

Report to: Audit & Risk Assurance Committee
Agenda item: 4
Date: 18 September 2014
Subject: Authority Finance Issues - Quarterly Update
Sponsor: Authority Finance Director
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 30 March 2014.

2. BTPA Statement of Accounts

- 2.1 The 2013/14 Accounts were laid before parliament on 19 June 2014.
- 2.2 Planning has now started for the 2014/15 audit. Paul Oliffe will continue to be the National Audit Office Director. Helen Jackson will be the audit manager and Daniel Greenwood will lead the audit team.

3. Police Service Agreements

- 3.1 Andrew Figgures wrote to the Police Service Agreement (“PSA”) holders on 11 September 2014 advising them of two proposed amendments to the PSA contracts.
- 3.2 The proposed amendments are to inform the PSA holders of their PSA charges earlier in the year and to calculate the Actual PSA charges using the best available and most recent information.
- 3.3 Patrick Butcher and Charles Horton of the RDGP&S also wrote to the PSA holders on 11 September 2014 stating that the members of the RDGP&S were supportive of these amendments.
- 3.4 Charlotte Vitty has written to the PSA holders with the contract amendments and we are now waiting for their responses.

- 3.5 At the next Authority meeting on 25 September 2014 the Executive will be seeking approval from the Authority for the two proposed amendments.
- 3.6 The 2013/14 Actual PSA charges have been calculated and a report has been prepared for the Authority Finance Committee to seek recommendation to the Authority that the 2013/14 PSA charges are approved.
- 3.7 The 2014/15 Provisional PSA charges have been calculated and we are in the process of drafting a report to seek approval of the PSA charges.

4. Pension Issues

- 4.1 The consultation letters for the new pension strategy are being prepared.
- 4.2 There is a meeting scheduled for 19 September 2014 with the Authority's Actuaries to confirm that the pension Trustees are satisfied with the new pension strategy.
- 4.3 The DfT have been informed of the new proposed pension strategy and have yet to formally comment.
- 4.4 When the new pension scheme for police officers has been introduced work will begin on a new pension scheme for police staff.

5. Internal Audit

- 5.1 The internal audit team will be presenting the Core Financial Controls (Phase 3) internal audit report from the 2013/14 internal audit.
- 5.2 The Key Performance Indicator internal audit work has been completed and the internal audit report has been issued to management for comment.
- 5.3 The internal audit team will be presenting the 2014/15 Internal Audit Plan as agenda item 7.

6. Gifts and Hospitality Register

- 6.1 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.
- 6.2 The Authority Finance Director, in the absence of the Chief Executive, has also reviewed the BTP Gifts and Hospitality

Register with the Deputy Chief Constable which is attached at Appendix B.

6.3 Members are asked to note the gifts and hospitality register.

7. Recommendations

7.1 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
01/07/2014	Millie Banerjee	N/A	Martin Griffiths and Mark Carne - Rail Delivery Group	Rail Delivery Group Summer Reception	Networking		Accepted
01/07/2014	Millie Banerjee	N/A	Sarah Moy - Safer London Foundation Trust	Empower evening event @ HO re 'Young women affectd by sexual violence & exploitation	Networking		Declined
30/09/2014	Millie Banerjee	N/A	Alexa Bailey - Heidrick & Struggles Board Practice London	Board Dinner	Networking		Declined
07/11/2014	Andrew Figgures	N/A	Carolyn Armsby - IOD	Women in Business Conference	Networking		Declined
25/09/2014	Andrew Figgures	N/A	Mike Agnew - Whitehall Media	Central Government Business	Networking	£595	Declined
19/09/2014	Millie Banerjee	N/A	Makbool Javaid	VIP Festival Launch	Networking		Declined

