

Subject: Register of Gifts and Hospitality: Members of Staff – Report of the Monitoring Officer

Report to: Audit Panel

Report of: Monitoring Officer

Date: 22 October 2014

This report will be considered in public

1. Summary

- 1.1 This report sets out details of the gifts and hospitality received by staff in the period from 1 February 2014 (10am) to 1 September 2014 (10am).

2. Recommendation

- 2.1 **That the Panel notes the declared gifts and hospitality by (i) staff directly appointed by the Mayor under section 67(1) of the Greater London Authority Act 1999 (as amended) and (ii) senior staff appointed by the Head of Paid Service, namely staff at Head of Unit level and above, during the period from 1 February 2014 (10am) to 1 September 2014 (10am)**

3. Background

- 3.1 This report notifies the Panel of gifts and hospitality declared by staff from the period of 10am on 1 February 2014 to 10am on 1 September 2014.
- 3.2 **Appendix 1** sets out gifts and hospitality declared by staff directly appointed by the Mayor under section 67(1) of the GLA Act 1999 (as amended) during the relevant period; and
- 3.3 **Appendix 2** sets out gifts and hospitality declared by senior staff (Heads of Unit and above) appointed by the Head of Paid Service during the relevant period.
- 3.4 Staff gifts and hospitality were last reported to the Audit Panel on 20 March 2014 and covered the period from 1 September 2013 (10am) until 1 February 2014 (10am).

- 3.5 The Code of Ethics for Staff requires members of staff to notify the Monitoring Officer of all gifts and hospitality which they have received where the value is £25 or over, within 28 days of receipt. The Panel is asked to note that it is possible that not all gifts and hospitality received during the relevant period will have been declared to the Monitoring Officer. Any gifts and hospitality received during the relevant period but declared to the Monitoring Officer after 10am on 1 September 2014 will be reported to the next Audit Panel meeting that considers this item.
- 3.6 Employees directly appointed by the Mayor under section 67 (1) of the GLA Act 1999 and Senior staff appointed by the Head of Paid Service have agreed, under their contracts of employment, that any gifts and hospitality and interests that they register will be open to public inspection. The gifts, hospitality and interests are itemised on Registers which are published on the GLA website; paper copies are also kept with the Monitoring Officer.
- 3.7 This report relates only to gifts and hospitality received by senior members of staff. The notification of the receipt of gifts and hospitality by the Mayor and Members of the Assembly is the subject of a separate report on this agenda. Unlike the register for Members of the Authority, the register for all staff (apart from the mayoral appointees and senior staff appointed by the Head of Paid Service) is not accessible to the public.

4. Issues for Consideration

- 4.1 A number of points arise from the declared items set out in **Appendices 1 and 2**:
- A total of 230 declarations were made by members of staff in relation to gifts and hospitality received at a value of £25 or over within the period covered by the report (seven months). This compares with 169 notifications by members of staff in the preceding reporting period, which covered approximately five months.
 - A total of 9 members of staff, directly appointed by the Mayor under section 67(1) of the GLA Act 1999 (as amended), made 141 of the staff declarations. Richard Blakeway, Deputy Mayor for Housing, Land and Property, registered the highest number amongst the Mayoral Appointees, with 51 declarations.
 - 12 members of senior staff appointed by the Head of Paid Service (namely Heads of Unit and above) made 39 of the declarations.
 - One of the declarations was made on behalf of members of staff who collectively received 400 tickets (for themselves and friends and family) to the FINA World Diving Series at the Aquatic Centre.
 - 49 declarations were made by other officers of the GLA.
 - The breakdown of the 49 declarations by Directorate is:

Mayor's Office – (section 67 (2) appointed staff) – 16;

Assembly & Secretariat – 3;

External Affairs – 3;

Communities and Intelligence – 8;

Development, Enterprise and Environment – 14;

Housing and Land – 4; and

Corporate Management - 1

- Staff may have changed Directorate between the period of registering any gifts and hospitality and collation of the database for this report. The above breakdown is based on the Directorate staff worked in at the time they registered the gift or hospitality.
- The notifications are varied relating to liaison with suppliers, stakeholders and professional networks and to the receipt of ceremonial gifts received from visitors and the Monitoring Officer continues to review declarations registered.

5. Legal Implications

- 5.1 The Greater London Authority has adopted the Code of Ethics and Standards for staff. The Code is not a statutory requirement but compliance with it is a term of the contract of employment of each member of staff of the GLA.
- 5.2 Paragraph 2.13(a) of the GLA's Code of Ethics and Standards for staff provides –
Offers of hospitality must be treated with caution whenever any suggestion of improper influence could arise. To prevent any improper behaviour, or suggestion of improper behaviour arising staff must take great care when hospitality is offered. Hospitality accepted should not be extravagant and nor should it be taken from the same client/individual on a frequent basis.
- 5.3 Paragraph 2.13(b) further provides that-
If staff are in doubt about whether hospitality offered can be accepted advice should be sought from the relevant Director. Staff must register receipt of any hospitality.
- 5.4 The detailed requirements relating to the registration of the receipt of gifts and hospitality by members of staff are set out in the Authority's gifts and hospitality policy, which was adopted by the Mayor (for the officers he appoints directly and for the Authority's statutory officers), the Assembly (for the Authority's statutory officers, jointly with the Mayor) and by the Head of Paid Service (for all other staff) in May 2014.
- 5.5 GLA officers appointed directly by the Mayor (under section 67 of the GLA Act 1999) have a different term in their written statement of employment particulars. This states:

Hospitality and gifts You must treat any offers of hospitality or gifts with caution. You should get advice from Legal and Procurement if in doubt. If you receive any hospitality or gifts, you must

record it on the Gifts and Hospitality Register... Your register is open to public inspection, and will be placed on the Authority's intranet and internet, in accordance with the Authority's commitment to the principles of good governance (integrity, openness and accountability.)

- 5.6 Senior staff appointed by the Head of Paid Service (namely Heads of Unit and above) have also agreed for their register entries to be published.

6. Financial Implications

- 6.1 There are no financial implications arising from this report.

List of appendices to this report:

Appendix 1 – Schedule of gifts and hospitality of staff directly appointed by the Mayor

Appendix 2 – Schedule of gifts and hospitality of senior staff appointed by the Head of Paid Service

Local Government (Access to Information) Act 1985
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List of Background Papers:

None

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