

**Report to:** Audit Committee  
**Agenda item:** 4  
**Date:** 26 September 2012  
**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 Committee of significant developments within the Executive since the last Audit Committee in May 2012.

## 2. Annual Accounts

- 2.1 The annual accounts were laid before parliament on time and one month earlier than the previous year. No problems were encountered by our sponsoring department in BTPAs inclusion in the Clear line of sight project.
- 2.2 A lessons learnt meeting was held with the NAO team, with Simon Hart, Janet Dowding and I. A number of issues came up around the process of agreeing the calculations in the IAS19 calculations received from Mercers, these will be improved on in the 2012/13 audit. There was also specific work required around the compliance issues in BTP, including the re-employment of individuals who had retired. The audit dates are not expected to vary substantially from the 2011/12 timetable. Members should be aware that an additional charge of £20k has been levied by the NAO on top of the original £110k fee. This has arisen broadly because of the additional time spent the compliance issues.

2.3 The Management Assurance return for the six months to September is due to be submitted to the DfT on 2 November, after review by the Chief Executive and Tribal. The revised proforma from the DfT was received on 18 September and any changes will be incorporated in the revised proforma. This is covered under agenda item 6.

2.4 Draft key dates for 2012/13

The Draft deadline for submitting the agency consolidated accounts is 6 May 2013. The deadline for submitting the signed year end accounts is not yet specified but they will be reviewed by the Minister prior to 18 June. Our timetable to have the Audit Committee on 31 May 2013 and the Authority meeting on 13 June 2013 will therefore meet the draft requirements set out by the DfT.

### **3. Budget 2012/13**

3.1 The final letter of delegation was received on 30 May 2012, we have been working closely with the DfT sponsorship and finance team to ensure all authorisations are processed on a timely basis. This is proving more challenging than originally envisaged and will be discussed in detail at the next Sponsorship meeting.

3.2 As part of the midterm review we have requested a further £0.8m to cover the net exposure on the expected overspend on the Olympics, which arises from Winsor part 1, less savings made. We have also informally declared an under spend on capital of £0.8m as a result of a review by BTP on their capital requirements. The total forecast reduction is £1.155m as at period 5 and has not yet been reviewed by the Finance Group, we have therefore prudently held some back in the full year forecast to allow us some additional flexibility. This has been explained to

the DfT finance sponsor and will be reported in the DfT period submissions known as CASSy returns.

#### **4. Scheme of Delegation**

- 4.1 In light of the additional requirement from the DfT and the Cabinet Office, we have reviewed our scheme of delegation, to ensure that the amounts are both sensible and are specific enough. The current scheme of delegation has been in place for almost two years and there have been some amendments, including adding an additional appendix with additional authority levels set by Government. This is attached at Appendix A and has been reviewed with Simon Hart. Key points to note are the inclusion of the DfT specific delegations that we are now required to seek approval for; the change in approval levels concerning payroll release, and the addition of two new delegations concerning write offs. The detail of the changes can be seen in Appendix A.
- 4.2 In parallel to this BTP have been working on their delegation levels within the force. The DCC has referred to this work in his paper at agenda item 7 on Corporate Governance. This will be presented at the December Committee.
- 4.3 One area which needs to be improved is around capital authorisation and has been identified as part of the internal audit review of 'capital works - financial monitoring arrangements'. Andrew Figgures has therefore asked Tribal to propose some additional controls to be put in place around capital expenditure and this will also be presented to the December Audit Committee.

## **5. DfT Reviews of BTPA**

5.1 The DfT Group Finance Director requested a review of the governance in place in BTP / BTPA in order to assess the risk of our consolidation into the DfT whole Government Accounts. A series of interviews, by PWC, took place in February / March. After a number of requests, the draft report was received on 3 September, feedback was given on 18 September and a revised report is expected on Friday 21 September. A number of recommendations have been made and a verbal update will be given at the Audit Committee.

## **6. Pension Reconciliation - write off**

6.1 At the last meeting further work was requested regarding the write off of £39,413 and that the Chief Executive review the write off. Further analysis has been requested and I am meeting with Simon Hart on the 28 September to discuss the policy of write off before my recommendations are made to the Chief Executive. The Audit Committee will be updated in December on the work done and its outcome.

## **7. Internal Audit Provision from April 2013**

7.1 Members will be aware that our internal audit contract with Tribal will expire in March 2013. We had issued an ITT for the renewal of the contract and our intention was to review this with DfT Internal audit after the process to see if they could potentially offer us a comparable or better service.

7.2 Andrew Figgures received a letter from Clare Moriarty, DfT Director General Corporate advising us that we should withdraw the ITT and that we would use the DfT Internal Audit. After

meeting with Andrew Figgures and receiving assurance about the quality of the service to be offered, the ITT has now been withdrawn and I have a meeting scheduled with Ian Coates, Deputy Director, Group Internal Audit on 20 September to discuss the provision of services and fees. Tribal have been informed of the decision and will ensure a smooth transition in services.

## **8. Gifts and Hospitality Register**

- 8.1 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 B lists the full details for the BTPA and the list has been changed to reflect requests made at the last Audit Committee.
- 8.2 The Chief Executive reviewed the BTP Gifts and Hospitality Register with the Deputy Chief Constable on 6 September and found that all entries were in accordance with the extant policy. A copy of the register is attached at Appendix C.
- 8.3 Members are asked to note the gifts and hospitality registers.