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AREA	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 Force HQ	Assistant Chief Constable	1463	21/1/2014	First Great Western Duty Travel Pass, expiry date 31 March 2014.	Mark Hopwood, MD First Great Western.	To support collaborative partnership working across First Great Western routes and C Division's Western and Wales Sub-Divisions by facilitating staff duty travel on First Great Western trains.	£700.00	ACCEPTED	Chief Constable	
A Force HQ	Chief Constable	2307	28/1/2014	Lunch with Peter Whent.	Peter Whent.	To catch up on policing matters.	£20.00	ACCEPTED	BTPA Chief Executive	
A Force HQ	Assistant Chief Constable	1463	28/1/2014	Whilst on leave and not part of BTP role or duties, a two day voluntary input to a follow up workshop held by the Portuguese Football Association in Lisbon to discuss their plans for the 2014 Champions League Final. All travel, accommodation and food costs paid for by the event organisers.	Portuguese Football Association.	The event organisers invited ACC to participate in the workshop so they could access his expertise in organising European football finals.	£300.00	ACCEPTED	Chief Constable	
A Force HQ	Assistant Chief Constable	1463	29/1/2014	Police event.	Capita Conference.	Complimentary pass to attend the National Police Leaders Forum at the Park Plaza River Bank Hotel, London.	£50.00	DECLINED	Chief Constable	
A Force HQ	Chief Constable	2307	25/2/2014	Customer Satisfaction Awards Dinner.	Institute of Customer Service.	To support Susan Yeomans-Jones for Strategic Leader of the year award.	£80.00	ACCEPTED	BTPA Chief Executive	
A Force HQ	Chief Constable	2307	27/2/2014	Rail Business Awards.	Railway Gazette International.	Stakeholder engagement.	£100.00	ACCEPTED	BTPA Chief Executive	
A Force HQ	Chief Constable	2307	6/3/2014	London Transport Awards Dinner.	TfL.	To support CJU in their nomination for team of the year award.	£100.00	ACCEPTED	BTPA Chief Executive	
A Force HQ	Chief Constable	2307	20/3/2014	Ticket to watch a play by Scene and Heard who are a charity who run theatre production company in North London for underprivileged children.	Scene and Heard.	BTP are supporters of Scene & Heard.	£25.00	ACCEPTED	BTPA Chief Executive	
A Force HQ	Assistant Chief Constable	1463	31/3/2014	First Great Western Duty Travel Pass, expiry date 31st March 2015.	Mark Hopwood, MD First Great Western.	To support collaborative partnership working across First Great Western routes and C Division's Western and Wales Sub-Divisions by facilitating staff duty travel on First Great Western trains.	£4,000	ACCEPTED	Chief Constable	
A Force HQ	Assistant Chief Constable	1463	2/4/2014	Drinks Reception at the Residence of the Ambassador of the USA.	USA Ambassador.	To thank BTP for the facilitation of secure rail travel for the USA Ambassador and to establish future relationships.	£40.00	DECLINED	Chief Constable	
A Force HQ	Assistant Chief Constable	1463	14/4/2014	Whilst on leave and not part of BTP role or duties, a two day voluntary input to a workshop (Part 1) held by the Portuguese Football Association in Lisbon to discuss their plans for the 2014 Champions League Final. All travel and accommodation paid for by the event organisers.	Portuguese Football Association.	The event organisers wish me to participate in their workshop so that they can access my expertise in organising European football finals.	£300.00	ACCEPTED	Chief Constable	
