

Witness: Sir Paul Stephenson

Statement No: 1

Exhibits Referred to: SPS/1, SPS/2, SPS/3, SPS/4,
SPS/5

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The Leveson Inquiry into the Culture Practices and Ethics of the Press

This is the exhibit marked 'SPS/5' referred to in the statement of Sir Paul Stephenson, dated this 20th day of February 2012.

LANCASHIRE CONSTABULARY

INTEGRITY – GIFTS AND HOSPITALITY

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INTEGRITY PROCEDURES – GIFTS AND HOSPITALITY

1.0 Introduction

The Constabulary has agreed the following procedures for staff concerning the acceptance of gifts or hospitality. The procedures take account of the report produced by Her Majesty's Inspectorate of Constabulary entitled 'Police Integrity'.

These procedures apply to all police officers and members of support staff, irrespective of rank or grade, members of the Special Constabulary and volunteers. Any member of the Constabulary who fails to comply with these procedures may be liable to disciplinary action.

As a general principle no member of the Constabulary is entitled, directly or indirectly, to solicit or receive any gift or offer of hospitality in return for services rendered to the public in the course of their duties. Where this may be unavoidable approval must be sought from the individuals divisional commander or departmental head and a record made in the divisional/departmental register of Gifts and Hospitality.

2.0 The Acceptance of Gifts

The general principle is that members of the Constabulary should not accept gifts from members of the public in the course of their duties. Where this may be unavoidable then, prior to accepting such a gift, he/she should seek advice and authority to do so from his/her divisional commander or head of department.

If a member of staff attends an event and, for example makes a speech or gives a presentation and a gift is unexpectedly presented, it may be accepted,

particularly if refusal would cause offence or embarrassment. In such cases the divisional commander or head of department must be informed as soon as practicable afterwards and the matter must be recorded in the relevant register.

In all cases a test of reasonableness should be applied. The following checklist is taken from the HMIC Integrity Report (June 1999) and should assist in making decisions on this matter.

Why is the offer being made?

- *What are the background circumstances to it? For example, if a liquor licence for particular premises is due for renewal or a local business is pending news of a contractual nature between them and the Constabulary and a gift was presented to an officer then the motives could be questioned.*
- Does the donor feel obliged to make the offer?
- What does the donor expect in return?
- What could be the outcome for the service or me if I accept or decline?
- What advice would my line manager give if he/she were with me?
- Would I be able to justify its acceptance to the public, the media or an auditor?

In doubtful cases advice should be sought from the divisional commander or head of department.

3.0 The Acceptance of Hospitality

Again, the general principle is the same. Members of the Constabulary should not accept an invitation to attend an event, receive hospitality or do something in an official capacity for personal reward. Where this may be unavoidable then, the prior authority of the divisional commander or head of department must be obtained and a record made in the divisional/departmental register of Gifts and Hospitality.

A test of reasonableness should be applied and the following guidance from the HMIC Integrity Report may assist in the decision making.

- Is my attendance necessary as a participant, e.g. making a speech or giving a presentation?
- Is it a duty attendance? This would include attendance at major events as commander or furthering community relations, but only if the "work" element is significant. An example might include hosting community leaders or business partners in order to strengthen local partnerships whilst attending an organised sporting or entertainment event.

- Is it for charity? If so, attendance should not be free unless the recipient is invited as a valued dignitary (part of the 'attraction').
- Is it mainly for pleasure? If so, attendance should never be free.
- In every case, the question should be asked, "Can I justify my decision?"

4.0 Nightclubs

There are a number of nightclubs throughout the County, which occasionally advertise free entry to police staff on production of a warrant card or ID badge. Staff are reminded that warrant cards or Constabulary identification cards should not be used for non-police business. Examples would include gaining entry into night clubs or obtaining any other form of preferential treatment over members of the public.

5.0 Public Transport

There are local arrangements in parts of the County, which allow free travel on public transport to officers on production of their warrant card. There are occasions when it is appropriate and even desirable for officers to utilise public transport within the bounds of these local arrangements. Examples might include en route to and from their beat.

Unless required to do so as part of their official duties, members of the Constabulary should not ride on public transport without paying the proper fare. Constabulary identification cards should only be used for police business.

6.0 Gifts and Hospitality Register

It is the responsibility of each divisional commander and departmental head to maintain a Gifts and Hospitality Register for their respective division/department. The following procedures should be followed in respect of the acceptance of gifts and/or hospitality.

- Where a member of the Constabulary wishes to accept a gift or hospitality they should submit a written report to their divisional commander/departmental head requesting approval.
- Where possible, approval must be given before the gift or hospitality is accepted.
- Where such approval cannot be granted in advance the member of staff should submit a written report to their divisional commander/departmental head as soon as practicable afterwards.
- The divisional commander/departmental head should keep a register of all applications together with a record of his/her decision.
- The register should, as a minimum, contain the following information:
 - Date of occurrence;

- Nature of event;
 - Donor of gift or hospitality;
 - Reason for gift or hospitality;
 - Person or persons benefiting;
 - Whether or not approval granted.
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- Additional registers are available from the Stationery Stores.
Alternatively divisional commanders and departmental heads may wish to maintain the register in an electronic format.

7.0 Monitoring

The Standards and Leadership Group is responsible for monitoring compliance with these procedures and for periodically checking the Gifts and Hospitality registers