

Standards Committee

Date: Thursday, 22nd November, 2018

Time: 6.15 pm

Venue: Council Chamber - Guildhall, Bath

To: All Members of the Standards Committee

Independent Members: Susan Toland (Chair), Deborah Russell and Dr Cyril Davies

Parish/Town Councillors: Tony Crouch, Veronica Packham and Clive Fricker

Bath and North East Somerset Councillors: Councillor Sally Davis, Councillor Sarah Bevan, Councillor Nigel Roberts, Councillor Geoff Ward and Councillor Brian Simmons

Chief Executive and other appropriate officers

Press and Public



Enfys Hughes

Democratic Services

Lewis House, Manvers Street, Bath, BA1 1JG

Telephone: 01225 394410

Web-site - <http://www.bathnes.gov.uk>

E-mail: Democratic_Services@bathnes.gov.uk

1. **Inspection of Papers:** Papers are available for inspection as follows:

Council's website: <https://democracy.bathnes.gov.uk/ieDocHome.aspx?bcr=1>

Paper copies are available for inspection at the **Public Access points:-** Reception: Civic Centre - Keynsham, Guildhall - Bath, The Hollies - Midsomer Norton. Bath Central and Midsomer Norton public libraries.

2. **Details of decisions taken at this meeting** can be found in the minutes which will be circulated with the agenda for the next meeting. In the meantime, details can be obtained by contacting as above.

3. **Recording at Meetings:-**

The Openness of Local Government Bodies Regulations 2014 now allows filming and recording by anyone attending a meeting. This is not within the Council's control.

Some of our meetings are webcast. At the start of the meeting, the Chair will confirm if all or part of the meeting is to be filmed. If you would prefer not to be filmed for the webcast, please make yourself known to the camera operators.

To comply with the Data Protection Act 1998, we require the consent of parents or guardians before filming children or young people. For more information, please speak to the camera operator.

The Council will broadcast the images and sound live via the internet www.bathnes.gov.uk/webcast The Council may also use the images/sound recordings on its social media site or share with other organisations, such as broadcasters.

4. **Public Speaking at Meetings**

The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. They may also ask a question to which a written answer will be given. **Advance notice is required not less than two full working days before the meeting. This means that for meetings held on Thursdays notice must be received in Democratic Services by 5.00pm the previous Monday.** Further details of the scheme:

<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=12942>

5. **Emergency Evacuation Procedure**

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are signposted. Arrangements are in place for the safe evacuation of disabled people.

6. **Supplementary information for meetings**

Additional information and Protocols and procedures relating to meetings

<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13505>

Standards Committee - Thursday, 22nd November, 2018

at 6.15 pm in the Council Chamber - Guildhall, Bath

A G E N D A

12. REPORT ON GIFTS AND HOSPITALITY (Pages 5 - 36)

The Committee Administrator for this meeting is Enfys Hughes who can be contacted on 01225 394410.

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Bath & North East Somerset Council		
MEETING	Standards' Committee	
MEETING	22nd November 2018	EXECUTIVE FORWARD PLAN REFERENCE:
TITLE:	Report on gifts and hospitality	
WARD:	All	
AN OPEN PUBLIC ITEM		
<p>List of attachments to this report: Appendix 1 – Gifts and hospitality – Register of interests / Code of Conduct Appendix 2 – officers Appendix 3 - Tees Valley - Gifts and hospitality policy</p>		

1 THE ISSUE

The Committee is asked to consider the Council's current documentation on gifts and hospitality and whether any further action is required.

2 RECOMMENDATION

2.1 That the Committee consider the current position and make any recommendations required to Council.

3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

3.1 None.

4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

The Council is required to have in place adequate arrangements to address the issue of the declaration of gifts and hospitality.

5 THE REPORT

- 5.1 A recent complaint has highlighted the fact that the Council does not appear to have a separate policy on gifts and hospitality. The complainant has requested that the Standards Committee consider adopting a gifts and hospitality policy similar to that of the Tees Valley Council. (Appendix 3).
- 5.2 The current documentation for councillors on the disclosure of gifts and hospitality is set out in Appendix 1. The current advice for officers is attached at Appendix 2.
- 5.3 The Standards Committee is asked to consider the current position and whether the advice for councillors should be strengthened and amended to reflect that provided to officers.

6 RATIONALE

- 6.1 To ensure the Council's Constitution reflects best practice..

7 OTHER OPTIONS CONSIDERED

- 7.1 None.

8 CONSULTATION

- 8.1 Not applicable.

9 RISK MANAGEMENT

- 9.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

Contact person	<i>Maria Lucas, Head of Legal & Democratic Services, Monitoring Officer & Council Solicitor (01225) 395171</i>
Background papers	<i>None.</i>
Please contact the report author if you need to access this report in an alternative format	

Appendix 1

Register of Interests form

8. Disclosure of Gifts and Hospitality

8.1 You must reveal the name of any person or organisation from whom you have received a gift or hospitality with an estimated value of at least £50 which you have received in your capacity as a member of the Council.

Date of receipt of Gift/Hospitality	Name of Donor	Reason and Nature of Gift/Hospitality

You are reminded that you must update the register within 28 days of receiving any further gift or hospitality with an estimated value of at least £50 by informing the Monitoring Officer with the information as set out above.