A Force HQ	Assistant Chief Constable	1463	24/4/2014	Whilst on leave and not part of my BTP role or duties, a one day voluntary match observation for the Portuguese Football Association to support discussions at the two part Workshop held on 14th April and 1st May 2014. All travel and accommodation paid for by the event organiser.	Portuguese Football Association.	The event organiser have asked ACC Thomas to participate in their match observation so that they can access his expertise in organising European football finals.	£300.00	ACCEPTED	Chief Constable	
A Force HQ	Detective Chief Superintendent	0877	8/5/2014	Meeting Folder.	Railpol.	Railpol.	£2.00	ACCEPTED	ACC Newton	
A Force HQ	Assistant Chief Constable	1463	8/5/2014	Attendance at a Deloitte MCS Ltd 'Mobile Data Conference at Lords Cricket Ground.	Deloitte MCS Ltd.	To engage BTP in discussion on the Police Use of Mobile Data with Deloitte MCS Ltd and the various product and service providers exhibiting at the Conference.	£40.00	DECLINED	Chief Constable	
A Force HQ	Detective Chief Superintendent	0877	9/5/2014	Mouse-mat.	Railpol.	Railpol.	£3.00	ACCEPTED	ACC Newton	MUTUAL EXCHANGE OF GIFTS FOLLOWING OFFICIAL VISIT.
A Force HQ	Detective Chief Superintendent	0877	10/5/2014	Memory stick(containing photos of meeting).	Railpol.	Railpol.	£3.50	ACCEPTED	ACC Newton	MUTUAL EXCHANGE OF GIFTS FOLLOWING OFFICIAL VISIT.
A Force HQ	Detective Chief Superintendent	0877	11/5/2014	Pin-badge.	Railpol.	Railpol.	£1.50	ACCEPTED	ACC Newton	MUTUAL EXCHANGE OF GIFTS FOLLOWING OFFICIAL VISIT.
A Force HQ	Detective Chief Superintendent	0877	12/5/2014	Business Card Holder.	Railpol.	Railpol.	£15.00	ACCEPTED	ACC Newton	MUTUAL EXCHANGE OF GIFTS FOLLOWING OFFICIAL VISIT.
A Force HQ	Constable	0172	14/5/2014	£200 in notes.	Kuwait PM Protection officer.	Kuwait Protection Officers always give a cash gift to Metropolitan and BTP officers whilst on these movements. It is deemed an insult if not accepted. I believe METPOL SMT are currently looking into this to stop it happening , however, I am unable at this time to find out who is doing this. I have contacted SO1 and S014 and nobody has been able to point me in the right direction. Basically, the kuwait PPO shook kim's hand and palmed £200.00 into her hand and left immediately.	£200.00 in cash	ACCEPTED	Approved by Supt D Roney, CTSU	On the last 2 occasions this money has been donated to 'Help for Heroes'. Kim is asking if this can be given to the BTP Benevolent fund. Kim notified me and Insp Mitchell soon after the gratuity was given. PSD to send email on 29/08/2014 to advise that this should not be accepted under any circumstances and the money should be given to charity straight away.
A Force HQ	Inspector	0022	17/5/2014	Plastic biro and police badge.	Swiss Police.	In appreciation of arrangements made to facilitate fact finding visit to the BTP CCTV Unit.	£0.00	ACCEPTED	Supt Jordan	Extremely low value plastic pen and police badge (fabric/velcro).
A Force HQ	Detective Chief Superintendent	0877	18/5/2014	Embossed Slate Swiss Railway Police Badge.	Swiss Police.	Visit to BTP.	£10.00	ACCEPTED	ACC Newton	
A Force HQ	Detective Chief Superintendent	0877	19/5/2014	Dinner.	Swiss Police.	Visit to BTP.	£35.00	ACCEPTED	ACC Newton	
A Force HQ	Administration Assitant	8572	19/5/2014	Police Mug.	Swiss Police.	Visit to BTP.	£2.00	ACCEPTED	M.FRY D/C/S	FOUR (4) ITEMS APPROVED AND ACCEPTED. MUTUAL EXCHANGE OF GIFTS FOLLOWING OFFICIAL VISIT.
A Force HQ	Administration Assitant	8572	19/5/2014	Pen.	Swiss Police.	Visit to BTP.	£1.50	ACCEPTED	DCS Martin Fry	FOUR (4) ITEMS APPROVED AND ACCEPTED. MUTUAL EXCHANGE OF GIFTS FOLLOWING OFFICIAL VISIT.
A Force HQ	Administration Assitant	8572	19/5/2014	Badge.	Swiss Police.	Visit to BTP.	£0.50	ACCEPTED	DCS Martin Fry	FOUR (4) ITEMS APPROVED AND ACCEPTED. MUTUAL EXCHANGE OF GIFTS FOLLOWING OFFICIAL VISIT.

