

Report of:	Meeting	Date
Mary Grimshaw, Monitoring Officer	Standards Committee	16 March 2023

Guidance for Councillors and Officer on Gifts and Hospitality

1. Purpose of report

- 1.1** To present to members an updated guidance document for councillors and officers on gifts and hospitality.

2. Outcomes

- 2.1** The adoption of the guidance as amended.

3. Recommendations

- 3.1** Members are requested to consider the guidance documents with amendments set out in Appendix 1.

4. Background

- 4.1** The guidance document forms part of the Council Constitution and has been reviewed to ensure it is up to date with current practice.

5. Key Issues and proposals

- 5.1** The review has resulted in an amendment in section 6 to include gifts received from the same source which cumulatively are over the value of £50 in a 12 month period. This brings the guidance in line with that for officers.

Financial and legal implications	
Finance	None arising directly from this report.
Legal	Councillors are required by the Council's Code of Conduct to report acceptance of gifts and hospitality. Failure to report may be a breach of the Code.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report for those issues marked with an X.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
ICT	x
data protection	x

Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a 3rd party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

report author	telephone no.	email	date
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List of background papers:		
name of document	date	where available for inspection
None		

List of appendices

Appendix 1 – Guidance for Councillors and Officers on Gifts and Hospitality