Code of Conduct

II. Register of Gifts and Hospitality

DO

1. Within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £50 which you have accepted as a member from any person or body other than the authority.

Appendix 2

Financial Regulations (Excluding all Schools) And Budget Management Scheme

Section 20 – ‘Employee’ Interests, Gifts and Hospitality

Why is this important?

The public is entitled to expect conduct of the highest standard from Local Government employees. Public confidence in the integrity of such persons will be shaken by the least suspicion, however ill-founded, of influence being exerted on Council business, through financial (or other) inducements or conflicts of interests. The purpose of this section of the regulations is to ensure that all employees (and other individuals engaged in official Council business) have a clear understanding of their responsibilities when they have an interest or receive / give gifts and hospitality related to their Council position.

Failure to declare interests, gifts and hospitality could be a breach of legislation. Section 117 of the 1972 Local Government Act requires individuals to declare any financial interest, whether direct or indirect, in any existing or proposed contract. The Bribery Act 2010 makes it an offence to offer, promise or give a bribe. It is also an offence to request, agree to receive, or accept a bribe and there is a separate offence of bribing a foreign public official with the intention of obtaining or retaining business or an advantage in the conduct of business.

A corporate offence is created where there is a failure by a commercial organisation to prevent bribery that is intended to obtain or retain business, or an advantage in the conduct of business, for the organisation. An organisation will have a defence to this corporate offence if it can show that it had in place "adequate procedures" designed to prevent bribery by or of persons associated with the organisation.

Objectives of guidance and rules governing possible conflicts of interest:

The key objectives are:

- Ensure that the interests of the public remain paramount;
- Officers are impartial and honest in the conduct of their official business;
- Public monies are used to the best advantage of the Council, always ensuring value for money.

It is important that all potential conflicts of interests are properly identified and recorded and that a record of appropriate action taken is made. This will assist in maintaining public confidence and assist in achieving the Council’s commitment to tackle fraud and corruption within or external to the organisation.

Key Responsibilities for Employees engaged on Council business:

1. All employees must be aware of the Employees Code of Conduct.
2. On starting employment / engagement (consultant or agency worker) on Council work or at any time during the period of employment / engagement individuals must declare ‘interests’ using the electronic Register of Interests.
3. The Register of Interests will be maintained to enable employees to submit on-line declarations. Interests will include:
 - Organisation Membership (not open to the public without formal

membership and commitment of allegiance and which has secrecy about rules or membership or conduct)

- Other employment / business
- Land Interest
- Financial Interest
- Family / Friends

4. During the course of their duties, employees may receive offers of gifts and hospitality of one form or another and it is important that employees are able to recognise what is, and what is not, acceptable. The following guidelines should be adhered to:

- Acceptance or refusal of gifts and hospitality must be recorded in Gifts & Hospitality Electronic Register. Each register entry will be subject to management approval and periodic Audit inspection.
- Gifts which may be sent / offered to employees by outside contractors or organisations should be returned politely with a suitable official letter, and details recorded in the Register.
- Gifts can only be accepted when they are of nominal value, functional, items suitable for business use, e.g. diaries, calendars, and pens.
- On no account should an employee accept either secondary employment or a financial payment from any person, body or organisation, with which the Council is involved, e.g. contractors, developers, consultants.
- Normally, visits by employees to exhibitions, demonstrations, conferences, business meals, social functions, in connection with their official duties shall be at the Council's expense.
- Where hospitality, in the form of meals and drinks, is offered by a third party, this is normally only acceptable where it forms part of, or immediately follows on from, normal business meetings/discussions held during the normal working day.
- Where offers of hospitality are made, i.e. invitations to dinners, these should only be accepted if there is a clear and demonstrable benefit to the Council, and the hospitality would not expose the Council to criticism that the provider of the hospitality was achieving undue influence. Attendance must have the relevant Director's approval in advance, and must be recorded in the Register of Gifts and Hospitality.
- Offers of hospitality in the form of purely social events and sporting occasions should on **no account** be accepted when these are from organisations with which the Council has commercial links. However, invitations to social events from non-commercial organisations with which the Council has a partnership arrangement will be acceptable, but must have the Director's advance approval, and must be recorded in the Electronic Register. Offers of hospitality refused must, in addition, be recorded in the Register.
- Regular social contact, i.e. drinks in a public house, with representatives of organisations which supply, or hope to supply, goods or services to the Council must be avoided. Where such instances do occasionally take place, i.e. after late working, officers should ensure that they "pay their way" and that the costs of such contact are not met in full by the other party.
- For their own protection, officers may wish to consider recording such

events in the Electronic Register.

- Apart from participating in concessionary schemes arranged by the Council, trade unions or other groups for their members, employees shall not avail themselves of the services of contractors employed by the Council for acquiring services, materials, labour or plant at cost, trade or discount prices.

5. Suspected irregularities concerning conflicts of interest, giving and acceptance of gifts & hospitality must be reported without delay to the Chief Audit Executive and Monitoring Officer, and where appropriate, to the Chief Executive and the appropriate Cabinet Member.