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A Force HQ	Administration Assitant	8572	19/5/2014	Swiss Army Knife.	Swiss Police.	Visit to BTP.	£15.00	ACCEPTED	DCS Martin Fry	FOUR (4) ITEMS APPROVED AND ACCEPTED. MUTUAL EXCHANGE OF GIFTS FOLLOWING OFFICIAL VISIT.
A Force HQ	Assistant Chief Constable	1463	22/5/2014	Whilst on leave and not part of my BTP role or duties, a two day voluntary attendance at a workshop and two match observations for the Portuguese Football Federation. All travel and accommodation paid for by the event organiser.	Portuguese Football Association.	The event organiser has asked ACC Thomas to participate in their workshop and match observation so that they can access his expertise in organising European football finals.	£300.00	ACCEPTED	Chief Constable	
A Force HQ	Chief Constable	2307	9/7/2014	Landmark concert by the combined choirs of UK Parliament & German Bundestag.	BT.	To commemorate the centenary of the onset of World War One and the 300th anniversary of the Hanoverian monarchy.	£30.00	DECLINED	Andrew Figgures	
A Force HQ	Forensic Custody Officer	5874	15/7/2014	Lunch Bag containing 1 pen, 1 lanyard and note pad.	Key Forensics.	DNA 17 Presentation by Key Forensics.	£6.00	ACCEPTED	T/Supt Jones	
A Force HQ	Central Submissions Supervisor	6391	15/7/2014	Lunch Bag containing 1 pen, 1 lanyard and note pad.	Key Forensics.	DNA 17 Presentation by Key Forensics.	£6.00	ACCEPTED	T/Supt Jones	
A Force HQ	Forensic Submissions Officer	7015	15/7/2014	Lunch Bag containing 1 pen, 1 lanyard and note pad.	Key Forensics.	DNA 17 Presentation by Key Forensics.	£6.00	ACCEPTED	T/Supt Jones	
A Force HQ	Lab Technician	8299	15/7/2014	Lunch Bag containing 1 pen, 1 lanyard and note pad.	Key Forensics.	DNA 17 Presentation by Key Forensics.	£6.00	ACCEPTED	T/Supt Jones	
A Force HQ	Laboratory Supervisor	8342	15/7/2014	Lunch Bag containing 1 pen, 1 lanyard and note pad.	Key Forensics.	DNA 17 Presentation by Key Forensics.	£6.00	ACCEPTED	T/Supt Jones	
A Force HQ	Forensic Submissions Administrator	8721	15/7/2014	Lunch Bag containing 1 pen, 1 lanyard and note pad.	Key Forensics.	DNA 17 Presentation by Key Forensics.	£6.00	ACCEPTED	T/Supt Jones	
A Force HQ	Custody Unit Supervisor	8800	15/7/2014	Lunch Bag containing 1 pen, 1 lanyard and note pad.	Key Forensics.	DNA 17 Presentation by Key Forensics.	£6.00	ACCEPTED	T/Supt Jones	
A Force HQ	Lab Technician	9032	15/7/2014	Lunch Bag containing 1 pen, 1 lanyard and note pad.	Key Forensics.	DNA 17 Presentation by Key Forensics.	£6.00	ACCEPTED	T/Supt Jones	
A Force HQ	Technical Photographic Officer	9634	6/8/2014	Fotostation Pro Standalone License key for Fotoware Fotostation Pro for windows.	Xenario UK Ltd / Fotoware.	Following a demonstration of fotoweb a valid software licence was sent to the recipient by way of thanks.	£360.00	ACCEPTED	Simon Jones	18/08/2014-There was no mention of this on the day of the demonstration. Reward sent as thanks with no warning.
A Force HQ	Technical Photographic Officer	9634	6/8/2014	Promotional software from Fotostation Pro Standalone License key for Fotoware Fotostation Pro for windows.	Randex Testing Services.	During an account meeting with Randex forensic services the following items were given to police staff 4mouse mats, 4notebook, 4 mugs and 10 disposable pens.	£20.00	ACCEPTED	Simon Jones	24/02/2014- provided as disposable products during lab tour. Already in a contract with SE Forensic services procurement plan. Dave Tyrrell and Gemma Payne received. Items used in the building as stationary.
A Force HQ	CCTV Deputy Operations Manager	8104	12/8/2014	Book.	Victoria Police, Australia.	In appreciation of arrangements made to facilitate fact finding visit to the BTP CCTV Unit.	£1.00	ACCEPTED	Supt Jordon	Book celebrates the 150 year history of the Victoria State Police in Australia.
A Force HQ	Assistant Chief Constable	1463	3/12/2014	VIP lunch at the 2014 Transport Security Expo at London Olympia.	Admiral The Rt Hon Lord West of Spithead GCB DSC PC ADC on behalf of the conference organising committee.	To provide an opportunity to discuss wide ranging major event and public transport security issues with peers and event organisers.	£0.00	DECLINED	Elaine Derrick, senior advisor, Chief Constables Office	
A Force HQ	Assistant Chief Constable	1463	10/09/2014 and 11/09/2014	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 paid for by the event organisers.	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	Elaine Derrick, senior advisor, Chief Constables Office	
B Division	Sergeant	4208	25/2/2014	Travel Pass between Stowmarket and Norwich.	Greater Anglia.	Officer has been posted to Norwich as the OIC and needs to travel to his place of work from his personal address in Stowmarket. This journey is not covered by the residential pass offered by ATOC and by being posted to Norwich has lost his South East allowance. The offer of this pass from GA allows the officer to travel to work without additional cost to the officer. This pass will only be valid for commute to and from work purposes.	£6.62 daily fare	ACCEPTED	Supt 1734 Moffatt	This is a free travel arrangement for officers and staff on active duty – unsolicited with no expectations from the company other than the officer will use it only in his work capacity to assist him carrying out his duty. Email sent from PSD on 28/08/14 advising officer that this is not acceptable under 4.5 of SOP Area commander made aware.
B Division	Constable (Southampton)	1786	3/4/2014	Day out, meals and drinks.	Network Rail Wessex.	Recognition of officers partnership working with NWR.	£0.00 amount unknown as the offer was declined prior to arrangement being made	DECLINED	n/a	
B Division	Constable (Southampton)	2108	3/4/2014	Day out, meals and drinks.	Network Rail Wessex.	Recognition of officers partnership working with NWR.	£0.00 amount unknown as the offer was declined prior to arrangement being made	DECLINED	n/a	

