

**Report to:** Audit & Risk Assurance Committee  
**Agenda item:** 4  
**Date:** 4 December 2014  
**Subject:** Authority Quarterly Update  
**Sponsor:** Authority Finance Director, Charlotte Vitty (AFD (CV))  
**For:** Information

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## 1. Purpose of Paper

- 1.1 The purpose of this report is to inform the Audit and Risk Committee of significant developments within the Authority Executive since the last Audit and Risk Committee meeting on 18 September 2014.

## 2. BTPA Statement of Accounts

- 2.1 The DfT have issued initial reporting dates for the 2014/15 year end accounts process as follows:
  - 27/3/15 – Issue final accounts packs
  - 06/05/2015 – Final accounts packs due for reporting
  - 17/06/2015 – Final sign off of accounts
  - 25/06/15 – Accounts to be laid
- 2.2 The NAO plan to commence their audit procedures on 2<sup>nd</sup> Feb 2015 with completion of testing expected by 29<sup>th</sup> May 2015.
- 2.3 The NAO are presenting their Audit Plan to the Audit & Risk Committee on agenda item 7.

## 3. Police Service Agreements

- 3.1 Following the issuing of 2 proposed amendments to all PSA holders, to date the Authority have only received 11 responses to the correspondence issued, and therefore are not able to implement the changes as planned
- 3.2 AFD (CV) has submitted a list of those who have not signed up to Patrick Butcher as Chair of the RDG(P&SG) to progress with the remaining PSA holders.
- 3.3 AFD (CV) will be writing to each PSA holder to advise of the updated position, along with requesting a face to face meeting with each group Finance Director to discuss both the 2013/14 wash up charge and the 2015/16 proposed charges.

- 3.4 The Authority expect to be able to issue the PSA charges formally to the PSA holders in the new year.

## 4. Pension Issues

- 4.1 The consultation letters for the new pension strategy have been issued and the 60 day consultation period is due to conclude on the 6<sup>th</sup> December 2014.
- 4.2 To date there have been 9 number of enquiries to the helpline being managed by Punter Southall. In addition, Andrew Figgures has meeting one officer to talk through the proposals following email correspondence from him raising his concerns.
- 4.3 The Pensions sub-committee is meeting on the 16<sup>th</sup> December 2014 to review all consultation responses and to agree a way forwards.
- 4.4 Andrew Figgures met officials from the DfT and the Government Actuaries' department to draft the input to the DfTs submission to the Treasury with respect to how the departments Arms Length Bodies were implementing the recommendation of the Independent Public Service Pensions Commission.
- 4.5 When the new pension scheme for police officers has been introduced work will begin on a new pension scheme for police staff.
- 4.6 AFD (CV) was appointed as the Chairman of the BT Police Section Pensions Committee from 2015.

## 5. Internal Audit

- 5.1 The internal audit team are presenting their progress report for the 2014/15 audit plan.
- 5.2 The Key Performance Indicator internal audit work has been completed and management responses have been gathered. The Internal audit team are presenting to the Audit and Risk committee under agenda item 8

## 6. Insurance

- 6.1 AFD (CV) is meeting with the Forces Insurance manager Dennis Poundford, to review the overall insurance cover and policy across the Force. This is timely as the SEERPIC insurance agreement is due to be renewed shortly and will come to the Authority for signing.

## 7. Gifts and Hospitality Register

- 7.1 In line with good governance in public bodies, a copy of the Gifts and Hospitality which have been received, accepted or declined by BTPA Members and BTPA Executive Senior Staff for oversight is prepared. Appendix A lists the full details for the BTPA.

- 7.2 AFD (CV) has also reviewed the BTP Gifts and Hospitality Register with the Deputy Chief Constable which is attached at Appendix B. The Deputy highlighted the following areas for discussion/further work
- High value gifts received by Force members and subsequently returned
  - Complimentary rail pass provided to an officer.
- 7.3 A review of the presentation of the register will be undertaken by the Deputy with a view to provide more of a focus on high risk elements, along with some analysis of how regularly officers appear on the register.
- 7.4 Members are asked to note the gifts and hospitality register.

## 8. Recommendations

- 8.1 Members are asked to note this report.