## **9. Recommendations**

- 9.1 Members are asked to note this report.

BTPA Scheme of delegation

(all financial amounts are inclusive of VAT)

This scheme needs to be read in conjunction with the Financial Regulations and from 2011/12 is subject to additional authorisations from the DfT / Cabinet Office – which are set out in TABLE X

**General Clarification required:**

1 – except where explicitly stated, the amounts quoted are whole life costs?

Authorised by:	Authority	Authority Chief Executive	Authority Chief Executive	Chief Constable	BTP/A Comments and Clarifications	BTP Means for Compliance	DfT
Area of expenditure:	Force/ Authority	Authority	Force	Force			Force/ Authority
<b>Authority to incur expenditure</b>							
• For operational purposes provided in the revenue budget approved by the Authority	n/a	Total Approved Revenue Budget	n/a	Total Approved Revenue Budget		Chief Constables Budget Delegation and Responsibilities Letter. Finance and Procurement Manual	n/a
• For operational purposes virements within the overall revenue budget approved by the Authority	Force -over £500,000 Authority - over £50,000	Up to £50,000	Up to £500,000	Up to £250,000	Terminology to be agreed	All budget movements regardless of value are reported to the BTPA Finance Group. Any budget movements not approved by the BTPA would need to be reversed.	n/a
• For operational purposes not provided for in the revenue budget and in an emergency	Force -over £500,000 Authority - over £50,000	Up to £50,000	Up to £500,000	Up to £250,000	Could be funds drawn down from the balance sheet or from other funding options such as grants or an increase in charges	Budget Monitoring reporting to Services Improvement Board, Strategic Command Team and BTPA	n/a
• Implementation of pay awards for police officers and staff and ACPO officers in excess of the approved budgeted amount.	Force -over £500,000 Authority - over £25,000	Up to £25,000	Up to £500,000	Up to £250,000	Applicable when the pay settlement is in excess of what has been budgeted for the year.	The pay award assumption is clearly stated in the BTPA approved budget, in the unlikely event that the actual pay award was	n/a

**Appendix A**

Authorised by:	<u>Authority</u>	<u>Authority Chief Executive</u>	<u>Authority Chief Executive</u>	<u>Chief Constable</u>	<u>BTP/A Comments and Clarifications</u>	<u>BTP Means for Compliance</u>	<u>DfT</u>
Area of expenditure:	<u>Force/ Authority</u>	<u>Authority</u>	<u>Force</u>	<u>Force</u>			<u>Force/ Authority</u>
						higher than this it would need BTPA approval and would be reported in Budget Monitoring reports	
<ul style="list-style-type: none"> <li>For capital projects that are included in the Authority approved capital programme that has been approved by the DfT</li> </ul>	Force -over £1 million Authority - over £50,000	Up to £50,000	Up to £1 million	Up to £500,000	Tribal has been asked to carry out some work in relation to the processes around allocation.	Capital programme and Business Case approval defined by SDD	n/a
<ul style="list-style-type: none"> <li>For capital projects that are not included in the Authority approved capital programme – supported by an appropriate business case that demonstrates how this cost will be funded from within the Authority approved capital programme</li> </ul>	Force -over £500,000 Authority - over £50,000	Up to £50,000	Up to £500,000	Up to £250,000	Tribal has been asked to carry out some work in relation to the processes around allocation.	Capital programme and Business Case approval defined by SDD	n/a
For approved capital projects which exceed initial authorised budget If initial budget is more than £1million	Force – lower of 10% of initial capital budget subject to minimum of £100,000 Authority - £25,000	Up to £25,000	Up to £250,000	Up to £100,000	Tribal has been asked to carry out some work in relation to the processes around allocation.	Capital programme and Business Case approval defined by SDD	n/a
<ul style="list-style-type: none"> <li>For approved capital projects which exceed initial authorised budget if initial budget is less than £1million and overspend takes total cost to more than £1million</li> </ul>	All	n/a	n/a	n/a	Tribal has been asked to carry out some work in relation to the processes around allocation.	Capital programme and Business Case approval defined by SDD	n/a

**Appendix A**

Authorised by:	Authority	Authority Chief Executive	Authority Chief Executive	Chief Constable	BTP/A Comments and Clarifications	BTP Means for Compliance	DfT
Area of expenditure:	Force/ Authority	Authority	Force	Force			Force/ Authority
<ul style="list-style-type: none"> <li>For approved capital projects which exceed initial authorised budget if initial budget is less than £1million</li> </ul>	Force – lower of 10% of initial capital budget subject to minimum of £50,000 Authority - £25,000	Up to £25,000	Up to £50,000	Up to £25,000	Tribal has been asked to carry out some work in relation to the processes around allocation.	Capital programme and Business Case approval defined by SDD	n/a
<b>Banking Arrangements</b>							
<ul style="list-style-type: none"> <li>Invest cash in accordance with an Authority approved policy (except interest on bank balances)</li> </ul>	Over £1.0 million	n/a	Up to £1.0 million	Up to £0.5 million		Not required	n/a
<b>Payroll</b>							
<ul style="list-style-type: none"> <li>Release of payroll</li> </ul>	Over £15 million	n/a	Up to £15 million	£13 million	These have been reduced from (reading left to right 17.5m, 17.5m and 15m		n/a
<b>Approval of individual invoices</b>							
<ul style="list-style-type: none"> <li>Non payroll related invoices</li> </ul>	Force -over £1.0 million Authority - over £500,000	Up to £500,000	Up to £1.0 million	Up to £500,000	<b>THIS WILL BE REMOVED FROM THE TABLE AS COVERED UNDER ABILITY TO INCUR EXPENDITURE</b>		
<b>Individual Redundancy payments to officers and and/or staff</b>							
<ul style="list-style-type: none"> <li>Within approved scheme (ACPO)</li> </ul>	Force -over £100,000 Authority - any	n/a	Up to £100,000	n/a	Clarification has been sought and ALL redundancies have to go to DfT for approval no matter how many is the current guidance being given. Awaiting further information concerning process etc.		all
<ul style="list-style-type: none"> <li>Within approved scheme</li> </ul>	Force -over £100,000 Authority - over £50,000	Up to £50,000	Up to £100,000	Up to £50,000	Clarification has been sought and ALL redundancies have to go to DfT for approval no matter how many is the current guidance being given. Awaiting further information concerning process etc.		all