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B Division	Constable (Bournemouth)	2291	3/4/2014	Day out, meals and drinks	Network Rail Wessex	Recognition of officers partnership working with NWR	£0.00 amount unknown as the offer was declined prior to arrangement being made	DECLINED	n/a	
B Division	RCO Co-ordinator	4747	3/4/2014	Day out, meals and drinks.	Network Rail Wessex.	Recognition of officers partnership working with NWR.	£0.00 amount unknown as the offer was declined prior to arrangement being made	DECLINED	n/a	
B Division	Police Constable	0149	30/6/2014	£20 Gift card.	Nicola Shaw, CEO HS1.	Following the receipt of a letter of appreciation from a member of public who wanted to thank the officer personally. The gift card was given at the end of the short meeting.	£20.00	ACCEPTED	Accepted- advice sought from DCI Borgeat [it is proposed that the gift card is used to buy tea/coffee for guests/visitors at KX BTP]	
B Division	CCTV Infrastructure Manager	8828	5/7/2014	Sausages and refreshments.	German Embassy.	I have for many years, in the MPS and now the BTP, provided information on the use of CCTV within Policing; last year at Ebury Bridge CCTV Hub, as part of a visit to BTP, I hosted a German Parliamentary select committee. I subsequently received and invite to view the world cup semi final and then final at the German House in Belgrave Square. As my son was born in Germany I attended with him on 8th July 2014 and 13th July 2014 8pm - 10-30pm.	Between £5-£10 each evening	ACCEPTED	DCI Blackburn (Authorised prior to attendance)	PSD to send email on 29/08/2014 requesting further details in to the authorisation of refreshments.
B Division	Superintendent	1555	7/7/2014	Meal (following conference).	N/A	Attended the Evidence Based Policing Conference in Cambridge -meal in evening as overnight stay.	£40.00	ACCEPTED	ACC Newton	
B Division	Project Manager	6417	7/7/2014	Meal (following conference).	N/A	Attended the Evidence Based Policing Conference in Cambridge -meal in evening as overnight stay.	£40.00	ACCEPTED	ACC Newton	
B Division	Inspector	3628	1/6/2014	Biscuits.	Jean Pikett.	From Community Member.	£3.00	ACCEPTED	PI Ioannou	The cost to Network Rail not known PSD to email officer and give guidance on accepting gifts which cannot be authorised on their own.
C Division	Constable	2693	16/3/2014	2x Bottles of wine and box of chocolates.	Andy MORRIS.	Dropped off by victim of a phone theft whereby phone was left on a service and subsequently tracked to a residential area. Through extensive enquiries in the hours preceding the incident a suspect was dealt with and the phone recovered and returned to the owner.	£9.00	n/a	They remain in storage as no approval or otherwise been received	Secured at Leicester whilst guidance sought. PSD to send email on 29/08/2014 to follow up on the gift and that alcohol should not be approved.
C Division	Police Constable	2775	16/3/2014	2x Bottles of wine and box of chocolates.	Andy MORRIS	Dropped off by victim of a phone theft whereby phone was left on a service and subsequently tracked to a residential area. Through extensive enquiries in the hours preceding the incident a suspect was dealt with and the phone recovered and returned to the owner.	£9.00	n/a	They remain in storage as no approval or otherwise been received	Secured at Leicester. As above column
C Division	Constable	1563	21/3/2014	4 cans of beer.	Member of public.	Following the safe return of her lost case which has been taken in error and contained a number of high value items. She was really pleased with the officers prompt actions and when she came to collect the case she brought the beer as a thank you. It was repeatedly refused by the officer but the lady stated she would just leave it on the floor of the police station. This she did when leaving full details of event noted in officers PNB.	£5.00	Reluctantly accepted due to her leaving it in the police office	PS 3686 CURTIS	I have checked the officers PNB and confirm that he has an entry in relation to this gift which corresponds with the above.
C Division	Sergeant	4340	Apr-14	1st class travel voucher.	Cross Country Trains.	1st class travel voucher from Exeter St Davids to Darlington to assist with a 450 mile charity bike ride. In return picture to be taken for internal publicity.	£0.00	ACCEPTED	CI O'Mara	Value unknown as presented as a voucher PSD to send email on 29/08/2014 with query for value of voucher.
C Division	Level Crossing Safety Vehicle Operator	7134	Apr-14	1st class travel voucher.	Cross Country Trains.	1st class travel voucher from Exeter St Davids to Darlington to assist with a 450 mile charity bike ride. In return picture to be taken for internal publicity.	£0.00	ACCEPTED	CI O'Mara	Value unknown as presented as a voucher PSD to send email on 29/08/2014 with query for value of voucher.
C Division	Constable	2674	6/5/2014	M & S Vouchers.	Scott and Nicola Bambridge.	Two boys were left stranded at Liverpool Lime St Station due to a misunderstanding. Officer looked after them, contacted their parents and put them up for the night at the station. The vouchers are by way of a thank you.	£15.00	ACCEPTED	Supt E Wylie	The vouchers, in total for £30, were given to pay for a lunch for the officers involved (2). PSD to send email with guidance to accepting such gifts.
C Division	PC OSU West - Liverpool	3724	6/5/2014	M & S Vouchers.	Scott and Nicola Bambridge.	Two boys were left stranded at Liverpool Lime St Station due to a misunderstanding. Officer looked after them, contacted their parents and put them up for the night at the station. The vouchers are by way of a thank you.	£15.00	ACCEPTED	Supt E Wylie	As above. PSD to send email to this officer also with guidance to accepting such gifts.
C Division	Chief Superintendent	2659	16/5/2014	Sports Event.	East Midlands Trains.	To attend the Championship play-off final at Wembley as a guest of East Midlands.	£0.00	DECLINED	n/a	Cost of box and numbers attending unknown.
C Division	Northern Rail Liaison Inspector	4434	23/5/2014	Dinner.	Northern Rail.	GMP Chief Constable's Charity Ball - invited as a guest of Northern Rail.	£50.00	ACCEPTED	Supt E Wylie	As a guest of Northern Rail the value of this is not known.
C Division	Constable	0180	4/6/2014	Cash.	Mr Pat Jennings.	For assistance given at Rugby match Cardiff 24/05/15.	£50.00	ACCEPTED	Insp 1509 Mike Jones	£50 cash has been donated to JOGLE (charity supported by BTP). PSD made enquires and Area Commander Holden stated that the gift was sent by letter from Ireland with no forwarding address. The cash was given to charity.
C Division	Constable	3804	4/6/2014	Cash.	Mr Pat Jennings.	For assistance given at Rugby match Cardiff 24/05/14.	£50.00	ACCEPTED	Insp 1509 Mike Jones	£50 cash has been donated to JOGLE (charity supported by BTP). PSD made enquires and Area Commander Holden stated that the gift was sent by letter from Ireland with no forwarding address. The cash was given to charity.
C Division	Chief Superintendent	2659	5/6/2014	Dinner and Hospitality.	Network Rail.	Guest of Network Rail at the National Rail Awards in York.	£50.00	ACCEPTED	ACC Thomas	As a guest, cost unknown.
C Division	Sergeant	4340	5/6/2014	Travel voucher from St Pancras to Gillingham.	South Eastern Trains.	To assist with travel arrangements for a 450 mile bike ride.	£20.00(approximate value)	ACCEPTED	CI O'Mara	Unknown - voucher with authority to travel. PSD to send email with guidance enquires of exact figure of voucher.