6. Employees responsible for the purchase of goods and supplies on behalf of the Council should note that any promotional offers given by suppliers are the property of the Council.

7. These promotional offers normally take the form of a free gift, a holiday offer or vouchers towards goods. Promotional offers should **ONLY** be used for the benefit of the Council, and the Director concerned will decide how such offers are to be used.

8. All promotional offers accepted and declined and the course of action determined by the Director must be recorded in the Electronic Register.

Gifts and Hospitality – A Code of Conduct for Councillors

The acceptance of gifts and hospitality by Councillors is not merely an administrative issue. It reflects directly upon the perception of Councillors and of the Authority as acting in the public interest or as acting for the personal advantage of friends or for what personal benefit Councillors themselves can get out of their position.

The law on the acceptance of gifts and hospitality is set out in the Prevention of Corruption Acts and other legislation and guidance. These requirements are then supplemented by the procedures which have been adopted by this Authority to provide a clear set of rules for the protection of both Councillors and the Authority. Acceptance of a gift or hospitality in breach of the Code, or failure to declare receipt of such a gift or hospitality, can lead to disqualification from holding any public office for a period of up to five years. Corrupt acceptance of a gift or hospitality can lead to a heavy fine or up to 7 years' imprisonment.

This Code of Conduct sets out:

- (a) the principles which you should apply whenever you have to decide whether it would be proper to accept any gift or hospitality;
- (b) the procedure for obtaining consent to accept a gift or hospitality, when you consider that it would be proper to accept it; and
- (c) the procedure for declaring any gift or hospitality which you receive and for accounting for any gift to the Authority.

This Code does not apply to the acceptance of any facilities or hospitality which may be provided by you or by this Authority.

1. General Principles

In deciding whether it is proper to accept any gift or hospitality, you should apply the following principles. Even if the gift or hospitality comes within one of the general consents set out below, you should not accept it if to do so would be in breach of one or more of these principles:

- (a) **Never accept a gift or hospitality as an inducement or reward for anything you do as a Councillor.**

As a Councillor, you must act in the public interest and must not be swayed in the discharge of your duties by the offer or prospect of an offer, of any inducement or reward for discharging those duties in a particular manner.

The Public Bodies (Corrupt Offences) Act 1889 provides that if you accept any gift, loan, fee, reward or advantage whatsoever as an inducement to or reward for doing or forbearing to do anything in respect of any matter or transaction in which the Authority is concerned, you commit a criminal offence carrying a maximum term of imprisonment of 7 years.

Further, the Authority's Code of Conduct for Members provides that you must act in the public interest, serving the Authority and the whole community, rather than acting in the interests of any particular individual or section of the community, and that it is a breach of the Code improperly to confer any advantage or disadvantage on any person, including yourself.

(b) You should only accept a gift or hospitality if there is a commensurate benefit to the Authority.

The only proper reason for accepting any gift or hospitality is that there is a commensurate benefit for the Authority which would not have been available but for the acceptance of that gift or hospitality.

Acceptance of hospitality can confer an advantage on the Authority, such as an opportunity to progress the business of the Authority expeditiously through a working lunch, or to canvass the interests of the Authority and its area at a meeting. Acceptance of a gift is less likely to confer such an advantage. But unless the benefit to the Authority is clear, and is commensurate with the value of the gift or hospitality, the presumption must be that the gift or hospitality is purely for your personal benefit.

As set out above, the Authority's Code provides that you must not improperly confer any advantage on anyone, including yourself. Acceptance as a Councillor of a gift or hospitality for your own benefit or advantage, rather than for the benefit of the Authority, would be a breach of the Code.

(c) Never accept a gift or hospitality if acceptance might be open to misinterpretation.

The appearance of impropriety can be just as damaging to the Authority and to you as a Councillor as actual impropriety. The Authority's ability to govern rests upon its reputation for acting fairly and in the public interest. You must therefore consider whether the acceptance of the gift or hospitality is capable of being interpreted as a sign that you or the Authority favours any particular person, company or section of the community, or as placing you under any improper obligation to any person or organisation. If there is any possibility that it might be so interpreted, you must either refuse the gift or hospitality or take appropriate steps to ensure that such a misunderstanding cannot arise.

Certain occasions are particularly sensitive, and require the avoidance of any opportunity for such misunderstanding. These include:

- (i) Occasions when the Authority is going through a competitive procurement process, in respect of any indication of favour for a particular tenderer;
- (ii) Determination of planning applications or planning policy, in respect of any person or organisation which stands to gain or lose from the determination;
- (iii) Funding decisions, when the Authority is determining a grant application by any person or organisation.

- (d) **Never accept a gift or hospitality which puts you under an improper obligation.**

Recognise that some commercial organisations and private individuals see the provision of gifts and hospitality as a means of buying influence. If you accept a gift or hospitality improperly, it is possible that they may seek to use this fact to persuade you to determine an issue in their favour. Equally, if others know that you have been prepared to accept a gift or hospitality improperly, they may feel that they will no longer be able to secure impartial consideration from the Authority.