Appendix A

Authorised by:	Authority	Authority Chief Executive	Authority Chief Executive	Chief Constable	BTP/A Comments and Clarifications	BTP Means for Compliance	DfT
Area of expenditure:	Force/ Authority	Authority	Force	Force			Force/ Authority
• Outside approved scheme	Force -over £100,000 Authority - over any	n/a	Up to £100,000	n/a			all
• Ex-gratia payments to staff or former members of staff only (subject to DfT approval).	Force -over £50,000 Authority - over £5,000	Up to £5,000	Up to £50,000	Up to £5,000	Clarification is being sought.		All
• Ex-gratia payments and special payments to third parties	Force -over £100,000 Authority - over £100,000	Authority - over £100,000	Up to £100,000	Up to £50,000	All ex-gratia payments require DfT approval.		All
<b>Contracts for sale of redundant fixed assets</b>							
• Acceptance of highest bid after competitive tender	Force -over £100,000 Authority - over £5,000	Up to £5,000	Up to £100,000	Up to £50,000	This would be applicable to the selling of items such as cars at auctions.		n/a
• Other	Force -over £100,000 Authority - over £2,000	Up to £2,000	Up to £100,000	Up to £25,000	<b>THIS WILL BE REMOVED FROM THE TABLE AS ALL FIXED ASSET DISPOSALS RELATE TO MOTOR VEHICLES AND ARE SUBJECT TO THE ABOVE</b>		
<b>Write offs</b>							
• Tangible and intangible assets with a book value	Force -over £50,000 Authority - over £5,000	Up to £5,000	Up to £50,000	Up to £5,000	Additional wording has been added		n/a
• PSA accounts	Authority - over £50,000	Up to £50,000	n/a	n/a			n/a
• EPSA accounts	Force and Authority - over £50,000	n/a	Up to £50,000	Up to £25,000			n/a
• Payroll and Pensions accounts	Force and Authority over	n/a	Up to £50,000	Up to £5,000	This is a new entry to the scheme		n/a

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Authorised by:	Authority	Authority Chief Executive	Authority Chief Executive	Chief Constable	BTP/A Comments and Clarifications	BTP Means for Compliance	DfT
Area of expenditure:	Force/ Authority	Authority	Force	Force			Force/ Authority
	£50,000						
• Non payroll creditor accounts	Force and Authority over £50,000	n/a	Up to £50,000	Up to £5,000	This is a new entry to the scheme		n/a
• Non PSA/EP SA debtor accounts	Force -over £50,000 Authority - over £5,000	n/a	Up to £50,000	Up to £5,000	Up to £5k under Authority has been removed		n/a
<b>Authorisation of Procurement Contracts</b>							
• Acceptance of lowest tender after competitive tender	Force -over £2 million Authority - over £100,000	Up to £100,000	Up to £2.0 million	Up to £1.0 million		Procurement Authorities in place up to Chief Constable	n/a
• Acceptance of a bid for any contract other than the lowest will need to demonstrate Value for Money	Force -over £1.0 million Authority - over £50,000	Up to £50,000	Up to £1.0 million	Up to £0.5 million	Additional wording has been added concerning value for money		n/a
• Acceptance of a bid for any project or contract without competitive tendering including capital project	Force -over £250,000 Authority – over £50,000	Up to £50,000	Up to £250,000	Up to £100,000	Additional wording has been added to reflect the inclusion of revenue contracts as well.		n/a
• Acceptance of a bid without competitive tender for a revenue contract	Force -over £250,000 Authority – over £50,000	Up to £50,000	Up to £250,000	Up to £100,000	<b>THIS WILL BE REMOVED FROM THE TABLE AS THIS IS INCLUDED IN THE LINE ABOVE</b>		
• Signing Contracts	Force -over £5 million Authority - over £500,000	Up to £500,000	Up to £5 million	Up to £1m	Changes to the level for the Force from up to £500,000 to Up to £1m.	Procurement Authorities in place up to Chief Constable	n/a



## Appendix A

Table X - Additional DfT / Cabinet Office Authorisations required over an above the BTPA Scheme of Delegation in the Governance Code.

