



GIFTS AND HOSPITALITY

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This policy and its associated procedure are intended to act as a guide in determining the correct course of action with regard to the acceptance and declaration of gifts and hospitality. They apply to:

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- all Members of the North Wales Fire and Rescue Authority (FRA);
- all employees of the North Wales Fire and Rescue Service (NWFRS).

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Such gifts and hospitality may be offered to individuals in their capacity as a Member or an employee of the Fire and Rescue Authority, and might be perceived as having an impact upon that role. That impact might fall upon:

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- how or whether they are perceived to perform their role;
- whether they are perceived to be impartial;
- whether they are perceived to have lost that impartiality as a consequence of the gift or hospitality.

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The required approach in dealing with gifts and hospitality is based upon their nature and value. Any decision in respect of gifts and hospitality rests with the individual, although guidance may be sought from the Clerk / Monitoring Officer.

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It is the Line Manager's responsibility to decide whether a gift or hospitality can be accepted; the acceptance of gifts or hospitality could bring the individual or the FRA into disrepute if it creates the impression that:

- someone may be seeking, or may have already received, special treatment;
- someone may be seeking to influence decisions;
- people who should be working in the public interest are using their roles for self-enrichment.

In deciding whether to accept any gifts or hospitality, regardless of their value, the Line Manager should consider whether a member of the public who is in full possession of the facts would reasonably think that:

- the individual might have been influenced by the gift and / or hospitality received;
- the gift / hospitality is otherwise inappropriate.

The Fire and Rescue Authority has decided that:

- any gifts or hospitality with a value greater than £25 should be recorded;
- all cash gifts provided by members of the public must be declared and will be donated to The Fire Fighters Charity. No other cash gifts should be accepted.

However, for the purposes of transparency, any individual accepting or refusing a gift or a form of hospitality should email the full details to the Monitoring Officer (members of the FRA) or the Head of Finance and Procurement (employees of the NWFRS) within 20 days of its occurrence at the following address:

declarations@northwalesfire.gov.wales.

This document forms part of a suite of information covering this subject area; hyperlinks to all the documents are available by clicking back to the home page.

It is recommended that this document be reviewed on an annual basis; however, it might require earlier revision in the light of any regulatory change which comes into effect in the interim.			
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