

## **Civic Guide and Gifts**

### **Summary**

1. This report seeks Members' views on the inclusion of further guidance within the Civic Guide for the Lord Mayor and Civic Party in relation to receiving gifts.

### **Background**

2. The Civic Guide provides a useful guide to the civic year for the Lord Mayor and the Civic Party. Section 5 of the Guide contains the Civic Code of Conduct and the Civic Party Code of Conduct. A copy of Section 5 can be found at Annex One.
3. Section 5 refers the Lord Mayor to the City Council's Code of Conduct, which all Members must comply with. During the civic year the Lord Mayor may deal with the receipt of gifts on a more regular basis than in their capacity as Councillor, therefore, Members may wish to consider the inclusion of additional and more specific guidance within the Guide.
4. The National Association of Civic Officers has published a best practice guide for Civic Handbooks which recommends that Handbooks should contain clear guidance on gifts. NACO have provided model wording for such guidance, a copy of which can be found at Annex Two.

### **Recommendations**

5. Members are asked to consider the contents of the report, in particular whether additional provisions regarding receiving gifts should be included in the Civic Guide and consider whether any further guidance may be required.

**Reason:** To ensure that the Committee continues to make an effective contribution to ethical standards within the City Council.

**Contact Details**

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**Report Approved**

**Date** 10/4/2018

**Wards Affected:** *List wards or tick box to indicate all*    **All**

**For further information please contact the author of the report**

**Annexes**

Annex One – Section 5 Civic Guide

Annex Two – NACO model guidance on gifts

**Background Papers:**

None