

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

cc: Director

From: Richard Foster, Chief Executive

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 Areas 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. We had our regular liaison meeting with the Bar on 13 December 2004. In the course of this, the Bar representatives asked us about our policy on the acceptance of gifts and hospitality by CPS members of staff. We referred them to our guidance. I attach a copy of the notice which appeared in *inform* on 10 December 2004 for ease of reference.
2. I'd be grateful if you would ensure that all staff working in your command are aware of the guidance and the importance of adhering to it strictly. It is a basic principle of the Civil Service that we should never accept any gift or offer of hospitality which might in any way give colour to the idea that our judgement had been influenced or awayed. What this means in practice is that we should never accept gifts above a purely nominal value. The position is similar on offers of hospitality. Acceptance of invitation to the sort of event now sponsored by the corporate hospitality industry, such as Wimbledon, Henley, the Chelsea Flower Show, is obviously out of the question. Likewise I would expect staff to be extremely prudent in accepting other offers of hospitality such as lunch or dinner or an invitation to a party. There may be occasions when accepting such offers is acceptable, a working lunch where there is no other opportunity to get together or where refusal would cause real embarrassment or damage to an important working relationship. But the basic principle is a simple one. When in doubt, decline.
3. 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

PO/055/2004

declined, have been recorded. I will be asking Internal Audit to undertake an audit of our compliance with these arrangements in the course of the next calendar year.

RICHARD FOSTER
Chief Executive

17 December 2004

FO/055/2004