## BTPA Gifts and Hospitality Register

Date of Event	Offered To	Additional/Other Recipients	Offered By	Brief Description of offer	Purpose of Offer	Estimated/actual value of gift/hospitality	Accepted / Declined / Returned
16/09/2010	Andrew Figgures	N/A	Chris Hitchen - Chief Executive - Railway Pension Trustee Committee Ltd	invitation to Strategy Trustees Board Day and Dinner	Networking		Yes
24/10/2014	Millie Banerjee	N/A	Merielle Ghali, Head of Stakeholder Strategy - Government Equalities Office	BAME Women's Enterprise Summit	To bring together entrepreneurs starting in business and those growing their business to examine the experiences and barriers Black, Asian and Minority women in enterprise face.		Declined
25/11/2014	Andrew Figgures	N/A	Tina Tu Weale @ ahmedia Ltd	2 day Police Strategy Forum, Manchester	Networking	£2,000	Declined
03/11/2014	Andrew Figgures	N/A	Bjorn Conway UK&I Government Sector Lead	Annual Defence & Security Reception 2014	Networking		Accepted

**BTPA Gifts and Hospitality Register**

01/09/2014	Dominic Booth	N/A	Malcolm Browns/Angel Trains	National Rail Awards	Networking		Accepted
16/10/2014	Charlotte Vitty	N/A	Paul Crowther	Guest at CC Crowther's table at the Child Victims of Crime Charity Dinner	Charitable Event		Accepted
18/11/2014	Millie Banerjee	N/A	Heidrick & Struggles Board Practice London	Board Dinner with Alderman Fiona Woolf CBE	Networking		Declined

