

# **GWENT POLICE**

## **Financial Procedures Manual**

### **Section A3**

### **Sponsorship**

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# **Sponsorship (including donations, gifts and loans) to the Organisation** **Policy and Procedure**

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## 1.0 Procedure Identification Page

This procedure has been drafted in accordance with the principles of Human Rights Legislation. Public disclosure is approved unless otherwise indicated and justified.

**Procedure Title:**

Sponsorship (including donations, gifts and loans) to the Organisation  
Policy and Procedure

**Reference:** 148/3 b issue 2

**Historical Reference:** Sponsorship Oct 2001 Procedure (Issue 1)

**Procedure Ownership:**

HEAD OF FINANCE

**Portfolio/Business Area Owner:**

DIRECTOR OF FINANCE & ADMINISTRATION

**Procedure Written By:**

BUSINESS DEVELOPMENT & PARTNERSHIP OFFICER

**Department Responsible:**

FINANCE

**Procedure Lead:**

DIRECTOR OF FINANCE & ADMINISTRATION

**Other Useful References:**

- Acceptance of Gifts and Hospitality Policy/Procedure
- Event Planning Policy
- Professional Standards Code of Conduct
- Press and Public Relations Media Policy
- Media Policy and Manual
- Corporate Brand Identity Manual
- Vehicle Acquisition Policy
- Welsh Language Scheme

**Procedure Implementation Date:****Procedure Review Date:**

Annually

## 2.0 PROCEDURE STATEMENT AND INTENTIONS

### 2.1 Principle & Scope of the Procedure:

This procedure will:-

- Provide all staff with the relevant information about Gwent Police's approach towards sponsorship (including donations, gifts & loans) to the Organisation.
- Ensure that staff are aware of, implement and adhere to the relevant legal and policy requirements in relation to Sponsorship to the Organisation.
- Ensure that the reputation of the Organisation is considered at all times.
- Establish and maintain a framework within which opportunities are maximised for Sponsorship to the Organisation.

This procedure applies to all Gwent Police officers, staff, secondees, agency contracted staff or volunteers (whether full or part-time) in the conduct of their work relating to the Organisation. It has special relevance to those involved in fund-raising activities. This procedure deals with sponsorship, gifts and donations to the Organisation, NOT to individuals within the Force.

If sponsorship in the form of donations, loans or gifts, relate to an individual or group of individuals within Gwent Police which is unrelated to their work within the Organisation, reference should be made to the Acceptance of Gifts and Hospitality Policy.

### 2.2 Aims of the Procedure

The aims of this procedure are:-

- to provide guidance on Sponsorship to the Organisation. It is not intended to be entirely prescriptive but should be used with sound judgement by all.
- to establish and maintain a consistent corporate and ethical approach when dealing with sponsors and donors.
- to ensure the Organisation meets all legal and policy requirements.
- to enhance all available resources in support of policing activity.
- to ensure the Organisation maintains a high degree of integrity in the acceptance of Sponsorship to the Organisation.

### 3.0 INTRODUCTION

#### 3.1 Origins/Background Information

Under Section 93 of the Police Act 1996 and the Home Office Code of Practice on Financial Management, Police Authorities are permitted to accept Sponsorship in the form of donations, loans of property and gifts of other property to the Organisation. The value of income generated through sponsorship - including donations, gifts and loans - must not exceed a maximum value equivalent to 1% of the Authority's annual budget.

#### 3.2 Motivators/Driving Forces

The attraction of significant sums of money in the form of Sponsorship – including donations, gifts and loans – to contribute towards achieving the Organisation's key objectives requires proper levels of authority and sound financial controls. The controls exist to:

- ensure the Organisation is transparent in securing Sponsorship and can financially account for any activity in relation to these.
- safeguard the Organisation and those staff involved in securing Sponsorship against any suggestion of malpractice.

The Organisation is committed to working in partnership with local authorities, local communities, voluntary groups, businesses and other organisations to achieve shared goals, particularly in relation to improving public reassurance and reducing crime. To this end, we actively seek to undertake work with partner organisations and access sponsorship to enhance the organisation's ability to deliver and meet the needs of the various communities we serve within Gwent.