Area of expenditure:	Definition / Notes	BTP/A Comments and Clarifications	BTP Means for Compliance	Limit	Approval required by
<p><u>Extract from the DfT Table of Delegation contained in the DfT letter of Delegation 2012/13</u></p>					
<ul style="list-style-type: none"> <li>• Advertising and Marketing (Page 13 – para 1)</li> </ul>	<p><b>Definition of advertising and marketing</b></p> <ul style="list-style-type: none"> <li>• All advertising including: TV; radio; digital advertising; outdoor; print; advertorials; recruitment; costs of media; fees and commission for media buying; media planning; creative development and production.</li> <li>• Marketing activities including: design and branding; direct and relationship marketing; customer relationship management programmes; telemarketing; campaign help lines; partnership marketing; sponsorship marketing; field or experiential marketing; merchandising; advertiser-funded programming; audio-visual activity; storage and distribution of marketing materials</li> <li>• Communication strategy, planning, concept and proposition testing and development</li> <li>• Market research that informs marketing and advertising activity and evaluation of marketing and advertising activity</li> <li>• Printing and publications</li> <li>• Events, conferences and exhibitions</li> <li>• Public relations (PR) activity</li> <li>• Digital activity including: website and application development; search engine marketing, including pay-per-click; digital display advertising; content partnerships; email marketing mobile and SMS marketing; interactive online content</li> <li>• All new contracts to be procured only through government frameworks</li> </ul>	<p>Clarification from DfT being sought re value of new contracts and record of approved spend.</p>		<p>Over £100K</p> <p>Over £10k but below £99K</p>	<p>Cabinet Office via DfT</p> <p>DfT</p>



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Area of expenditure:	<u>Definition / Notes</u>	<u>BTP/A Comments and Clarifications</u>	<u>BTP Means for Compliance</u>	<u>Limit</u>	<u>Approval required by</u>
<ul style="list-style-type: none"> <li>Recruitment (Page 14 and 15 – para 5a &amp; 5b)</li> </ul>	Recruitment of permanent and contingent labour staff.		RAP	All recruitment above agreed budgeted establishment. All temporary Contingent labour recruitment	DfT
<ul style="list-style-type: none"> <li>Property (Page 15 – para 6)</li> </ul>	<ul style="list-style-type: none"> <li>Relating to the signing of new leases, lease renewals, non-exercise of lease breaks options, property acquisitions, new build or freehold sales as part of national property controls. BTP Operational estate is exempt from this delegation.</li> <li>Current Non Operational estate buildings are The Forum (BTPA) and Professional Standards - York</li> </ul>			Over £100,000	DfT
<ul style="list-style-type: none"> <li>Procurement of learning, development or training (Page 15 – para 9b)</li> </ul>	<ul style="list-style-type: none"> <li>All <i>new</i> generic training should be sourced through CSL. The definition of generic training being all L&amp;D on leadership, management development, PSG core skills and other L&amp;D needs which are common across the Civil Service, e.g. first aid, pre-retirement training etc</li> <li>Procurement of any learning, development or training of £10k or higher, whether for courses or other learning activities, must go through the CSL gateway process.</li> <li>CSL is available to provide advice to Professions and to offer advice on the procurement process</li> <li>BTP/A must present a case to DfT setting out why CSL has not been used to provide generic training</li> </ul>	This is included in the DfT Letter of Delegation, but because BTPA is a non crown NDPB it is not applicable. Confirm on email from Andy Nicholas on 29 June 2012.		N/A to BTP	N/A to BTP
<ul style="list-style-type: none"> <li>Redundancy (Page 15 – para 9a)</li> </ul>	Cabinet Office agreement must be secured BEFORE any redundancy is offered to staff.	Clarification has been sought and ALL redundancies have to go to DfT for approval no matter how many is the current guidance being given. Awaiting further information concerning process etc.			

## Appendix A

Area of expenditure:	<u>Definition / Notes</u>	<u>BTP/A Comments and Clarifications</u>	<u>BTP Means for Compliance</u>	<u>Limit</u>	<u>Approval required by</u>
<ul style="list-style-type: none"> <li>Procurement (Page 8 – para 8)</li> </ul>	<p>Central Government Departments, including their Arms Length Bodies (ALBs), must commit volume spend and buy from centrally sourced contracts and approved frameworks for all common goods and service categories covered by central procurement strategies.</p>	<p>Clarification being sought re the flexibility in this area due to operational requirements and the use of existing police frameworks that are available to BTP.</p>			
<ul style="list-style-type: none"> <li>Operational excellence – Shared Services (Page 15 – para 10a)</li> </ul>	<p>Once the Shared Services strategic operating model and plan is published, Departments and ALB's will be asked to</p> <ul style="list-style-type: none"> <li>Develop a strategy for future delivery of their back office services in line with the cross government model and agree this with their HMT spending teams and Cabinet Office Operational Excellence Team.</li> <li>Departments will also be asked to spend in a way that is consistent with this Shared Services strategies, across all levels of spend.</li> </ul>				
<ul style="list-style-type: none"> <li>Moving Services online (Page 15 – para 11)</li> </ul>	<p>Digital by Default approach to all public information and services sets out standards for digital delivery across Government. This will be assured through the new Government Digital Service (GDS), with the authority to agree, commission, and quality to assure all government digital services. This approach to be implemented alongside the Government's ICT strategy and transparency agenda.</p>				
<ul style="list-style-type: none"> <li>Identity Assurance (Page 16 – para 12)</li> </ul>	<p>DfT and its ALBs must agree their alignment plan to the Identity Assurance Strategy with Cabinet Office when developing any on-line or digitally based transactional service; to include the technical design, the service architecture and the standard and certifications requirements.</p>				
<ul style="list-style-type: none"> <li>Major Projects (Page 15 – para 7)</li> </ul>	<p>The Major Projects Authority (MPA) has been set up to oversee the direction of major projects i.e. project that require HMT approval, and projects within delegated limits that are of special interest to the government.</p>				
<ul style="list-style-type: none"> <li>Strategic Supplier Management</li> </ul>	<ul style="list-style-type: none"> <li>Approval by the relevant Crown Representative (CR) is needed for certain proposed spend, e.g. Crown</li> </ul>				

