

To: Surrey Police Authority Audit Committee

Date: 12th December 2011

By: Head of Professional Standards Department

Title: Hospitality, Gifts, Declaration of Interests and Business Interests

Purpose of Report/Issue: To update members on the current position of these procedures and proposed Audit by SPA

Summary: The paper outlines the proposed audit process and internal publicity for the policy/procedure

Recommendation(s) - Members to note and agree process for auditing and identify lead member

Following the recent HMIC Integrity inspection, ownership of the policy for Hospitality, Gifts and Declaration of Interests has moved from Procurement to Professional Standards Department. A review of the policy and procedure has taken place and was presented at the last Audit Committee meeting.

The policy has now been ratified and published (16/11/11), as part of that process it was important to ensure that line managers and staff were aware of the changes in their responsibilities therefore the procedure as been sent as a global email to all staff and will also appear on Connect. A separate and slightly different version, outlining the responsibilities of line managers is being distributed as part of the manager's key messages. It is intended that this will be enforced through an Off Beat article in the February edition.

Business Interest has similarly been revisited and historically been aimed at police officers only, the proposed policy and procedure includes police staff. This is currently out for consultation, but is expected to be ratified in the near future.

Business interests are currently subject of a panel, under the direction of the Head of PSD; including the Federation, Employee Relations and Vetting; the new procedure will include UNISON. Hospitality, Gifts and Business interest will also be overseen by the Head of PSD, to ensure independent scrutiny, the following audit capability process is proposed.

Simon Humphreys 18/11/11

It is two fold, firstly the DCC will be sent the decisions of the business interest panel on a monthly basis to dip check particular applications whether successful or not. On a quarterly basis a similar process will be applied for Hospitality and Gifts.

It is proposed that a member(s) of the Audit Committee attend the Vetting Office prior to the quarterly meeting and liaise with the Vetting Manager, who will have access to both databases and the relevant paperwork and will be able to assist in dip checking records directly. In addition, a short report will be submitted regarding the Chief Constable's entries to the Committee on a quarterly basis. If this proposal is accepted by the committee, it is requested that a lead member be identified.

The vetting manager and head of procurement are meeting in the first week in December to finalise the handover of the IT process and it is expected that the quarterly report process and dip check will be available for the next meeting.

A sanitised version of the Hospitality and gifts database will be available on the Surrey Police Website by the end of December.

Equalities Implications – NIL

Risk- NIL

Human Rights – NIL

Attachments – NIL

Background papers - n/a

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