- (e) **Never solicit a gift or hospitality.**

2. Consent Regimes

(a) **General consent provisions**

For clarity, the Authority has agreed that you may accept gifts and hospitality in the following circumstances:

- (i) Civic hospitality provided by another public authority.
- (ii) Modest refreshment in connection with any meeting in the ordinary course of your work, such as tea, coffee, soft drinks and biscuits.
- (iii) Tickets for sporting, cultural and entertainment events which are sponsored by the Authority.
- (iv) Small gifts of low intrinsic value below £25.00, branded with the name of the company or organisation making the gift, such as pens, pencils, mouse pads, calendars and diaries. However, you should take care not to display any such branded items when this might be taken as an indication of favour to a particular supplier or contractor, for example in the course of a procurement exercise.
- (v) A modest alcoholic or soft drink on the occasion of an accidental social meeting, such as a pint of beer from an employee of a contractor or party with whom you have done business on behalf of the Authority if you meet accidentally in a public house, café or bar. In such cases, you should make reasonable efforts to return the offer where this is practicable.
- (vi) A modest working lunch not exceeding £10.00 a head in the course of a meeting in the offices of a party with whom the Authority has an existing business connection where this is required in order to facilitate the conduct of that business. Councillors should not make such arrangements themselves, but request Officers to settle the detailed arrangements, and Officers are under instruction, when arranging any such meeting, to make it clear to the other party that such a lunch must not exceed a value of £10.00 a head.

- (vii) Modest souvenir gifts with a value below £25.00 from another public Authority given on the occasion of a visit by or to the Authority.
- (viii) Hospitality received in the course of an external visit or meeting which has been duly authorised by the Authority. Councillors should not make such arrangements themselves, but request Officers to settle the detailed arrangements, and Officers are under instruction to make it clear that any such hospitality for Councillors and Officers is to be no more than commensurate with the nature of the visit.
- (ix) Other unsolicited gifts, where it is impracticable to return them to the person or organisation making the gift, provided that the Councillor deals with the gift strictly in accordance with the following procedure. The Councillor must, as soon as practicable after the receipt of the gift, pass it to the Mayor's Assistant together with a written statement identifying the information set out in Paragraphs 2(b) below. The Mayor's Assistant will then write to the person or organisation making the gift thanking them on the Councillor's behalf for the gift and informing them that it has been donated to the Mayor's Charity Fund, on whose behalf it will be raffled or otherwise disposed of in due course, the proceeds being devoted to a charitable cause chosen by the Mayor.

(b) Special consent provisions

If you wish to accept any gift or hospitality which is in accordance with the General Principles set out in Paragraph 1, but is not within any of the general consents set out in Paragraphs 2(a), you may only do so if you have previously obtained specific consent in accordance with the following procedure.

You must make an application in writing to the Monitoring Officer, setting out:

- (i) the nature and your estimate of the market value of the gift or hospitality;
- (ii) who the invitation or offer has been made by or on behalf of;
- (iii) the connection which you have with the person or organisation making the offer or invitation, such as any work which you have undertaken for the Authority in which they have been involved;
- (iv) any work, permission, concession or facility which you are aware of that the person or organisation making the offer or invitation may seek from the Authority; and
- (v) any special circumstances which lead you to believe that acceptance of the gift or hospitality will not be improper.

You must not accept the gift or hospitality until you have received the appropriate consent.

The Monitoring Officer will enter details of any approval in a register which will be available for public inspection on the occasion of the public inspection of the Authority's accounts for the relevant year. But note that this does not relieve you of the obligation to register the receipt of gifts and hospitality in accordance with paragraph 3, below.

3. Reporting

Where you accept any gift or hospitality which you estimate to have a market value or cost of provision of £25.00 or greater, you must, as soon as possible after receipt of the gift or hospitality, make a declaration in writing to the Monitoring Officer setting out the information set out in Paragraphs 2(b) above. A form for this purpose is attached to this Code, but you can send the same information by any convenient means. The Monitoring Officer will retain a copy of any such declaration in a register which will be available for public inspection until the approval of the Authority's accounts for the year in question.

Even if the value of the gift or hospitality is less than £25.00, if you are concerned that its acceptance might be misinterpreted, and particularly where it comes from a contractor or tenderer, you may make a voluntary declaration in the same manner to ensure that there is nothing secret or underhand about the gift or hospitality.

4. Gifts to the Authority

Gifts to the Authority may take the form of the provision of land, goods or services, either to keep or to test with a view to future acquisition; an offer to carry out works; or the sponsorship of a function which is organised or supported by the Authority.

You should not solicit any such gift on behalf of the Authority except where the Authority has formally identified the opportunity for participation by an external party and how that participation is to be secured, for example the sponsorship of public musical and theatrical performances or developers' contributions under Section 106 Agreements. If you receive such an offer on behalf of this Authority, you must first consider whether it is appropriate for the Authority to accept the offer (in terms of whether the acceptance of the gift might be seen as putting the Authority under any improper obligation, whether there is a real benefit to the Authority which would outweigh any dis-benefits). If you do not have delegated Authority to accept the gift, you should report the offer directly to the Monitoring Officer who has such delegated Authority, together with your recommendation. The Monitoring Officer will then write back to the person or organisation making the offer, to record the acceptance or non-acceptance of the gift, record the gift for audit purposes and ensure that the gift is properly applied for the benefit of the Authority. If you have any concerns about the motives of the person or organisation making the offer, or whether it would be proper for the Authority to accept the gift, you should consult the Monitoring Officer directly.