## NOT PROTECTIVELY MARKED

AREA	RECIPIENT	POSITION HELD (ORIGIN)	POLICE NUMBER	DATE	DESCRIPTION OF GIFT/ HOSPITALITY	COMPANY/ ORGANISATION/ INDIVIDUAL OFFERING GIFT/ HOSPITALITY	EXPLANATION OF GIFT/ HOSPITALITY (WHY IS IT BEING OFFERED)	Estimated VALUE OF GIFT/ HOSPITALITY	ACCEPTED /DECLINED	APPROVED BY (MUST BE COMPLETED)	COMMENTS
A Division	Philip Wilkinson	Chief Inspector	3595	10/05/2014	Glass Model Train	Etihad Rail - Government body of UAE	Etihad Rail were provided with a week long fact finding visit to BTP that illustrated our working practices.	£30.00	ACCEPTED	M Furness (Head of Strategic Development)	
A Division	Simon Rees	Detective Sergeant	3239	10/09/2014	Attendance of the public opening of the Beecroft Art Gallery, Southend	Southend Council (at the request of Lord Faulkner)	Lord Faulkner, as head of a body responsible for designated historical Railway artefacts, requested, through the Chief Constable, that a missing Charles Pears painting on loan to Network rail be investigated. The painting was traced and recovered and has been loaned indefinitely to the Beecroft Gallery Southend for display. Lord Faulkner wanted a representation from the BTP at the public opening of the Gallery as he gave a speech and wanted to recognise those involved in its recovery.	No Estimate Available	ACCEPTED	DSupt Richardson	Drinks (including alcohol) and snacks included on the invite, but not accepted by the recipient. The event was invitation only, with no tickets sold for attendance.
A Division	Stephen Thomas	Assistant Chief Constable	1463	10/09/2014	Whilst on leave and not part of BTP role or duties, attendance at a half day European Football Stadium Safety and Security Seminar (20 other attendees) and a full day Conference (450 other attendees) in Warsaw. All travel, accommodation and food costs pa	Event Organisers: European Union Think Tank of Football Safety and Security Experts and UEFA	The European Union Think Tank of Football Safety and Security Experts and UEFA wish me to participate in their Seminar and Conference so that they can use my expertise in European football stadium safety and security arrangements.	£300.00	ACCEPTED	Chief Constable	
A Division	Philip Wilkinson	Chief Inspector	3595	11/09/2014	Chinese Police Tie	Police Liaison Officer Chinese Embassy	Organised a visit from the Chinese Rail Police College to BTP and the College of Policing. Item received at first meeting with Police Liaison.	£7.00	ACCEPTED	M Furness (Head of Strategic Development)	
A Division	Trevor Watler	Police Staff	9439	15/09/2014	Invitation to a black tie charity event at Lords Cricket Ground	Samuel Narula of Samuels LLP (Auditors)	The gift was offered due to an existing association developed through Mr Watler's employment with BTP.	No Estimate Available	DECLINED	DCh Supt Fry	Response received indicating that Mr Watler is unable to provide an estimate of possible value.
A Division	Paul Crowther	Chief Constable	2307	18/09/2014	National Rail Awards Dinner	RAIL Magazine	The Chief Constable was a judge at the National Rail Awards.	No Estimate Available	ACCEPTED	Andrew Figgures (BTPA)	
A Division	Trevor Tendall	Police Staff	8104	24/09/2014	Small box of Japanese confectionary	Japanese Delegation	As thanks for accommodating a visit to the CCTV department.	£10.00	ACCEPTED	Supt Jordan	
A Division	Geoff Saunders	Police Sergeant	4281	29/09/2014	Balmain Gold coloured wrist watch	Jaber Al-Mubarak Al-Hamad Al Sabah (Prime Minister of Kuwait)	On Monday 29th September 2014, Steve Boston, Lisa Darke, Kim Anderson and I were invited to the Military Attaches' office at the Embassy of Kuwait in Knightsbridge. The purpose of this visit was to be personally thanked by MG Fahad Albaz who is the Military attaché for Kuwait. On arrival, Bassan (one of the embassy's top aids) took us into a room and presented us with a watch. He informed us that it was a personal gift from Jaber Al-Mubarak Al-Hamad Al-Sabah. He is the Prime Minister for Kuwait. I explained to him that we can not accept gifts and Bassan explained that it would be a personal insult to his Prime minister if we did not accept. We were then taken to the Office of the Military Attaché and again personally thanked for all of our assistance. I took all 6 watches and placed them into a locked cupboard on the 2nd floor at Blundell street.	£549.00	DECLINED	Chief Supt Wratten	ACC Thomas has decided that these gifts must be returned. T/Ch Supt Wratten to make arrangements for the return.