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Area of expenditure:	<u>Definition / Notes</u>	<u>BTP/A Comments and Clarifications</u>	<u>BTP Means for Compliance</u>	<u>Limit</u>	<u>Approval required by</u>
(Page 14 – para 2a and 2b)	<p>Representative to be sighted on all plans for new spend and extension with central government's strategic suppliers which are in excess of £5m. <sup>1</sup></p> <ul style="list-style-type: none"> <li>• CR should be sighted on significant contractual disputes between departments and suppliers</li> <li>• Cabinet office should also be contact at the start of any development of a non standard commercial model. (e.g. mutual/joint venture for a service or Business Process Outsourcing)</li> </ul>				
<ul style="list-style-type: none"> <li>• Management Information (Page 16 – para 13)</li> </ul>	The Cabinet Office and HMT in consultation with departments, is in the process of establishing a small number of common data definitions that cover significant common areas of spend. Once agreed systems / definitions may need updating.				
<p>Please refers to the 120525 Cabinet Office Guidance on Processes V2.2 document for further information and clarification. <a href="http://www.cabinetoffice.gov.uk/resource-library/cabinet-office-controls-guidance-actions-and-processes-document">http://www.cabinetoffice.gov.uk/resource-library/cabinet-office-controls-guidance-actions-and-processes-document</a> Or contact the Authority.</p>					

<sup>1</sup> A list of Crown Representatives and suppliers can be found in Annex A <http://www.cabinetoffice.gov.uk/resource-library/cabinet-office-controls-guidance-actions-and-processes-document>

## 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
08/05/2012	Andrew Figgures	N/a	High Sheriff of Greater London	Reception at University College London for High Sheriff of Greater London	Partnership Event	£30	Accepted
01/07/2012	Jeroen Weimar	N/a	ATOS	Olympics Hospitality	As former CEO of Abellio/No links to BTPA	Approximately £150	Accepted
06/09/2012	Liz Pike	N/a	Punter Southall	Drinks Reception	Networking	£30	Declined
12/09/2012	Millie Banerjee	N/a	Wild Search	Reception	Networking		Declined
16/10/2012	Millie Banerjee	N/a	Chairman - City of London Police Authority	Dinner in Honour of the Past Chairman	Farewell Dinner		Accepted
16/10/2012	Millie Banerjee	N/a	Sean Duggan - Centre for Mental Health	Drinks Reception	Networking		Declined
27/11/2012	Millie Banerjee	N/a	Grant Thornton	Masterclass Dinner	Networking		Declined
19/09/2012	Millie Banerjee	N/a	DfT	Leaving Drinks for Mervyn Thomas and Valerie Vaughn-Dick			Declined