5. Definitions

- (a) "Gift or hospitality" includes:
 - (i) the free gift of any goods or services;
 - (ii) the opportunity to acquire any goods or services at a discount or on terms which are more advantageous than those which are available to the general public;
 - (iii) the opportunity to obtain any goods or services which are not available to the general public; or
 - (iv) the offer of food, drink, accommodation or entertainment, or the opportunity to attend any cultural, sporting or entertainment event.
- (b) References to the "value" or "cost" of any gift or hospitality are references to the higher of:
 - (i) your estimate of the cost to the person or organisation of providing the gift or consideration; or
 - (ii) the open market price which a member of the public would have to pay for the gift or hospitality, if it were made available commercially to the public, less the cash sum of any contribution which you would be required to make toward that price to the person or organisation providing or offering the gift or hospitality.

TEST VALLEY BOROUGH COUNCIL

Declaration of Gifts and Hospitality received

I, (full name)....., a

Member of Test Valley Borough Council

GIVE NOTICE that I wish to record the receipt of the following gift(s) and/or hospitality

Date of receipt of Gift / Hospitality	Name of Donor	Reason and Nature of Gift / Hospitality	Value of Gift / Hospitality

Signed

Dated

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By e-mail:

Office of the University Secretary
4 West
University of Bath
Claverton Down
Bath
BA2 7AY

27 September 2018

Request for information under the Freedom of Information Act (FOIA), 2000 – 2018/248

Your request was received on 1 September 2018, and is copied below for your reference:

“Apart from the “Founders Day Dinner” and the “University of Bath Chancellor’s Dinner”, what other dinners, lunches or events have B&NES Council Officers and Councillors been invited to during 2018? I appreciate that a single Professor may invite someone connected to B&NES Council to discuss or view some research for example, the University may have no record of that and to find all those details would be time consuming and not what I am after. This example would be different from meetings arranged at a more corporate level, or as we have seen, larger or smaller gatherings.”

Section 1(1) usually entitles you to be told whether the requested information is held and have that provided to you unless it is judged to be exempt from disclosure. We are able to provide you with the following information about other dinners, lunches or events to which members or officers from Bath and North-East Somerset Council have been invited so far in 2018.

- Meeting of University Court, 16 January 2018
- Looking Further event, 26 February 2018
- Commonwealth Big Lunch, 13 March 2018
- Looking Further event, 25 April 2018
- Annual General Meeting of University Convocation, 11 May 2018
- Meeting of University Court, 7 June 2018
- Speech by Rt Hon Liam Byrne on Britain and China in the 21st century, 2 July 2018
- Visit by Mayor of Bath and North-East Somerset to School of Management, 5 September 2018
- Opening of the Milner Centre for Evolution, 21 September 2018

If you are dissatisfied with any aspect of how your request was handled you may ask the University to conduct an internal review. A request for an internal review must be submitted within 40 working days of receipt by you of this response. Requests received outside this period will only be considered at the University's discretion and where there is a valid reason to do so.

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Applications for internal review should be addressed in writing to: The University Secretary, University of Bath, Claverton Down, Bath, BA2 7AY or e-mail M.G.W.Humphriss@bath.ac.uk.

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By e-mail:

Office of the University Secretary
4 West
University of Bath
Claverton Down
Bath
BA2 7AY

22 October 2018

Request for information under the Freedom of Information Act (FOIA), 2000 – 2018/266

Your request was received on 27 September 2018, made reference to our previous response 2018/248, and is copied below for your reference:

- “At each of the events listed within that Freedom of Information Request,*
- *What was the final total cost of food and beverage for each event?*
 - *How many people attended each event who were also invited to any hospitality? (for example, the opening of the Milner Centre may have students and others, and only certain guests were invited to the hospitality)”*

The same day, you provided this clarification as to the scope of your request:

““How many people”? For example at the opening of the Milner Centre it is possible that a large area was open to students, university staff, guests, Councillors and Council Officers. It could be a general “finger buffet” for all, which may be difficult to know numbers for, it could be that at an appointed time, an invited selection of the visitors were guided to an area where lunch was served, or whatever was deemed appropriate for the time. It is that second group I am interested in, and the costs. The total number of people who dined.”

Section 1(1) usually entitles you to be told whether the requested information is held and have that provided to you unless it is judged to be exempt from disclosure.

We are able to provide you with the following information about the dinners, lunches or events disclosed in 2018/248, where food and/or beverages were provided for an invited group, and the overall total cost, including food and drink provided to all attendees separately:

Event	Date	Catering offered to limited group	Its cost	Overall cost
University Court	16 January 2018	Sandwich lunch with water, as part of induction for new members. Twenty were invited; we do not hold a record of how many attended. One B&NES councillor was among those invited.	£104.00	£557

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Looking Further event	26 February 2018	Tea/coffee and water provided for speaker and six senior staff. No B&NES councillor or officer received this hospitality.	£21.70	£387.80
Looking Further event	25 April 2018	Water provided for speakers and seven senior staff. No B&NES councillor or officer received this hospitality.	£12.75	£759
University Court	7 June 2018	Sandwich lunch during pre-meeting briefing for chair. Five attended. No B&NES councillor or officer was invited or attended.	£23.00	£460
Liam Byrne speech	2 July 2018	Tea/coffee provided for speaker and five senior staff. No B&NES councillor or officer received this hospitality.	£12.40	£37.60

In addition, in the interests of transparency, we can advise you that catering, beyond simply tea/coffee or water, was provided at two of the events listed, where attendee(s) from B&NES were in receipt of this hospitality, but which was provided for all participating.