#### 3.3 The Legal Basis and Legitimate Aims

Before entering into any sponsorship agreement or accepting any gifts/donations or equipment loans, officers and staff are advised to familiarise themselves with the following pieces of legislation/procedures:-

- Section 1 Local Authority (Goods and Services) Act 1970
- Section 26 Police Act 1996 - allows police authorities to give advice and assistance to other international organisations engaged in a similar activity following the approval of the Secretary of State.
- Section 92 Police Act 1996 - allows Local Authorities to give an additional grant to Police Authorities for additional officers.
- Section 93 Police Act 1996 (Acceptance of Gifts and Equipment Loans) - allows Police Authorities to accept sponsorship from external organisations, companies or private individuals.

- VAT notice 701/41/95 – Sponsorship
- Prevention of Corruption Act 1906 - it is an offence to accept a gift or consideration as an inducement or reward for doing (or not doing) anything in your official capacity; or for showing favour (or disfavour) to anyone in your official capacity.
- Prevention of Corruption Act 1916 - Any money, gift or consideration including hospitality, received from any person or organisation holding or seeking to obtain a contract with the Police may be deemed by the Courts to have been received corruptly unless proved otherwise.

### 3.4 The Appendices

- Appendix A - Sponsorship, Donations and Equipment Form
- Appendix B - Vehicle Notification Form
- Appendix C - Vehicle Agreement
- Appendix D - Self-Inspection Checklist
- Appendix E - Force Registers

### 3.5 Definitions

For the purpose of this policy, the following definitions apply:

**Organisation:** the use of the word Organisation refers to Gwent Police Authority/Gwent Police.

**Sponsorship:** the provision of funds, goods and services to the Organisation whereby the sponsor will usually receive some defined benefit such as overt publicity in the form of sponsor branding or, some other benefit from being associated with the Organisation. Sponsorship for funds, goods and services must be for a defined period of time, following which, there is the opportunity to:

- renew the sponsorship with the existing sponsor on the same or on revised terms,
- establish new sponsorship provision, or
- withdraw the opportunity for sponsorship with a sponsor on either a temporary or permanent basis.

**Donations/Gifts:** the voluntary provision to the Organisation of money, services, equipment or other resources for which there is no perceivable benefit or return to the donor.

**Loans:** the loan of equipment on a temporary basis for a definitive period of time throughout which ownership remains with the lender. For example, the use of demonstration vehicles for test or trial for the purpose of encouraging the Organisation to enter into a contractual sale, will be considered a loan, **not** as sponsorship or a donation.

## 4.0 IMPLICATIONS

### 4.1 Financial Implications/Best Value

Sponsorship including donations, gifts and loans should:

- comply with Gwent Police Authority's Standing Orders and Financial Regulations;
- comply with all British and European purchasing and procurement regulations;
- achieve value for money;
- take into consideration VAT implications;
- take into consideration the running/maintenance costs for vehicles/equipment at the start of the process. These costs should be either included in the total sponsorship sum, or accounted for from within the existing departmental/divisional budget.

### 4.2 Ethical

All sponsorship approaches and securement should be ethical and incorporate the following:

- income generation activity should support the Organisation's core aims, values and objectives;
- income derived through Sponsorship to the Organisation must not adversely affect the delivery of core policing;
- income generation arrangements should enable the Organisation to deliver something extra, either by enhancing or extending the normal level of policing service which would be expected; and
- The operational independence and integrity of the Chief Constable and the Organisation must be maintained at all times.

All decisions on sponsorship projects will be made solely in terms of the public interest and the interests of the Organisation. The interests of the Organisation will supersede the business aims of any sponsor.

All sponsorship will be conducted with honesty, transparency, openness and accountability, ensuring that the integrity of the Organisation, the wider police service and any police officer or staff member, is not compromised. All police officers, staff members, secondees, agency staff, and volunteers within the police who get involved with sponsorship, will be held accountable for their decisions and actions.