## CENTRAL GIFTS AND HOSPITALITY LOG

AREA	RECIPIENT	POLICE NUMBER	DATE	DESCRIPTION OF GIFT/ HOSPITALITY	COMPANY/ ORGANISATION/ INDIVIDUAL OFFERING GIFT/ HOSPITALITY	EXPLANATION OF GIFT/ HOSPITALITY (WHY IS IT BEING OFFERED)	VALUE OF GIFT/ HOSPITALITY	ACCEPTED /DECLINED	APPROVED BY (MUST BE COMPLETED)
PSD	DSUP Lawson	2164	28/05/2012	Invite to Mariel Irvine Solicitors Garden Party on 13/06/2012	Mariel Irvine Solicitors	Company providing legal advice to various BTP departments, including PSD	£20.00	Declined	DSUP Lawson
PSD	DSUP Lawson	2164	29/05/2012	Invite to Team London Bridge Summer Party	Team London Bridge	Fund raising event for Gibbons Rent Project	£20.00	Declined	DSUP Lawson
IT	Paul Day	6527	19/06/2012	Briefing, then drinks & canapes	BT	Update on Olympics IT preparedness from LOCOG and others	£10.00	DECLINED	Declined, in line with current policy
IT	Cliff Cunningham	7834	19/06/2012	Briefing, then drinks & canapes	BT	Update on Olympics IT preparedness from LOCOG and others	£10.00	DECLINED	Declined, in line with current policy
IT	Philippa Brown	5129	19/06/2012	Briefing, then drinks & canapes	BT	Update on Olympics IT preparedness from LOCOG and others	£10.00	DECLINED	Declined, in line with current policy
IT	Ravie Saund	5733	19/06/2012	Briefing, then drinks & canapes	BT	Update on Olympics IT preparedness from LOCOG and others	£10.00	DECLINED	Declined, in line with current policy
IT	Christine de Souza	8752	19/06/2012	Briefing, then drinks & canapes	BT	Update on Olympics IT preparedness from LOCOG and others	£10.00	DECLINED	Declined, in line with current policy
IT	Paul Day	6527	14/06/2012	Reception, buffet dinner, drinks.	BT	Chemistry Club is an IT sector networking organisation. They invite leading industry figures to dinners to network together. It's funded by contributions from major companies.	£40.00	DECLINED	Declined, in line with current policy
IT	Paul Day	6527	26/06/2012	Invitation to briefing at National Motorcycle Museum	Imprivata	Roadshow on security, user workflow and compliance, at National Motorcycle Museum, to include lunch and tour of the museum.	£14.00	DECLINED	Declined, in line with current policy
IT	Phil Clifton	6298	28/06/2012	Token of appreciation	Dell	Offered by Dell for participating in a webinar.	£25.00	DECLINED	Declined, in line with current policy
IT	Paul Day	6527	02/07/2012	Invitation to roundtable meeting followed by dinner	VMWare	Mtng of leading CIOs on 11 July, briefing and roundtable discussion, dinner afterwards.	£30.00	DECLINED	Declined, in line with current policy
IT	Paul Day	6527	02/07/2012	Offer of a ticket to the Olympics	BT	Offer of Olympic Ticket - email received from Kate Smith, 19 June, BT Customer Events	£100.00	DECLINED	Declined, in line with current policy
LN	Pc Karl Palmer	4846	17/06/2012	Bottle of Champagne	John Rollings (member of the public) Emlyn's Field, Black path, New Cross Road, PE9 1QJ	Mr Rollings had left some property on a train and received little help from railway staff. Pc Palmer made some enquiries and managed to retrieve the missing property for Mr Rollings who handed over the bottle of champagne he had with him at the time as a thank you. It was deemed that a refusal would have caused offence.	£25.00	ACCEPTED	Insp Andrew Pickles (countersigned by Ch Supt Smith)
LN	Pc Simon Wigley	4245	26/06/2012	Bar of chocolate	Fay Smart (victim of assault)	For being able to identify, arrest and charge a suspect who had assaulted her some days before. To refuse would have caused offence.	£2.00	ACCEPTED	Ps Paolo Boggi (countersigned by Ch Supt Smith)
LN	PCSO Jonathon Jackson	4343	17/07/2012	Box of assorted chocolates	Mr Bolloch	Agnes Bolloch who is terminally ill became seperated from her husband at Euston Railway station whilst he was purchasing tickets for a journey. A search of the station by the officers managed to locate her and reunite her with Mr Bolloch. The chocolates were left at the office.	£5.00	ACCEPTED	Insp Tony Lodge (countersigned by Ch Supt Smith)
LN	Pc Bev Samuels	547	17/07/2012	Box of assorted chocolates	Mr Bolloch	As above	£5.00	ACCEPTED	Insp Tony Lodge (countersigned by Ch Supt Smith)

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LS	Gary Warner	4589	20/07/2012	Box of sweets	MPS Officer DC Ann Underwood-Peckham	Gratitude from MOP for recovering coat left on train. On Thursday 19th July 2012 I received a call from a MET officer stating her husband left his coat on a train which arrived at ASHFORD at 1811 hours. I attended and retrieved the coat from the overhead luggage racks and booked into property. I spoke with the officer and arrangements were made for her to collect on Friday 20th July 2012. I was out when she collected the coat and on my return she had left a box of Toffees as a thank you.	£5.00	ACCEPTED	Insp Walden
LU	Steff Sharp	6575	24/02/2012	Opportunity Spotting' Leadership Books	Nigel McLennan	Collaboration with the National Creativity & Innovation project team	18p	Accepted	C/Supt Mark Newton
LU	Steff Sharp	6575	22/04/2012	Additional 'Opportunity Spotting' Leadership Books	Nigel McLennan	Collaboration with the National Creativity & Innovation project team	18p	Declined	C/Supt Mark Newton
LU	Nicki Watson	O196	11/05/2012	Invite to Serco Global Pulse Awards	Serco	Invitation to attend as a guest of a key stakeholder at this awards evening	£100.00	Declined	T/C/Supt Nicola Watson
LU	Amy Hudspith	6281	03/07/2012	Conference on National Security x 5 places – we are only looking to accept x 1.	Govnet Communications	I recently attended a conference on Modernising Justice organised by the same company and was offered complimentary tickets to this conference via the attached email.	£299pp for 1 place a reduced rate for £199pp when booking 5 places which I was offered however, only 1 has been accepted.	Accepted	T/C/Supt Nicola Watson
LU	DC Kevin Chandler	3744	13/06/2012	Book on history of Bletchley House	Bletchley House	Given to all guest speakers at the law enforcement conference on the day	£30.00	Accepted	T/C/Supt Nicola Watson
LU	DC Martin Wilson	3906	03/07/2012	1) Ambassadors Cup, Polo match and BBQ on Sunday 8th July 15:00 hours at Cowdray Park Polo Club GU290AJ. 2) Independence Day celebrations on 9th July 2012 at 18:30 hours at the Argentine Ambassadors residence London SW1X8QZ Both will be in my own personal time and not on duty	Argentine Ambassador London	I am a dual national Argentine / English and have had cause to speak with the Embassy on numerous occasions. I also have had dealings with the Embassy as a coordinator on Project Spiderweb (Theft Reduction Project). There is no expectation or incumbent obligation upon me from the Embassy whether personally or professionally. This was offered in gratitude for assisting the consulate with queries and to refuse could cause offence	£0.00 Unknown value for both. Sunday will include a "Tasting menu BBQ and wine" Monday evening will include, no doubt, light refreshment.	1) Declined 2) Approved	T/C/Supt Nicola Watson
LU	PI Mark Lawrie	4744	05/07/2012	Attendance at Institute dinner	IOM3	Recognition of work in Cable Theft workstream	Est. £40 - consists of a 3 course meal	Accepted	T/C/Supt Nicola Watson
LU	Paul Gibbs	7977	09/07/2012	Bag containing card, bottle of alcohol and memory stick	J&K Cleaning	Christmas gift	Unknown	Declined	T/C/Supt Nicola Watson
SDD	Julian Dixon	2639	26/06/2012	Visit for member of BTP to visit Wimbledon LTA to witness the workings of a social media management system. NO drinks, food or access to any game included in the offer.	IBM- Anu Khurmi	Following networking at the RUSI Border conference.	£0.00	DECLINED	
WW	Lee Gordon	2438	20/07/2012	Corporate event at Oval Cricket Ground for first test match	National Express	Invited to attend corporate event with partners inc National Express and Centro to represent Safer Travel Partnership as a result of WMP Inspector and Centro Crime Reduction Manager being unavailable	£0.00	DECLINED	n/a