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C Division	Level Crossing Safety Vehicle Operator	7134	5/6/2014	Travel voucher from St Pancras to Gillingham.	South Eastern Trains.	To assist with travel arrangements for a 450 mile bike ride.	£20.00(approximate value)	ACCEPTED	CI O'Mara	Unknown - voucher with authority to travel. PSD to send email with guidance enquires of exact figure of voucher.
C Division	Chief Inspector	1042	18/6/2014	Invitation to BT Global City Leaders' Dinner.	Liverpool Enterprise Partnership.	Community engagement.	£40.00	ACCEPTED	Ch Supt Holden	
C Division	PA to Area Commander	7947	18-19/06/2014	PA Networking Event.	Network Rail.	Overnight accommodation and dinner at Westwood plus hospitality at the PA networking event for TOC/BTP Pas.	£150.00	ACCEPTED	Ch Supt Holden	The cost to Network Rail not known. PSD to email on 29/08/2014 to check the value of the overnight stay.
C Division	PA to Area Commander	8859	18-19/06/2014	PA Networking Event.	Network Rail.	Overnight accommodation and dinner at Westwood plus hospitality at the PA networking event for TOC/BTP Pas.	£150.00	ACCEPTED	Ch Supt Holden	The cost to Network Rail not known. PSD to email on 29/08/2014 to check the value of the overnight stay.
C Division	Constable NPT - City	0119	19/6/2014	Boxes of Beer.	Brownies Brown Own, Childwall, Liverpool.	As appreciation for a talk to Brownies on rail safety.	£20.00	ACCEPTED	Supt Wylie	Accepted to prevent any offence. This was given to Clatterbridge Cancer Unit charity.
C Division	PA to Area Commander	6525	19/6/2014	PA Networking Event.	Network Rail.	Hospitality at the PA networking event for TOC/BTP Pas.	£50.00	ACCEPTED	Ch Supt Holden	The cost to Network Rail not known.
C Division	Secretary / Receptionist	8712	19/6/2014	PA Networking Event.	Network Rail.	Hospitality at the PA networking event for TOC/BTP Pas.	£50.00	ACCEPTED	Ch Supt Holden	The cost to Network Rail not known.
C Division	Constable	0309	23/6/2014	Bunch of Flowers.	Parents of deceased Nich Harker .	After fatality assistance with viewing at mortuary.	£8.00	ACCEPTED	Insp Parker	Flowers received, not recorded earlier as officer assumed under the threshold value for advising.
C Division	PS - Team 2 Response	1101	22/7/2014	Bottle of wine and chocolates.	Ms Fiona Brigden.	Member of the public grateful for assistance in locating mobile phone which she thought had been stolen.	£10.00	ACCEPTED	Insp Mike Wedderburn	Items accepted so as not to cause offence and consumed. Officer and Inspector informed that any future acceptance of alcohol must be on the understanding that it is raffled for charity. PSD to email officers with guidance and ask for further clarification to why the gift was approved.
C Division	Superintendent	3780	24/7/2014	Dinner.	London Midland.	Evening Meal & Meeting in lieu of Policing Plan Quarterly with Patrick Verwer, Managing Director.	£40.00	ACCEPTED	Ch Supt Holden	Patrick Verwer invited officer for an evening meal in lieu of the usual quarterly Policing Plan commitment. The London Midland Operations Director was also invited but unable to attend at the last minute.
C Division	Health & Safety Advisor	6526	1/8/2014	Palm Plant.	Vantage.	When coming in to tend the plant, the contractor informed me that this particular plant was to be thrown out and would anyone like it? I put up a form for a week for anyone expressing an interest in the office and of the 2 who did, we drew a name out of a hat and my name was drawn out.	£10.00	ACCEPTED	Steff Sharp, Business Manager	It's an old plant which the contractor was going to throw out. A new one would retail for about £30 on Amazon although this is an estimate.
C Division	PCSO (BTP Funded)	6918	5/8/2014	Wrist Watch.	Northern Rail.	Member of Northern Rail offered the watch as the PCSO's watch kept losing time.	£0.00	DECLINED	Sgt Rudy Tanghe	Watch issued to Northern Rail staff at nil cost as part of uniform issue, enabling staff to have time pieces that are all accurate and working to the same time.
C Division	Constable	3276	15/8/2014	Jar of honey from the persons own bee hive.	Mr Nigel EDDON 35 Albert Road Henley on Thames Oxfordshire RG9 1SD.	Mr EDDON reported the theft of his rucksack to BTP GT/060511/2014. Enquiries revealed that it had been taken in error by a youth group going on an outward bound course. The rucksack was retrieved and restored to Mr EDDON within 24 hours. He wanted to give the honey as gratitude for the efforts made.	£5.00	DECLINED	Curtis Paul	Explained that I was not permitted to accept gift/ gratuity and apologised if it caused offence.