Event	Date	Catering offered	Cost
Commonwealth Big Lunch	13 March 2018	The Mayor, Cllr Ian Gilchrist, was among attendees at this lunch to celebrate the University's links with the 2018 Commonwealth Games and Winter Olympic Games. We do not hold the exact figure for attendees, but it was 128-130.	£2,500
Mayor's visit	5 September 2018	A buffet lunch was provided during the visit by the Mayor, Cllr Patrick Anketell-Jones, to the School of Management. All 31 participants in the visit, including the Mayor, attended.	£354.30

No meal or select provision of beverages was provided at either the meeting of University Convocation on 11 May 2018, or the opening of the Milner Centre on 21 September 2018. The total cost of such catering as was provided was £91 (Convocation) and £2,736 (Milner Centre). VAT is included in all figures, where applicable.

If you are dissatisfied with any aspect of how your request was handled you may ask the University to conduct an internal review. A request for an internal review must be submitted within 40 working days of receipt by you of this response. Requests received outside this period will only be considered at the University's discretion and where there is a valid reason to do so.

Applications for internal review should be addressed in writing to: The University Secretary, University of Bath, Claverton Down, Bath, BA2 7AY or e-mail M.G.W.Humphriss@bath.ac.uk.

If you remain dissatisfied you may appeal to the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Further details of this process are available via the following link: <https://ico.org.uk/concerns/getting/> Please note that the Information Commissioner will only consider appeals once the internal review process has been completed.

Yours sincerely

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By e-mail:

Office of the University Secretary
4 West
University of Bath
Claverton Down
Bath
BA2 7AY

29 October 2018

Request for information under the Freedom of Information Act (FOIA), 2000 – 2018/267

Your request was received on 2 October 2018, and is copied below for your reference, with our numbering added:

“In the Universities Fol response 2018/248 it mentions “Visit by Mayor of Bath and North-East Somerset to School of Management, 5th September 2018”

1. *Is the visit by the City’s Mayor an annual event?*
2. *If it is annual, which year did it begin?*
3. *Who originated the idea of a formal visit to the University, the University or the Mayor/City?*
4. *Is it planned that the event will continue in other years?*
5. *During the 2018 event what hospitality was offered? was it finger buffet ? or sit down?*
6. *What was the food and beverage menus?”*

Section 1(1) usually entitles you to be told whether the requested information is held and have that provided to you unless it is judged to be exempt from disclosure. We are able to provide the following responses:

1. This was a one-off visit by the Mayor, Cllr Patrick Anketell-Jones, to learn more about the School of Management, and, as his theme for his year in office is the environment, hear about the University’s research. More details are available on our website at www.bath.ac.uk/announcements/mayor-visits-school-of-management/
2. N/A.
3. The Mayor was invited to visit by Professor Veronica Hope Hailey, Dean of the School of Management.
4. This was a one-off visit. As you are aware from our previous response, 2018/248, Cllr Ian Gilchrist (Mayor in 2017/18) attended the Commonwealth Big Lunch in March 2018, and he also visited the University on at least three other occasions during his year in office. Mayoral visits to our campus and/or participation in University events such as graduation ceremonies occur each year, and we anticipate this will continue to be the case.
5. A finger buffet was served to the Mayor and those who had participated in the visit, comprising management students, staff and representatives of the Students’ Union.

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6. Sandwiches, croissants, vegetable samosas, chicken skewers, king prawn, chorizo and sweet pepper skewers, Yorkshire puddings with roast beef, cocktail sausages, crudites with hummus, quiche tartlets, falafel, crisps, cake and fruit; fruit juices, still and sparkling water.

If you are dissatisfied with any aspect of how your request was handled you may ask the University to conduct an internal review. A request for an internal review must be submitted within 40 working days of receipt by you of this response. Requests received outside this period will only be considered at the University's discretion and where there is a valid reason to do so.

Applications for internal review should be addressed in writing to: The University Secretary, University of Bath, Claverton Down, Bath, BA2 7AY or e-mail M.G.W.Humphriss@bath.ac.uk.

If you remain dissatisfied you may appeal to the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Further details of this process are available via the following link: <https://ico.org.uk/concerns/getting/> Please note that the Information Commissioner will only consider appeals once the internal review process has been completed.