A Division	Kim Anderson	Police Constable	0172	29/09/2014	Balmain rectangular silver coloured wrist	Jaber Al-Mubarak Al-Hamad Al Sabah (Prime Minister of Kuwait)	On Monday 29th September 2014, Steve Boston, Lisa Darke, Kim Anderson and I were invited to the Military Attaches' office at the Embassy of Kuwait in Knightsbridge. The purpose of this visit was to be personally thanked by MG Fahad Albaz who is the Military attaché for Kuwait. On arrival, Bassan (one of the embassy's top aids) took us into a room and presented us with a watch. He informed us that it was a personal gift from Jaber Al-Mubarak Al-Hamad Al-Sabah. He is the Prime Minister for Kuwait. I explained to him that we can not accept gifts and Bassan explained that it would be a personal insult to his Prime minister if we did not accept. We were then taken to the Office of the Military Attaché and again personally thanked for all of our assistance. I took all 6 watches and placed them into a locked cupboard on the 2nd floor at Blundell street.	£514.00	DECLINED	Chief Supt Wratten	ACC Thomas has decided that these gifts must be returned. T/Ch Supt Wratten to make arrangements for the return.
A Division	Steve Boston	Police Constable	4236	29/09/2014	Balmain ladies silver coloured wrist watch	Jaber Al-Mubarak Al-Hamad Al Sabah (Prime Minister of Kuwait)	On Monday 29th September 2014, Steve Boston, Lisa Darke, Kim Anderson and I were invited to the Military Attaches' office at the Embassy of Kuwait in Knightsbridge. The purpose of this visit was to be personally thanked by MG Fahad Albaz who is the Military attaché for Kuwait. On arrival, Bassan (one of the embassy's top aids) took us into a room and presented us with a watch. He informed us that it was a personal gift from Jaber Al-Mubarak Al-Hamad Al-Sabah. He is the Prime Minister for Kuwait. I explained to him that we can not accept gifts and Bassan explained that it would be a personal insult to his Prime minister if we did not accept. We were then taken to the Office of the Military Attaché and again personally thanked for all of our assistance. I took all 6 watches and placed them into a locked cupboard on the 2nd floor at Blundell street.	£484.00	DECLINED	Chief Supt Wratten	ACC Thomas has decided that these gifts must be returned. T/Ch Supt Wratten to make arrangements for the return.
A Division	Gerard Collins	Police Constable	4701	29/09/2014	Balmain silver coloured wrist watch chronograph	Jaber Al-Mubarak Al-Hamad Al Sabah (Prime Minister of Kuwait)	On Monday 29th September 2014, Steve Boston, Lisa Darke, Kim Anderson and I were invited to the Military Attaches' office at the Embassy of Kuwait in Knightsbridge. The purpose of this visit was to be personally thanked by MG Fahad Albaz who is the Military attaché for Kuwait. On arrival, Bassan (one of the embassy's top aids) took us into a room and presented us with a watch. He informed us that it was a personal gift from Jaber Al-Mubarak Al-Hamad Al-Sabah. He is the Prime Minister for Kuwait. I explained to him that we can not accept gifts and Bassan explained that it would be a personal insult to his Prime minister if we did not accept. We were then taken to the Office of the Military Attaché and again personally thanked for all of our assistance. I took all 6 watches and placed them into a locked cupboard on the 2nd floor at Blundell street.	£464.00	DECLINED	Chief Supt Wratten	ACC Thomas has decided that these gifts must be returned. T/Ch Supt Wratten to make arrangements for the return.
A Division	Lisa Darke	Police Constable	0377	29/09/2014	Certina silver coloured 1888 wrist watch	Jaber Al-Mubarak Al-Hamad Al Sabah (Prime Minister of Kuwait)	On Monday 29th September 2014, Steve Boston, Lisa Darke, Kim Anderson and I were invited to the Military Attaches' office at the Embassy of Kuwait in Knightsbridge. The purpose of this visit was to be personally thanked by MG Fahad Albaz who is the Military attaché for Kuwait. On arrival, Bassan (one of the embassy's top aids) took us into a room and presented us with a watch. He informed us that it was a personal gift from Jaber Al-Mubarak Al-Hamad Al-Sabah. He is the Prime Minister for Kuwait. I explained to him that we can not accept gifts and Bassan explained that it would be a personal insult to his Prime minister if we did not accept. We were then taken to the Office of the Military Attaché and again personally thanked for all of our assistance. I took all 6 watches and placed them into a locked cupboard on the 2nd floor at Blundell street.	£360.00	DECLINED	Chief Supt Wratten	ACC Thomas has decided that these gifts must be returned. T/Ch Supt Wratten to make arrangements for the return.

