

To: Chief Crown Prosecutors, Area Business Managers,
HQ Directors

cc: Director
Chief Executive

From: Peter Lewis, Director Business Development Directorate

Action Required: CCPs/ABMs/HQ Directors to remind their staff of the guidance
in relation to the acceptance gifts, rewards and hospitality

Standard Subject: PERSONNEL

Summary: This minute reminds staff of the CPS guidance on acceptance
of gifts, rewards and hospitality and the need to maintain a
register which will be open to inspection by Internal Audit

GIFTS, REWARDS AND HOSPITALITY

1. Richard Foster wrote to you on 17 December last year on this topic and it is timely to remind staff of the key messages for this year.
2. CPS staff are reminded how to respond when self-employed barristers, barristers' chambers or other external service providers offer gifts or hospitality over the Christmas period.
3. Staff who are in a position to recommend that individuals or organisations, such as barristers, chambers or consultancy providers, be engaged in the supply of services to the CPS are vulnerable to allegations of exercising undue favour. The guiding principles for such situations are:
 - the conduct of CPS staff must not foster the suspicion of any conflict between their official duty and their private interest;
 - CPS staff acting in an official capacity must not give the impression to any member of the public, to any organisation with whom they deal, or to their colleagues that they have been, or may have been, influenced by a gift or consideration to show favour or disfavour to any person or organisation; and
 - gifts or hospitality must be refused if either of these principles would be contravened by acceptance.
4. This guidance does not preclude the acceptance of gifts or benefits of a trivial or inexpensive nature, such as diaries or calendars nor does it necessarily prevent attendance at an annual event, where there was a wide range of CPS attendance, such as a chambers or court Christmas Party, where modest refreshment is provided. However, acceptance of invitations to the sort of event now sponsored

BD/87/2005

by the corporate hospitality industry, such as a sporting or cultural event is not allowed.

5. In general, CPS staff are advised to be extremely prudent in accepting offers of hospitality such as lunch or dinner or invitations to corporate events organised by chambers or other service providers which clearly are provided at not inconsiderable expense. CPS staff are also reminded that gifts of alcohol or cigarettes at Christmas or any other time cannot be accepted.
6. Finally, can I remind you of the importance of maintaining a hospitality register in which all offers of hospitality, whether they have been accepted or declined, have been recorded.

Peter Lewis
Director, Business Development

5 December 2005

BD/87/2005