognised that there are various cultural and religious practices, which would be difficult to accommodate prescriptively within this Protocol.

In some instances it may even be considered insulting to refuse a gift or hospitality. In such circumstances, an employee should advise the Head of HR and Administration or Monitoring Officer immediately after acceptance of the gift or hospitality to ensure that appropriate action is taken.

Registration of gifts and hospitality

Employees should not place themselves in a position where they either are, **or give the appearance** that they are, under any financial or other obligation to anyone that might seek to influence them in the performance of their duties as an employee.

An employee should, therefore, register any gift or hospitality received. This accords with the principles of openness and accountability in public life and is a matter of good practice. If in doubt about registration, an employee should seek advice from the Head of HR and Administration

A form for registering receipt of a gift or hospitality is attached at Appendix A to this Protocol. Upon receipt of this form, the details will be recorded by the Executive Support Team on the gifts and hospitality register.

Reporting of inappropriate gifts and hospitality offered

It is a criminal offence for a person corruptly to give or offer any gift, reward or advantage as an inducement or reward to you for doing or forbearing to do anything as an employee of the Fire Service. You must immediately report to the Head of HR

and Administration any circumstances where an inappropriate gift or hospitality has been offered to you and you may subsequently be required to assist the Police in providing evidence.

Reporting of gifts and hospitality declined

Employees are advised that, even where a gift or hospitality is declined, this should be recorded to protect them from any later accusations of impropriety.

A form for registering details of a gift or hospitality declined is attached at Appendix B to this Protocol. The completed form should be sent to Head of HR and Administration and the details will be recorded by the Executive Support Team on the gifts and hospitality register.

Enforcement

Allegations of any failure to meet this Protocol must be made in writing to the Head of HR and Administration.

The Assistant Chief Fire Officer (Corporate Services) has responsibility for overseeing compliance with this Protocol.

Advice

If in doubt, always seek advice from the Head of HR and Administration.

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Shropshire
Fire and Rescue Service

Declaration of Receipt of Gifts or Hospitality

Name	
Address	
What was the gift or hospitality?	
What is your best estimate of its market value or cost?	
Who provided it?	
When and where did you receive it?	
Does it fall within the type of gift or hospitality described as 'appropriate' in the Order?	
If not, were there any special circumstances justifying acceptance of this gift or hospitality?	
Do you have any contact in your role as an employee with the person or organisation providing the gift or hospitality?	
Signed	Date

Please complete and return this form to:

Head of HR and Administration, Shropshire Fire and Rescue Service, Brigade Headquarters, St Michael's Street, Shrewsbury, SY1 2HJ.



Shropshire
Fire and Rescue Service

Declaration of Gifts or Hospitality Refused

Name	
Address	
What was the gift or hospitality refused?	
What is your best estimate of its market value or cost?	
Who offered it?	
When and where did they offer it?	
How did you refuse it (verbally, in writing etc.) and what reason did you give?	
Do you have any contact in your role as Member with the person or organisation offering the gift or hospitality?	
Signed	Date

Please complete and return this form to:

Head of HR and Administration, Shropshire Fire and Rescue Service,
Headquarters, St Michael's Street, Shrewsbury, SY1 2HJ