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WW	PS Curtis	3686	01/04/2012	PARKING PERMIT FOR FGW STATIONS	FGW	AS OIC - ON CALL TO ANY FGW STATION	£0.00	ACCEPTED	n/a
WW	Michael Phillips	1969	01/04/2012	PARKING PERMIT FOR FGW STATIONS	FGW	Officer at Plymouth Station	£0.00	ACCEPTED	n/a
SCT	Andrew Trotter	4560	22/05/2012	Dinner at ACPO Conference	Capita	ACPO conference	£40.00	ACCEPTED	Chief Constable
SCT	Paul Crowther	2307	24/05/2012	Dinner at Police Public Bravery awards	Serco	To represent BTP	£40.00	ACCEPTED	Chief Constable
SCT	Paul Crowther	2307	28/05/2012	Accommodation and dinner	The CCTV User Group	DCC was guest speaker in his ACPO CCTV role	£200.00	ACCEPTED	Chief Constable
SCT	David McCall	4637	20/06/2012	Golf Tournament & Dinner	Scottish Police Golf Association	Invitation sent to ACPOS members	£0.00	DECLINED	
SCT	Stephen Thomas	1463	29/06/2012	Accommodation and dinner	LOCOG	As a volunteer assisting to 'snag' and test the Olympic village accommodation and catering services. Not BTP related	£25.00	ACCEPTED	Chief Constable
SCT	Alan Pacey	2274	13/06/2012	Accommodation and dinner, Redworth Hall Hotel, Co Durham	RPMI	Pensions meeting and training	£0.00	ACCEPTED	Chief Constable
SCT	Mark Newton	4146	26/06/2012	Invitation to Development Event	Telefonica	To discuss business process improvement and the benefits of creating applications	£0.00	DECLINED	
SCT	Mark Newton	4146	15/06/2012	The Goodwood Air Race	Redbox	Networking	£150.00	DECLINED	
SCT	Mark Newton	4146	15/06/2012	Gym Membership	Fitness First	Networking	£0.00	DECLINED	
SCT	Andrew Trotter	4560	27/07/2012	2x Tickets to drinks reception, dinner and Olympic opening ceremony technical rehearsal	LOCOG	Invited as a Key Stakeholder in the Olympics	£0.00	ACCEPTED	BTPA Chief Executive
SCT	Stephen Thomas	1463	27/07/2012	2x Tickets to drinks reception, dinner and Olympic opening ceremony technical rehearsal	LOCOG	Invited as a Key Stakeholder in the Olympics	£0.00	ACCEPTED	Chief Constable
SCT	Stephen Thomas	1463	20/07/2012	Get a head of the Games.com Polo Shirt and baseball cap	Hugh Sumner ODA	In recognition of ACC Thomas' work with ODA	£20.00	ACCEPTED	Chief Constable
SCT	Stephen Thomas	1463	20/07/2012	Bespoke Meeting Place Card, and Games daily event calendars x 2	Peter Hendy TFL	In recognition of ACC Thomas' work with ODA	£40.00	ACCEPTED	Chief Constable
SCT	Alan Pacey	2274	25/07/2012	Attendance at the National Rail Awards on 20/09/12	Neil Henry, Network Rail	Invited as a Key Stakeholder	£150.00	ACCEPTED	Chief Constable
SCOT	Ellie Bird	702	01/05/2012	Dinner	JFHillebrand Logistics	Dinner in capacity as lead for ACPOS Metal theft - dinner on 11/05/12 with representatives for distribution and logistics	£35.00	ACCEPTED	ACC McCall

