

**DECISION NUMBER: PCCG-2024-20**

**OFFICE OF POLICE AND CRIME COMMISSIONER**

**TITLE: OPCC Gifts and Hospitality and Business/Disclosable Interests Report**

**DATE: January 2025**

**TIMING: Annual**

**PURPOSE: For Approval**

<b>1.</b>	<b><u>RECOMMENDATION</u></b> That the Police and Crime Commissioner (Commissioner) is made aware of compliance with the business interests and gifts and hospitality policies.
<b>2.</b>	<b><u>INTRODUCTION &amp; BACKGROUND</u></b> When Police and Crime Commissioners were appointed to Office in November 2012, a discretionary national Code of Conduct was provided that could be adopted if individuals so wished. The former Commissioner and the Deputy Police and Crime Commissioner for Gwent (Deputy Commissioner) both adopted the Code of Conduct upon their respective appointments. This practice was continued by both the current Commissioner and Deputy Commissioner.  By adopting the Code of Conduct the Commissioner and Deputy Commissioner are required to abide by the ‘Nolan Principles’ (Seven Principles of Public Life) as expanded by the Code of Ethics which introduced two additional principles; these are as follows:  <ul style="list-style-type: none"><li>➤ Selflessness;</li><li>➤ Integrity;</li><li>➤ Objectivity;</li><li>➤ Accountability;</li><li>➤ Openness;</li><li>➤ Honesty;</li><li>➤ Leadership</li><li>➤ Fairness; and</li><li>➤ Respect.</li></ul> The Code of Conduct requires the Commissioner and Deputy Commissioner to register any disclosable interests within 28 days of appointment. They must also notify the Monitoring Officer of any changes to those interests within 28 days of the changes coming into effect. This was reviewed in August 2023 to ensure it remained accurate and adhered to national guidelines.

	<p>In November 2012 the Office of the Police and Crime Commissioner (OPCC) adopted a Staff Code of Conduct for all staff working under the direction and control of the Chief Executive. The Staff Code of Conduct was updated in August 2023. This places a requirement on all members of staff to declare any disclosable and/or business interests and also any gifts and/or hospitality received as a consequence of his or her employment.</p> <p>A register of business interests and gifts and hospitality is required to be kept up to date. The business/disclosable interests of the Commissioner and Deputy Commissioner and the gifts and hospitality register for all OPCC staff are published on the OPCC website as per the Elected Local Policing Bodies (Specified Information) Order 2011 section 1(e) and 2(e) respectively. The Freedom of Information Act 2000 Elected Local Policing Bodies Model Publication Scheme also provides a requirement for this information to be made publicly available.</p>
3.	<p><b><u>ISSUES FOR CONSIDERATION</u></b></p> <p><b>Business Interests</b></p> <p>The Business Interests Policy and Procedure aims to ensure that all staff are treated equally and fairly and that from an organisational perspective, security, ethics and responsibilities are taken into account when determining whether or not to allow the business interest. The <a href="#">Business Interests Policy and Procedure</a> was reviewed and approved by the Chief Executive in April 2021. The policy was circulated to the Joint Audit Committee in October 2020 for their consideration as required by their Terms of Reference. The policy is due to be reviewed in 2024/25.</p> <p>It is the Chief Executive’s role to approve or decline an application for a business interest for all OPCC staff. Various factors must be taken into consideration to ensure that the interest does not conflict with an individual’s role within the OPCC.</p> <p>It is the responsibility of the Commissioner to annually review the business interests of the Chief Constable and the Chief Executive. The review of the Chief Constable’s business interests was undertaken in April 2024.</p> <p>The business interests of the Commissioner, Deputy Commissioner and OPCC staff are reviewed annually to ensure they remain up to date. Staff who have not previously registered a business interest are also contacted to check that no business interest has arisen over the previous year that needs to be approved. The Commissioner’s and Deputy Commissioner’s business interests were last reviewed in the 2023/24 financial year.</p> <p>The business interests of OPCC staff for 2024/25 were reviewed and amended during April and May 2024 (including the Chief Executive). These are not published but an anonymous overview has been provided at appendix</p>