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A Division	Sean Potter	Police Constable	4370	29/09/2014	Tissot 1853 silver coloured ladies wrist watch	Jaber Al-Mubarak Al-Hamad Al Sabah (Prime Minister of Kuwait)	On Monday 29th September 2014, Steve Boston, Lisa Darke, Kim Anderson and I were invited to the Military Attaches' office at the Embassy of Kuwait in Knightsbridge. The purpose of this visit was to be personally thanked by MG Fahad Albaz who is the Military attaché for Kuwait. On arrival, Bassan (one of the embassy's top aids) took us into a room and presented us with a watch. He informed us that it was a personal gift from Jaber Al-Mubarak Al-Hamad Al-Sabah. He is the Prime Minister for Kuwait. I explained to him that we can not accept gifts and Bassan explained that it would be a personal insult to his Prime minister if we did not accept. We were then taken to the Office of the Military Attaché and again personally thanked for all of our assistance. I took all 6 watches and placed them into a locked cupboard on the 2nd floor at Blundell street.	£390.00	DECLINED	Chief Supt Wratten	ACC Thomas has decided that these gifts must be returned. T/Ch Supt Wratten to make arrangements for the return.
A Division	Deborah Stickland	Police Staff	8250	27/10/2014	Lunchtime Christmas buffet and drinks	Posturite Ltd	To express gratitude to clients of Posturite.	£20.00	DECLINED	Stephanie Sharp (S&W Service Delivery Manager)	The invitation was immediately declined by email, saying that it was against BTP policy for what is allowable with business clients.
A Division	Kenneth Slack	Police Staff	6662	27/10/2014	Lunchtime Christmas buffet and drinks	Posturite Ltd	To express gratitude to clients of Posturite.	£20.00	DECLINED	Stephanie Sharp (S&W Service Delivery Manager)	The invitation was immediately declined by email, saying that it was against BTP policy for what is allowable with business clients.
A Division	Celia Loftus	Police Staff	7874	29/10/2014	CBR Dining Club at Wilton's Restaurant. The dinner would have included include a wine reception with canapés, a three course meal.	Computer Business Review	The event was offered as a networking/Q&A round table discussion.	£0.00	DECLINED	Caroline Sparks	This invitation was declined by Caroline Sparks.
B Division	Wendy Usher	Police Staff	5934	09/06/2014	Flowers	Zac Samiotis	Young person on work experience sent flowers to say thank you.	£25.00	ACCEPTED	Chief Insp Urry	Approval awaited from Divisional Commander.
B Division	Katie Newson	Police Staff	8795	09/06/2014	Flowers	Zac Samiotis	Young person on work experience sent flowers to say thank you.	£25.00	ACCEPTED	Chief Insp Urry	Approval awaited from Divisional Commander.
B Division	Paul Brogden	Chief Superintendent	2070	04/08/2014	Evening meal at the Crown Plaza Blackfriars	London Underground	Dinner Meeting with Senior Rail Industry Stakeholders.	Approx £40	ACCEPTED	ACC Newton	
B Division	Sophocles Ioannou	Police Inspector	3628	01/09/2014	Biscuits	Jean Pikett	A gift from an attendee of the BTP Neighbourhood Policing Team, Police and Community Together meeting.	£3.00	ACCEPTED	Supt Bunyard	Approval awaited from Divisional Commander.
B Division	Paul Brogden	Chief Superintendent	2070	03/09/2014	Eid Celebration Dinner	National Muslim Police Association	Networking opportunity with senior police, government officials and association members.	Approx £40	ACCEPTED	ACC Newton	
B Division	Sue Peters	T/Superintendent	0354	03/09/2014	Eid Celebration Dinner	National Muslim Police Association	Networking opportunity with senior police, government officials and association members.	Approx £40	ACCEPTED	Ch Supt Brogden	
B Division	Paul Watts	Detective Inspector	2803	03/09/2014	Eid Celebration Dinner	National Muslim Police Association	Networking opportunity with senior police, government officials and association members.	Approx £40	ACCEPTED	Ch Supt Brogden	
B Division	Saeid Rasool	Police Sergeant	4532	03/09/2014	Eid Celebration Dinner	National Muslim Police Association	Networking opportunity with senior police, government officials and association members.	Approx £40	ACCEPTED	Ch Supt Brogden	