C Division	Constable	0395	26/8/2014	1x 170g box of After Eight Chocolates & 1x 120g box of Maltesers.	Member of the public – no details taken. Desc is an IC1 Male, aged around late 50's / early 60's, yellow hi-vis jacket, in a wheelchair. Facial stubble, wearing glasses.	MOP stated that it was for the good work that the BTP officers in Leeds do. No specific officer was mentioned, and no particular interaction with BTP was mentioned.	£3.00	ACCEPTED	Michael A Jackson	The gift was accepted by officer, due to the minor nature of the gift, and the fact that the male turned up out of the blue, stating that it was for the good work that the officers have done, without mentioning a specific interaction with BTP. The nature of the gift is of a trivial nature, and I did not want to offend the gentleman by rejecting the gift.
D Division	Chief Superintendent - Commonwealth Games	0702	6/3/2014	Dinner – Invercase Hotel, Dundee on 6 March 2014.	Chancellor, Al-Maktoum College of Higher Education.	Earlier this year Ellie spoke to a group of 40 young women about her experience as a woman in a senior leadership role. This dinner will enable Ellie to raise awareness of the role of women in the police service as well as a networking opportunity.	£30.00	ACCEPTED	ACC D McCALL	
D Division	Constable - OSU	4098	11/3/2014	Box of chocolates.	Mr & Mrs Gorrie.	Mr Gorrie had boarded a train at Haymarket station on 27/02/14 leaving his briefcase on the platform. I made enquiries and the briefcase which contained confidential papers, an Ipad and other items were fully recovered. Briefcase and items were uplifted the following day by Mr & Mrs Gorrie.	£7.00	ACCEPTED	T/Chief Supt McBride	
D Division	Chief Superintendent - Commonwealth Games	0702	14/3/2014	CSCLeaders Dinner – 25 March 2014 in the Glasgow.	Science Centre CSCLeaders.	Ellie was a delegate on the CSCLeaders programme last year and has continued to take an active role in a number of Commonwealth projects. Attending this event will allow sharing of experience and engagement with leaders from culturally diverse communities.	£50.00	ACCEPTED	ACC D McCall	
D Division	Sergeant	0952	18/3/2014	Costa coffee Gift card.	Costa Coffee.	Costa Coffee Gift Card to the value of £10.00 handed to member of rail staff to be given to BTP office by anonymous member of the public who stated that BTP officers from Inverness had helped his mother greatly in the past few weeks. It is unknown which individual officers this relates to or the female involved.	£10.00	ACCEPTED	PS Lawrence 0952	PSD to email on 29/08/2014 to Officer stating that this gift should not of been approved and that the officer can not authorise this for himself.
D Division	Workforce Development	0298	14/5/2014	2 x Hardback books Waverley – A Novel Station.	Network Rail Juliet Donnachie – Station Manager.	I facilitated a visit to the Station by a group of students. This was supported by NWR / FSR and each attendee was gifted a book. Two were also given for reference purposes to BTP. The books detail the history of Waverley Station. 2 Copies provided for retention within Waverley Police Office and Divisional HQ.	£18.50	ACCEPTED	1717 C/Supt McBride	
D Division	PS - Team 2 Response	7252	21/5/2014	200g Morrisons Dark Chocolate Mint Thins.	Peter Vardy (Vauxhall), Seafield Road, Edinburgh.	Peter Vardy completed a service on Police vehicle D49. They are clearly running a customer service initiative which involves a request to complete a forthcoming survey (letter advising this contained within a sealed envelope accompanying the chocolates and addressed to me as the person who booked the vehicle in for service) and the gift of a box of mint thins. Officers were therefore not in a position to decline the item as they were unaware what it was.	£1.00	ACCEPTED (effectively) as it was not obvious what they were and they were simply delivered with the keys for my attention.	Left in Inspector Turners office for his attention, he does not know whether this was approved or not.	PSD to email on 29/08/2014 to find out if the chocolate were approved and who was this sought from.