Yours sincerely

John Evans
Freedom of Information Officer

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Name		Event Name	Event Date	Attended?
Cherry Beath	Mayor	Court	03/03/2015	Yes
Cherry Beath	Mayor	The Edge Opening Ceremony	11/05/2015	Yes
Lisa Bartlett	Divisional Director - Development	The Edge Opening Ceremony	11/05/2015	Yes
Neil Butters	Councillor, Bathavon South	The Edge Opening Ceremony	11/05/2015	Yes
Cherry Beath	Mayor	Centre for Digital Entertainment annual celebration	26/05/2015	Yes
William Sandry	Mayor	Summer Award Ceremonies 2015	30/06/2015	Yes
Ian Gilchrist	Chair of B&NES	Summer Award Ceremonies 2015	01/07/2015	Yes
Bryan Chalker	Councillor	Annual Designability Lecture 2015	12/11/2015	Yes
William Sandry	Mayor	Winter Award Ceremonies 2015	08/12/2015	Yes
Ian Gilchrist	Chair of B&NES	Winter Award Ceremonies 2015	09/12/2015	Yes
Ian Gilchrist	Chair of B&NES	Court	09/03/2016	Yes
Jo Farrar	Chief Executive, Bath and North East Somerset Council	Court	09/03/2016	Yes
William Sandry	Mayor	Fairtrade event	09/03/2016	Yes
William Sandry	Mayor	Court	09/03/2016	Yes
William Sandry	Mayor	Vice Chancellor's awards for public engagement	17/05/2016	Yes
Alan Hale	Chair of B&NES	Chancellor's Dinner 2016	28/06/2016	Yes
Ian Gilchrist	Councillor, Widcombe	Chancellor's Dinner 2016	28/06/2016	Yes
Karen Walker	Councillor, Peasdown	Chancellor's Dinner 2016	28/06/2016	Yes
Paul Crossley	Mayor	Summer Award Ceremonies 2016	28/06/2016	Yes
Alan Hale	Chair of B&NES	Summer Award Ceremonies 2016	29/06/2016	Yes
Paul Crossley	Mayor	International Scholarship Reception 2016	19/10/2016	Yes
Alan Hale	Chair of B&NES	50th Anniversary Celebration at Bath Abbey, Oct 2016	25/10/2016	Yes
Alan Hale	Chair of B&NES	50th Anniversary Vice Chancellor's lunch	25/10/2016	Yes
Andrew Furse	Councillor, Kingsmead	50th Anniversary Celebration at Bath Abbey, Oct 2016	25/10/2016	Yes
Neil Butters	Councillor, Bathavon South	50th Anniversary Celebration at Bath Abbey, Oct 2016	25/10/2016	Yes
Paul Crossley	Mayor	50th Anniversary Celebration at Bath Abbey, Oct 2016	25/10/2016	Yes
Paul Crossley	Mayor	50th Anniversary Vice Chancellor's lunch	25/10/2016	Yes
Alan Hale	Chair of B&NES	Winter Award Ceremonies 2016	06/12/2016	Yes
Cherry Beath	Councillor, Combe Down	Holburne Dinner December 2016	06/12/2016	Yes
Paul Crossley	Mayor	Holburne Dinner December 2016	06/12/2016	Yes
Paul Crossley	Mayor	Winter Award Ceremonies 2016	06/12/2016	Yes
Paul Crossley	Mayor	Turf cutting for Milner Centre	17/01/2017	Yes
Alan Hale	Chair of B&NES	Court	23/02/2017	Yes
Paul Crossley	Mayor	Court	23/02/2017	Yes
Martin Veal	Councillor, Bathavon North	The Virgil Building Opening Event Apr 2017	04/04/2017	Yes
Patrick Anketell-Jones	Councillor, Lansdown	The Virgil Building Opening Event Apr 2017	04/04/2017	Yes
Paul Crossley	Mayor	The Virgil Building Opening Event Apr 2017	04/04/2017	Yes
Shaun A Stephenson-McGall	Councillor, Oldfield	The Virgil Building Opening Event Apr 2017	04/04/2017	Yes

Tim Warren	Leader of the Council	The Virgil Building Opening Event Apr 2017	04/04/2017	Yes
Ian Gilchrist	Mayor	Summer Award Ceremonies 2017	04/07/2017	Yes
Cherry Beath	Chair of B&NES	Summer Award Ceremonies 2017	05/07/2017	Yes
Anthony Clarke	Councillor, Lansdown	The Opening of 4 East South July 2017	18/07/2017	Yes
Ian Gilchrist	Mayor	The Opening of 4 East South July 2017	18/07/2017	Yes
Karen Walker	Councillor, Peasdown	The Opening of 4 East South July 2017	18/07/2017	Yes
Shaun A Stephenson-McGall	Councillor, Oldfield	The Opening of 4 East South July 2017	18/07/2017	Yes
Bob Goodman	Councillor, Combe Down	Community Matters Showcase Event	21/09/2017	Yes
Brian Simmons	Councillor, Keynsham North	Community Matters Showcase Event	21/09/2017	Yes
Ian Gilchrist	Mayor	Community Matters Showcase Event	21/09/2017	Yes
Mark Shelford	Councillor, Keynsham East	Community Matters Showcase Event	21/09/2017	Yes
Martin Veal	Councillor, Bathavon North	Community Matters Showcase Event	21/09/2017	Yes
Robert Appleyard	Councillor, Lambridge	Community Matters Showcase Event	21/09/2017	Yes
Tim Warren	Leader of the Council	Community Matters Showcase Event	21/09/2017	Yes
Rob Appleyard	Deputy Mayor	Children's event about evolution	09/10/2017	Yes
Ian Gilchrist	Mayor	International Scholarship Reception 2017	25/10/2017	Yes
Robert Appleyard	Councillor, Lambridge	Annual Designability Lecture 2017	10/11/2017	Yes
Ian Gilchrist	Mayor	Winter Award Ceremonies 2017	12/12/2017	Yes
Karen Walker	Vice-Chair of B&NES	Winter Award Ceremonies 2017	13/12/2017	Yes

