

SLOUGH BOROUGH COUNCIL DONATION AND SPONSORSHIP ACCEPTANCE POLICY

POLICY AIMS AND OBJECTIVES

Slough Borough Council is a local authority within the meaning of that term in the Local Government Act 1972 discharging statutory and other public duties for the benefit of persons residing or working in or visiting its area.

The Council will act in the best interests of its residents, workers and visitors when deciding to accept or refuse a donation or sponsorship.

The Council wish to uphold the highest standards of practice and to abide by key principles and behaviours: to be legal, open, and honest.

The Council undertake to comply with all relevant law and regulations including the Public Contracts Regulations 2015 and the Concession Contracts Regulations 2016 . All Council Officers will abide by the Council's Counter Fraud and Corruption Strategy of which this Donations and Sponsorship Policy forms part.

This policy sets out the principles and approach the Council take to considering donation and sponsorship acceptance.

DONATION AND SPONSORSHIP ACCEPTANCE

The Council consider that donations in money or in kind and acceptance of sponsorship can be of considerable benefit to it residents, workers and visitors. Equally, however, the Council consider donations and sponsorship can be misused to evade money laundering legislation or used as a cover for bribery or fraud.

The Council will consider all donations and sponsorships against the following principles:

They must:

- Not bring the Council into disrepute
- reflect the integrity of the Council
- not influence or fetter the Council in the proper discharge of their duties

The Council will not accept donations in money or in kind or accept sponsorship from any individual or organisation who or which

- breach legislation relating to Modern Slavery including the Modern Slavery Act 2015
- are engaged in the business of selling fast food or alcohol or are licensed sex establishments or gaming establishments
- breach legislation relating to discrimination on grounds of protected characteristics including the Equality Act 2010
- are in breach of legislation relating to advertising and town planning including the Town And Country Planning (Control of Advertisements) (England) Regulations 2007
- engaged in any conflict with the Council with regard to any of the Council's functions or generally

The Council reserve the right to refuse to accept any donation in money or in kind or to accept any sponsorship for any reason at its absolute discretion

The Council reserve the right to approve the form and content of any advertising materials.

The Council's Director for Finance & Resources and S151 Officer is responsible for ensuring donations and sponsorships are monitored as they are received by the Council. The Council will accept donations and sponsorships which abide by the principles above and have no risk attached.

Where there is concern in relation to the criteria, the Council will undertake due diligence to establish the legitimacy of the donation or sponsorship. This may include requirement of proof of identity and proof of the source of funds.

The Council's Director of Finance & Resources will refer any concerns to the Council's Monitoring Officer and subsequently to the Council Management Team.

The Council Management Team take ultimate responsibility for accepting or refusing a donation or sponsorship. It is their responsibility to act in the best interests of the Council when accepting donations or sponsorship.

Benefits relating to donation and sponsorship offered to any particular directorate of the Council will be negotiated by the relevant Director, in consultation with the appropriate Lead Member. For significant and long term benefits, such as building naming rights, approval of the Council Management Team will be sought who shall consult with the Leader of the Council and Lead Members before agreeing to any such long term rights.

All Officers and Members of the Council will consider conflicts of interest in relation to donation and sponsorship and must act in accordance with the Local Code of Conduct for Employees and the Councillors Code of Conduct, as appropriate.

DONATION AND SPONSORSHIP REFUSAL

If the Council decide to refuse a donation or sponsorship, a careful record of the Council's decision, and the reason for it, must be kept.