

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

---

**REPORT TO:** Constitution Review Working Party  
**AUTHOR/S:** Executive Director (Corporate Services)

8 September 2011

---

### REVISED GUIDANCE ON GIFTS, HOSPITALITY AND SPONSORSHIP

#### Purpose

1. To incorporate into the Constitution revised guidance for members and officers on gifts and hospitality, including additional guidance on managing sponsorship.
2. This is not a key decision but requires full Council approval to add to the Constitution. It was first published in the September 2011 Forward Plan.

#### Recommendations

3. That the Constitution Review Working Party recommend to Council incorporation of the revised Officer Code of Conduct and the Gifts, Hospitality and Sponsorship Policy.

#### Reasons for Recommendations

4. The revised guidance strengthens the Council's governance by enshrining in the Constitution best practice with regards to policies on gifts, hospitality and sponsorship.

#### Background

5. The recent audit on governance issues initiated a review of Council policies, it is considered best practice to have a refreshed policy in place to guide members and officers should sponsorship offers arise.

#### Considerations

6. Guidance for members and officers is broadly similar and one policy should be able to serve the needs of both, as long as it is made clear that the obligations of the specific codes of conduct must also be met.

#### Options

7. Not to incorporate any changes.
8. To incorporate the changes as separate policies for members and officers. The Constitution is already a large document and two separate, but broadly similar, policies increases its size unnecessarily.

#### Implications

9. 

Financial	None.
Legal	As set out in the draft policy.
Staffing	None specific.

Risk Management	Having a clear sponsorship policy in place sets out clearly to members and officers their responsibilities.
Equality and Diversity	None.
Equality Impact Assessment completed	No. Not relevant.
Climate Change	None.

### **Consultations**

10. None.

#### **Consultation with Children and Young People**

11. None.

### **Effect on Strategic Aims**

12. By incorporating into the Constitution guidance on gifts, hospitality and sponsorship, the Council is demonstrating its commitment to transparent, open government.

### **Conclusions / Summary**

13. The revised Officers' Code of Conduct and updated Gifts, Hospitality and Sponsorship Policy (**Appendix A**) will set out clearly to members and officers their responsibilities under the relevant legislation, and also send a clear message to residents of the Council's commitment to transparent decision-making.

**Background Papers:** the following background papers were used in the preparation of this report:

Constitution

**Contact Officer:** Fiona McMillan – Legal and Democratic Services Manager  
Telephone: (01954) 713027