By e-mail:

Office of the University Secretary
4 West
University of Bath
Claverton Down
Bath
BA2 7AY

1 November 2018

Request for information under the Freedom of Information Act (FOIA), 2000 – 2018/276

Your request was received on 6 October 2018, and is copied below for your reference:

“On the 31st Aug 2018 I sent a question, copied below for your convenience

“Apart from the “Founders Day Dinner” and the “University of Bath Chancellor’s Dinner”, what other dinners, lunches or events have B&NES Council Officers and Councillors been invited to during 2018? I appreciate that a single Professor may invite someone connected to B&NES Council to discuss or view some research for example, the University may have no record of that and to find all those details would be time consuming and not what I am after. This example would be different from meetings arranged at a more corporate level, or as we have seen, larger or smaller gatherings.”

The University replied to this request on the 27th Sep 2018 Your Ref. 2018/248. Your reply listed several events that matched my request.

Using the same question I am now looking for similar events but covering different years. 2015 to 2017 inclusive. The University have previously supplied information regarding the “Founders Day Dinners” and it is not necessary to supply this again.”

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On 7 October 2018, you amended and added to the request as follows:

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"With regard to the last FOI request regarding dinners between 2015 and 2017 Inc. I wonder if it might save time to also ask the names of Councillors and Council Officers who attended, I am thinking this would be information on the same file, would I be correct?"

Section 1(1) usually entitles you to be told whether the requested information is held and have that provided to you unless it is judged to be exempt from disclosure.

I can advise you that members or officers from Bath and North-East Somerset Council (B&NES) received invitations from the University of Bath to the following events:

2015	2016	2017
Court – 3 March	Court – 9 March	Turf cutting for Milner Centre – 17 January
House of Lords event – 23 March	Fairtrade event – 9 March	Court – 23 February
The Edge Opening Ceremony – 11 May	Vice Chancellor's awards for public engagement with research – 17 May	EDF Showcase and Dinner – 23 March
Book launch – 19 May	Chancellor's Dinner – 28 June	Opening of Virgil Building – 4 April
Centre for Digital Entertainment annual celebration – 26 May	Summer Degree Award ceremonies – 28-30 June	VIP reception – 6 May
Chancellor's Dinner – 30 June	International Scholarship reception – 19 October	Summer Degree Award ceremonies – 4-6 July
Summer Degree Award ceremonies – 30 June-2 July	50 th anniversary celebration at Bath Abbey – 25 October	Opening of 4 East South – 18 July
Annual Designability lecture – 12 November	Vice-Chancellor's Lunch – 25 October	Community Matters Showcase Event – 21 September
Winter Degree Award ceremonies – 8/9 December	Rugby at the Rec – 25 October	Productivity through People Preview Event – 27 September
Vice Chancellor's Christmas drinks – 14 December	Jerwood Prize Exhibition Reception – 4 November	Children's event about evolution – 9 October
	Holburne Dinner – 6 December	International Scholarship reception – 25 October
	Winter Degree Award ceremonies – 6/7 December	Annual Designability lecture – 10 November
		Winter Degree Award ceremonies – 12/13 December

This list was created by our Department of Marketing and Communications, and Department of Development and Alumni Relations, and through a search of our website. The attached pdf document lists those councillors or officers that we know attended these events.

Councillors were invited to Founders Day events in 2015 and 2016 and you were provided with information about these in previous responses, specifically in relation to the dinners that formed part of the day. Graduation ceremonies attended by the Mayor and Chair of B&NES have been included, and this year's event, held on 10-12 July, is an addition to those events we have previously disclosed. These ceremonies are also attended by the Mayor's sword-bearers and mace-bearers, but we do not hold any information about these council officers.

If you are dissatisfied with any aspect of how your request was handled you may ask the University to conduct an internal review. A request for an internal review must be submitted within 40 working days of receipt by you of this response. Requests received outside this period will only be considered at the University's discretion and where there is a valid reason to do so.

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Standards Committee 22nd November 2018
Report 12 comments from the complainant

The complainant has requested that the Standards Committee consider the supplementary documents and comments below:

“A lowering of the current £50 limit before Declarations become compulsory.

Invitations to events and dinners going via a Council office, rather than at present, individual invitations direct to each Councillor.

Declarations being maintained on-line, as opposed to the current system of deletion at each local election. The current system allows a “reset” even if a Councillor is re-elected.

Clarifying the “Six Month Rule” where “discovery of an irregularity past this time frame is deemed to have passed a time limit. If there is a time limit, I feel it should be from the time of “Discovery” if declarations have been withheld, therefore unable to have been discovered.”

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