Sponsorship must not be undertaken in order to obtain financial, commercial or other material gain for individuals, their relatives, friends, or companies. All those involved in sponsorship have a duty to declare any private interests relating to sponsorship proposals and to take steps to resolve any conflicts arising, in a way that protects the public interest and the interests of Gwent Police and the Gwent Police Authority.

The operational and statutory functions of Gwent Police must not become dependent on sponsorship.

#### **4.3 Human Resources/Training**

Divisional Business Managers will manage local sponsorship initiatives.

All staff involved in seeking and securing Sponsorship to the Organisation need to be aware of this policy and its implications for them as individuals.

Advice and assistance in respect of seeking and securing Sponsorship for the Organisation can be sought through the Business Development & Partnership Officer and the Divisional Business Managers.

#### **4.4 Annual Plan Links**

The policy supports the Organisation's objective 'to actively seek funding to assist with crime reduction and detection and improving public reassurance'.

#### **4.5 Partnership Links**

Sponsorship, including donations, gifts and loans to the Organisation should be viewed as a partnership arrangement with the sponsor. Efforts should be made to develop a relationship with the sponsor, who should be given opportunities to see the results of their involvement with the Organisation, either directly or through feedback.

#### **4.6 Diversity**

In the application of this procedure consideration must be given to the possible social impact of this procedure on the community. Acceptance of Sponsorship to the Organisation must ensure that there is no preference given to any particular societal groups.

Under the Race Relations (Amendment) Act 2000 the Organisation is required to ensure it is

- eliminating unlawful racial discrimination;
- promoting equality of opportunity;
- promoting good relations between people of different ethnic groups.

The General Duty is outlined in Section 71 (1) of the Race Relations (Amendment) Act 2000, and must be met in its entirety.

#### **4.7 Associated Risks**

- Lack of co-ordination and poor administration of Sponsorship to the Organisation

will detract from the overall aim of sponsorship to enhance and promote initiatives and activities of the Organisation and, may deter, rather than encourage, potential sponsors;

- It is important to protect the integrity of the Organisation and therefore all potential Sponsorship to the Organisation needs to be assessed at the outset to ensure none is accepted from inappropriate individuals or companies;
- Cash, goods and/or services received from a sponsor/donor may only be used for the purpose for which it/they have been provided;
- Risk issues include the failure to:-
  - sufficiently check the appropriateness of an association with a potential sponsor/donor;
  - determine whether a sponsor/donor is tendering for a contract with the Organisation at the same time as the sponsorship arrangement is being entered into;
  - determine whether the potential sponsor is already sponsoring initiatives elsewhere in the Organisation and is, therefore, reaching a level of sponsorship which could cause concern;
  - consult with the Fleet Manager regarding sponsored, gifted or donated vehicles on loan to the Organisation, to address on-going/ancillary costs such as insurance, tax, fuel and maintenance;
  - prepare an exit strategy for the end of the sponsorship agreement or return the goods;
  - consult with Health & Safety, the Force Solicitor and the Business Development & Partnership Officer prior to getting a sponsorship agreement formally drawn up;
  - get a formal sponsorship agreement drawn up which is agreed by the Force Solicitor and Business Development & Partnership Officer and is signed for on behalf of the Organisation, and the Sponsor;
  - complete the Organisation's sponsorship form (Appendix A) and pass a copy to the relevant Divisional Business Manager;
  - obtain proper approval for sponsorship arrangements prior to acceptance.
  - forward the 'Divisional Sponsorship Register' of sponsorship to the Business Development & Partnership Officer to enable the central register to be updated on a monthly basis - to be actioned by the Divisional Business Managers;
  - correctly account for VAT;
  - collect monies promised by sponsors/donors;
  - fulfil the agreed outcomes of the sponsorship agreement; and
  - notify the Fleet Manager of the arrival and return of a sponsored vehicle to enable the fleet management system to be updated and the vehicle to be checked.