B Division	Stephen Irons	A/Police Sergeant	2593	08/09/2014	Stationary	Emergency services from Denmark (Copenhagen)	Officer was asked to provide a presentation by LFB colleague to a group from Denmark who are visiting the LFB in relation to the Copenhagen Metro. At the end of the presentation he was presented with a selection of gifts.	£22.50	ACCEPTED	Supt Boothe	Approval awaited from Divisional Commander.
B Division	Paul Brogden	Chief Superintendent	2070	23/09/2014	Revolutionising London Life - Night Tube Reception	London Underground	Evening reception with presentation on what the Night Tube will mean for London hosted by Mike Brown	Approx £30	DECLINED	Ch Supt Brogden	
B Division	Jenny Gilmer	Chief Inspector	0130	23/09/2014	Revolutionising London Life - Night Tube Reception	London Underground	Evening reception with presentation on what the Night Tube will mean for London hosted by Mike Brown	Approx £30	ACCEPTED	Ch Supt Brogden	
B Division	Ken Young	Police Inspector	7347	23/09/2014	Revolutionising London Life - Night Tube Reception	London Underground	Evening reception with presentation on what the Night Tube will mean for London hosted by Mike Brown	Approx £30	ACCEPTED	Ch Supt Brogden	
B Division	Michael Conroy	Police Sergeant	3365	29/09/2014	A Box of Celebrations chocolates	Mr Damian Randell	Thanks for finding the Mr Randell's mobile phone.	£4.00	ACCEPTED	Ch Supt Brogden	
B Division	Joanna Jackson	T/Detective Constable	0019	03/10/2014	Box of Chocolates	Mr Philip Chan	Mr Chan was the victim of a theft offence. The suspect was identified and arrested and Mr CHAN's property was recovered. The chocolates were to say thank you.	£4.00	ACCEPTED	Ch Supt Brogden	
B Division	Julian Mason	Police Constable	0600	07/10/2014	Thank you card and M&S Swiss Chocloates	Kings Gate Church	Given in thanks for a compassionate and professional response in assisting with family in relation to a fatality at Norbiton railway station (NSPIS 111 31/07/2014 refers).	£14.00	ACCEPTED	Insp Trotter	PSD sent an email on 27/10/2014 requesting an update around the rank of the authorising party in keeping with Force guidance. Approval awaited from Divisional Commander.
B Division	Daniel Brown	Police Constable	0831	07/10/2014	Thank you card and M&S Swiss Chocloates	Kings Gate Church	Given in thanks for a compassionate and professional response in assisting with family in relation to a fatality at Norbiton railway station (NSPIS 111 31/07/2014 refers).	£14.00	ACCEPTED	Insp Trotter	PSD sent an email on 27/10/2014 requesting an update around the rank of the authorising party in keeping with Force guidance. Approval awaited from Divisional Commander.
B Division	Tim Ramskill	Police Staff	6647	07/10/2014	Complimentary Rail Pass for Great Northern and Thameslink rail services	Great Northern and Thameslink	To allow rail travel on those franchises for duty purposes.	No Estimate Available	ACCEPTED	Insp Ash	Approval awaited from Divisional Commander.
B Division	Paul Brogden	Chief Superintendent	2070	09/10/2014	Breakfast Meeting	Wing Commander Steve Smith, RAF, Henlow	Joint Agency Networking Opportunity following the Secondment of officer to the RAF Reserves	Approx £10	DECLINED	Ch Supt Brogden	
B Division	Paul Watts	Detective Inspector	2803	09/10/2014	Breakfast Meeting	Wing Commander Steve Smith, RAF, Henlow	Joint Agency Networking Opportunity following the Secondment of officer to the RAF Reserves	Approx £10	ACCEPTED	Ch Supt Brogden	
B Division	Michael Boyce	Police Sergeant	4511	10/10/2014	2 boxes of cream cakes from Patisserie Valerie (8 cakes in total)	Tracy Lovett (Department of Health)	Member of the public wanted to express her gratitude towards the Kings Cross Hub team for helping her recover her laptop.	£10.00	ACCEPTED	Ch Insp Allingham	PSD sent an email on 27/10/2014 requesting an update around the identity of the authorising party in keeping with Force guidance. Approval awaited from Divisional Commander.
B Division	Natalie Green	Police Staff	7817	15/10/2014	Organiser Guest Pass on 02/12/2014 at the Transport Security Expo	Nineteen Events (Organisers of the the Transport Security Expo)	To increase the recipients knowledge in the field of work.	No Estimate Available	ACCEPTED	Ch Supt Brogden	The Organiser Guest Pass includes attendance to five security conferences, an exhibition including 150 security stands, live demonstration theatre, refreshments and lunch.