	<p>1. Business interests are removed from the register when staff leave the organisation.</p> <p>The OPCC has been compliant with its business interests policy during 2023/24. No business interests have been rejected and as such no appeals have been received by the Commissioner.</p> <p><b>Gifts and Hospitality</b></p> <p>The <a href="#">Gifts and Hospitality Policy and Procedure</a> was reviewed and approved by the Chief Executive in September 2023. Any gifts and/or hospitality received by the Chief Constable are included on the Gwent Police gifts and hospitality register.</p> <p>The aim of the policy/procedure is to increase public confidence by ensuring that the Commissioner, Deputy Commissioner and staff employed by the OPCC do not accept gifts and hospitality, otherwise than in accordance with the policy.</p> <p>A single Gifts and Hospitality register is maintained by the Governance Officer of the OPCC. Where possible, the Chief Executive must approve any gifts, gratuities or hospitality prior to acceptance. Should there be any doubt as to whether a gift, gratuity or hospitality should be recorded then advice should be sought from the Head of Assurance and Compliance or the Chief Executive.</p> <p>Appendix 2 provides details of the Gifts and Hospitality received during 2023/24. The Gifts and Hospitality register is publicly available on the <a href="#">OPCC website</a>.</p> <p>The OPCC has been compliant with its gifts and hospitality policy during 2023/24; all known gifts and/or hospitality have been declared, whether or not they were accepted.</p>
4.	<p><b><u>NEXT STEPS</u></b></p> <p>Both registers will continue to be maintained as normal business practice.</p>
5.	<p><b><u>FINANCIAL CONSIDERATIONS</u></b></p> <p>Staff with business interests are required to declare earnings to His Majesty's Revenue and Customs (HMRC) as appropriate.</p>
6.	<p><b><u>PERSONNEL CONSIDERATIONS</u></b></p> <p>Staff are required to inform the Chief Executive of any changes to their business interests which affect their welfare or ability to perform their role with the OPCC.</p>

	Staff are also required to inform the Chief Executive if they wish to opt out of the Working Time Directive.
<b>7.</b>	<p><b><u>LEGAL IMPLICATIONS</u></b></p> <p>There is a legal obligation placed on the Commissioner and OPCC to publish this information under the Elected Local Policing Body (Specified Information) Order 2011 and the Freedom of Information Act 2000 Elected Policing Bodies Model Publication Scheme.</p>
<b>8.</b>	<p><b><u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u></b></p> <p>This report has been considered against the general duty to promote equality, as stipulated under the Strategic Equality Plan and has been assessed not to discriminate against any particular group.</p> <p>These processes ensure that the Commissioner, Deputy Commissioner and staff of the OPCC act in a fair and transparent way regarding gifts and hospitality and business interests, and that their actions in these matters do not negatively impact upon any individual or group.</p> <p>Consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998 in preparing this report.</p>
<b>9.</b>	<p><b><u>RISK</u></b></p> <p>There is a risk when accepting gifts and hospitality, and through some areas of business interests, that a person may become open to bribery. The policies and procedures the OPCC have introduced are provided to ensure all staff have clear rules and guidelines to follow so as not to expose themselves to these situations.</p>
<b>10.</b>	<p><b><u>PUBLIC INTEREST</u></b></p> <p>The report may be made available to the public.</p>
<b>11.</b>	<p><b><u>CONTACT OFFICER</u></b></p> <p>Joanne Regan, Head of Assurance and Compliance.</p>
<b>12.</b>	<p><b><u>ANNEXES</u></b></p> <p>Appendix 1 - OPCC Staff Business Interests Register Appendix 2 – Gifts and Hospitality Register 2023/24</p>

**Jeff Cuthbert B.SC., MCIPD, Police and Crime Commissioner for Gwent**

I confirm I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with my code of conduct.

Any such interests are recorded below.

The above decision log has my approval.

Please note: This report has been signed by the CEx on behalf of the PCC as per Part 3c, Scheme of Consent and Delegation, Paragraph 9 of the Manual of Corporate Governance.

Signed



Date

05/03/2025