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SCOT	John Harrington	2048	28/05/2012	Dinner	NetworkRail	Invite to 10th Annual Scottish Transport Awards on 14/06/12 - excellent networking opportunity and showing support to partners	£35.00	ACCEPTED	ACC McCall
SCOT	David Gray	1775	28/05/2012	Dinner	Network Rail	Invite to 10th Annual Scottish Transport Awards on 14/06/12 - excellent networking opportunity and showing support to partners	£35.00	ACCEPTED	ACC McCall
SCOT	Ellie Bird	702	21/05/2012	Olympic 2012 event	Airwave	Invitation to attend Olympic reception and sporting events on 11th & 12th August. Offered in my capacity as member of the Airwave User Group in Scotland.	£0.00	DECLINED	ACC McCall aware
SCOT	Ellie Bird	702	28/06/2012	Dinner	First ScotRail	Invite to the Scottish Chambers of Commerce Dinner on 26/09/12 - excellent networking opportunity and showing support to partners	£35.00	ACCEPTED	ACC McCall
SCOT	Ellie Bird	702	05/07/2012	Dinner	LGBT Youth Scotland	BTP Scotland have sponsored an award - Ch Supt Bird will present the award at the Dinner on 18/08/12.	£35.00	ACCEPTED	ACC McCall
SCOT	Susan Maxwell	298	05/07/2012	Dinner	LGBT Youth Scotland	Accompanying Ch Supt Bird - supporting the work of this group	£35.00	ACCEPTED	ACC McCall
SCOT	Ellie Bird	702	05/07/2012	Dinner	Prince & Princess of Wales Hospice	CBI Dinner on 06.09.12 - provides an opportunity to meet with representatives from a wide range of businesses and industry in Scotland.	£35.00	ACCEPTED	ACC McCall
SCOT	Ellie Bird	702	05/07/2012	Ball	First ScotRail	Invite to the first ever ScotRail's Your Recognition Ball on 20.10.12. An excellent opportunity for networking and showing support to partners	£35.00	ACCEPTED	ACC McCall
SCOT	Ellie Bird	702	12/06/2012	Gift of chocolates and bottle of wine	Victim Support	Given at the Lanarkshire Schools Speaking Competition Finals event - will be donated to a local charity "Cash for Kids"	£5.00	ACCEPTED	ACC McCall
SCOT	Ellie Bird	702	May-12	Tickets for a show at a local theatre	Glasgow Pavilion	Tickets were left at the reception desk at Area HQ	£60.00	DECLINED	ACC McCall aware
TP	John McBRIDE	1717	25/04/2012	Air fare and Hotel	HMG UKTI	Request to present to Italian law enforcement staff on metal theft situation in UK	£600.00	ACCEPTED	Deputy Chief Constable
TP	Iain Miller	2103	24/05/2012	Taxi	Unitech	Journey from FHQ to venue of seminar at which I was providing an input	£21.00	ACCEPTED	DCS Fry
TP	Iain Miller	2103	24/05/2012	Lunch	Unitech	Lunch provided at the above seminar	£15.00	ACCEPTED	DCS Fry
TP	Phil Bennett	3334	03/07/2012	Offer of drinks in relation to the completion of a project in which I have been involved	Hines UK	Offer of drinks in relation to the completion of a project in which I have been involved	£0.00	DECLINED	
NW	Ch Supt Holden	2659	13/06/2012	Overnight accomodation and evening meal at Darlington	RPMI	Pension meeting	150.00	Accepted	CC Trotter
NW	PI Jayne Lewis	0474	26/06/2012	Bouquet of Flowers	Mrs Carter, 55 Scarisbrick New Road, Southport, PR 8 6PQ.	PI Lewis assisted Mrs Carter with some travel arrangements as she fears people are following here.	30.00	Accepted	Ch Supt Holden
NE	PS Steve Broughton	1993	02/07/2012	Bottle of red wine (containing handwritten note of thank you on the bottle)	Mrs Donna Dixon (mother of Declan James)	As a thank you for the support shown following the death of her son, the subsequent enquiry and the inquest	10.00	DECLINED	
CO	Alan Wise	2030	25/07/2012	Ticket to rehearsal of Olympic Games Opening ceremony	MPS	Officer has been given ticket from MPS for joint work on Olympic games planning	£0.00	Accepted	ACC Thomas
CTSU	Duncan Manners	2663	01/06/2012	6 x AS moeswork maps	Glock International	These have been taken in routine use in armoury as contain diagrams of weapon etc	£20.00	Accepted	Supt Trendall

COMMENTS
Estimated value of drinks and canapes is £10, but hard to be accurate
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Estimated value dinner and drinks is £40, but hard to be accurate
Estimated value of lunch is £10 and admission to Museum is £4.00, from the website.
Estimated value is purely a guess, as details not given. Declined by email.
Estimated value of hospitality is £30, but hard to be certain.
Estimated value of ticket is £100, but hard to be certain.

COMMENTS
<p>1) Due to the fact that this is a sporting event and could be classed as a lavish event, this is declined. DC Wilson advised.</p> <p>2) Due to the officer's connection with Argentina, the networking opportunities and in recognition of the work carried out by DC Wilson during Project Spiderweb, I consider attendance at this event appropriate and therefore approve the application. DC Wilson has been advised.</p>
Item awaiting collection

COMMENTS
Officer accepted as part of role prior to receiving email circulation on free parking. The officer has now contacted FGW and will be paying for the pass by the end of the month. PSD Champion is aware
Officer accepted as part of role prior to receiving email circulation on free parking. The officer has been informed that this free arrangement has to stop
unknown
Unknown
Unknown