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B Division	Tim Ramskill	Police Staff	6647	21/10/2014	Authority to Travel by train on Abellio Greater Anglia services	Rob Turner, Abellio Greater Anglia	Allows travel for duty purposes on Abellio Greater Anglia trains.	No Estimate Available	ACCEPTED	Insp Ash	Approval awaited from Divisional Commander.
B Division	Paul Brogden	Chief Superintendent	2070	30/10/2014	Invitation to Hong Kong Trade Dinner	Steve Murphy, MD for Crossrail	Opportunity for stakeholder engagement with the newly appointed MD for Crossrail.	Approx £100	ACCEPTED	ACC Mark Newton	
B Division	Carlo Peroni	Police Constable	0823	24/11/2013	England ABA tracksuit	Hearts boxing club Portsmouth	I coach at the club as part of a community project. The manager of the boxing club wants all the coaches in the same tracksuit when coaching.	£100.00	ACCEPTED	Insp Morriss	Approval awaited from Divisional Commander.
C Division	J A Donald	Police Constable	2072	26/08/2014	Bottle of French White Wine	Stewart (Gas)	A suit bag containing a wedding invitation was found on HST at Swansea. Officers were able to contact the owner of the lost property and arrange for the items to be returned to him.	£12.00	ACCEPTED	Ch Insp England	The gift cannot be returned and is to be raffled off for charity and not consumed by officer. Approval awaited from Divisional Commander.
C Division	Loraine Webb	Police Staff	7460	19/09/2014	Box of Chocolates	Mrs Quinn	I arranged for the Railway Board Pension Customer Services to contact Mrs Quinn after a query relating to her husbands pension as she did not know who to contact and called into the office at Swansea.	£3.00	ACCEPTED	Ch Insp England	Approval awaited from Divisional Commander.
C Division	Rachel Bond	Special Constable	3660	20/09/2014	A Free meal from McDonalds	McDonald's	Whilst waiting for the meals that we had ordered, staff asked for our assistance to remove a group of youths from the restaurant who were annoying staff and customers. After ejecting the youths and returning to the restaurant, the manager refused to take any payment for the meals we had ordered. Even after repeated offers of payment.	£2.78	ACCEPTED	Insp Yorston	McDonald's employees refused to take payment when offered. Approval awaited from Divisional Commander.
C Division	Adam Heslop	Police Constable	2617	20/09/2014	A Free meal from McDonalds	McDonald's	Refused to take payment as I had ejected troublemakers at their request.	£3.25	ACCEPTED	Insp Yorston	McDonald's employees refused to take payment when offered. Approval awaited from Divisional Commander.
C Division	Steven Campbell	Police Constable	1563	04/10/2014	Chocolates	Not known	Not known as gift was left under the wiper blade of the marked police vehicle, with no explanation.	£3.00	ACCEPTED	Supt Mason	Approval sought to accept by the PC's line manager from the Divisional Commander. Approval given by Supt Mason in the DC's absence for officers to accept them.
C Division	Peter Holden	Chief Superintendent	2659	14/10/2014	Dinner	MD of London Midland Trains	Dinner in lieu of a stakeholder meeting.	£50.00	ACCEPTED	ACC Thomas	
C Division	Allan Gregory	Superintendent	3780	14/10/2014	Dinner	MD of London Midland Trains	Dinner in lieu of a stakeholder meeting.	£50.00	ACCEPTED	ACC Thomas	
C Division	Andrew Pickles	Police Inspector	1862	29/10/2014	Small box of Roses chocolates	Not known	Girlfriend of a fatality victim has left chocolates for officers who had offered support to family.	£3.00	ACCEPTED		Chocolates were left with rail staff who have brought them to office. Stated were from girlfriend of deceased as thanks for support to family – I don't have any details. Due to low value and potential offence caused if declined at such a sensitive time I have accepted the gift on behalf of officers and will be shared amongst staff. No likelihood this will result in compromise (actual or perceived), undue influence or result in damage to public confidence or the reputation of BTP and policing. Approval awaited from Divisional Commander.
C Division	David Rams	Police Sergeant	4579	31/10/2014	Reception Lunch	Mosaic Mentoring Project	Reception lunch at Sandringham Palace. As a mentor for the project with a local school he has been invited to attend as he has been put forward for an award.	£50.00	ACCEPTED	Ch Supt Holden	Amount estimated.
C Division	David Rams	Police Sergeant	4579	31/10/2014	Tour of the House of Commons	Local MP	Officer arrested and detailed a female for assault whilst off duty. The victim was a volunteer for the Conservative Party and the local MP offered a tour as his guest.	£50.00	DECLINED	David Rams	Declined by the officer. Estimated cost.
D Division	John McBride	T/Chief Superintendent	1717	08/10/2014	Annual Dinner	British Metals Recycling Association	BTP work in partnership with BMRA.	£50.00	DECLINED	ACC McCall	