NOT PROTECTIVELY MARKED

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AREA	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
D Division	Chief Superintendent - Commonwealth Games	0702	12/6/2014	National Armed Forces Day 2014.	Highland Reserve Forces and Cadets Association.	Opportunity to represent the Force.	£25.00	DECLINED	A/DCC McMail	
D Division	Chief Superintendent - Commonwealth Games	0702	18/6/2014	Transport Awards.	David Dickson Route Director for NetworkRail Scotland.	Awards held on 19.04.14 in Glasgow. Opportunity to engage with established stakeholders and represent the Force.	£50.00	ACCEPTED	A/DCC McMail	
D Division	Chief Superintendent - Commonwealth Games	0702	4/7/2014	Reception - Dress Rehearsal for Commonwealth Games Opening Ceremony.	Glasgow 2014.	Involved with planning for Commonwealth Games.	£50.00	DECLINED	A/DCC McMail	
D Division	Chief Superintendent	1717	11/7/2014	Lunch.	George Mitchell, Scottish Resilience Business Centre.	BTP work in partnership with this organisation.	£13.00	ACCEPTED	A/DCC McMail	
D Division	Chief Superintendent	1717	11/7/2014	Reception for opening of Pride House Glasgow 2014.	Leap Sports Scotland.	Opportunity to represent the Force.	£10.00	ACCEPTED	A/DCC McMail	
D Division	Chief Superintendent - Commonwealth Games	0702	15/7/2014	Reception to celebrate the Glasgow 2014 Commonwealth Games- held on 2 August 2014.	Office of the First Minister of Scotland.	Involved with planning for Commonwealth Games 2014.	£15.00	ACCEPTED	T/DCC McCall	
D Division	Chief Superintendent	1717	17/7/2014	Reception.	2014 Pride House Glasgow.	BTP involved with planning for Commonwealth Games.	£10.00	ACCEPTED	T/DCC McCall	
D Division	PS - Team 1 Response	4625	23/7/2014	Complimentary tickets for the Commonwealth Games at Celtic Park in Glasgow.	Scottish Government offer made on behalf of First Minister Alex Salmond.	I am the Vice Chair of LEAP Sports Scotland and I have be part of a small team which has led on an initiative called Pride House Glasgow- further details at www.pridehouseglasgow.co.uk.	£180.00- stated on ticket.	ACCEPTED	CI Marshall	Please note I have already submitted a business interest form to the relevant department in relation to LEAP Sports Scotland, which has twice been approved. PSD to make further enquires regarding this Business Interest.
D Division	Chief Superintendent - Commonwealth Games	0702	29/7/2014	Preview to Edinburgh Tattoo on 31 July 2014.	51 Brigade Military Liaison.	Involved with planning for transport security Commonwealth Games 2014.	£30.00	ACCEPTED	T/DCC McCall	
D Division	Chief Superintendent - Commonwealth Games	0702	11/8/2014	Invite to the Al-Marktoun College of Higher Education Summer Scool 2014 concluding ceremony Lord Elder.	Chancellor of Al-Marktoun College.	Invitation.	£10.00	DECLINED	T/DCC McCall	
D Division	PC - Team 3 Response	4176	14/8/2014	Box of chocolates.	Member of public.	As a thank you for helping to reunite the member of public with his wife (who suffers from dementia) - would have caused offence to decline this gift.	£5.00	ACCEPTED	T/CI John Harrington	