#### **4.8 Consultation**

ACPO  
Gwent Police Authority

Internal and External Audit  
Fleet Manager  
Health & Safety Advisor  
Diversity Officer  
Freedom of Information Officer  
Data Protection Officer  
Information Security Officer  
Divisional Business Managers  
Divisional/Departmental Heads  
Head of Corporate Communications  
Force Solicitor  
Director of Finance & Administration

## **5.0 HUMAN RIGHTS CONSIDERATION CERTIFICATION**

### **5.1 Auditing for potential interference and discrimination**

In the application of this procedure the Organisation will not discriminate against any persons regardless of sex, race, colour, language, religion, political or other opinion, national or social origin, association with national minority, property, birth or other status as defined under article 14 of the European Convention on Human Rights.

Anyone who feels that they have been discriminated against should seek the appropriate remedy. All policies and procedures in the Organisation are covered by Human Rights and provide for formal and informal complaints and organisational complaints.

In respect of complaints about individuals – please refer to the Professional Standards Department’s Complaints Policy/Procedure.

In respect of complaints relating to force policies/procedures - please refer to the Policy/Procedure on Direction and Control – Complaints.

In respect of internal complaints - please refer to the Fairness at Work Policy/Procedure.

### **5.2 Key Human Rights Principles**

#### **Q1. What is the legal basis for your procedure?**

See section 3.3

#### **Q2. Does the procedure provide details of what could be considered as a legitimate aim for the potential interference with an individual's rights, through the exercising of this procedure?**

Restrictions on the rights protected in articles 8 - 11 in the Human Rights Act will be compatible with the convention only if they are aimed at protecting one of the interests listed in articles 8(2), 9(2), 10(2) and 11(2) respectively. The interest protected are broadly the same and generally include:

1. National security;
2. public safety;
3. the protection of health or morals;
4. the prevention of disorder or crime; and
5. The protection of the rights of others.

**Q3. How are staff made aware of the clearly defined decision-making Processes?**

Publication of this document on the Organisation's intranet under Force Policies, and inclusion within the Organisation's Financial Procedures Manual.

**Q4. What are the minimum standards of documentation in relation to Decision making?**

As outlined in this procedure

**Q5. How does your procedure provide guidance on the justification for Actions and assessment as to whether the action is the least Intrusive?**

We will ensure any checks that are undertaken are necessary, reasonable, and proportionate, to the requirement.

**5.3 Rights, Publication, Audit and Inspection**

**Q1 Are there any sections of the document which should not be disclosed to the public on the Organisation's Publication Scheme; because they consist of tactical or operational procedures, that would inhibit the apprehension or prosecution of offenders if publicly known, or would compromise the ability of the force to carry out its duties?**

This document can be disclosed to the public.

**Q2. What rights to make representation and appeal process are available?**

Persons affected by this policy will have recourse to both formal, informal and organisational police complaints procedures. See section 5.1 above.

**Q3. What internal review and audit process is in place or is proposed?**

Periodic monitoring and review of this policy will be conducted by the Business Development & Partnership Officer.

**Q4. What external independent scrutiny is recommended?**

This policy can be made available for scrutiny by HMIC, Best Value and the Organisation's approved auditors.

**5.4 Certification of Compliance**

**A member of the Procedure and Planning Team will complete this Section following a Human Rights audit.**

Consideration has been given to the compatibility of this procedure and related procedures with the Human Rights Act; with particular reference to the legal basis of its precepts: the legitimacy of its aims; the justification and proportionality of the actions intended by it; that it is the least intrusive and damaging option necessary to achieve the aims; and that it defines the need to document the relevant decision-making processes and outcomes of actions.

**5.5 Legal Vetting**

(Procedure team only)

**5.6 Procedure Review Date**

Annually – unless required earlier

**6.0 GUIDANCE, PROCEDURES & TACTICS****6.1 Risk Assessments and Health and Safety Considerations**

Prior to acceptance of Sponsorship including donations, gifts and loans to the Organisation, any hazards likely to occur will be identified, and assessments made as to who is at risk and the level of risk involved. Please refer also to Section 4.7 'Associated Risks'. All risks will be evaluated and the findings recorded so that we can review them and revise our decisions accordingly.

**6.2 Specific Instructions, Tactics, Methods, Practices and Procedures****6.2.1 General**

Sponsorship including donations, gifts and loans to the Organisation **may be accepted** from any source that has genuine and well intentioned reasons for wishing to support specific corporate, divisional or departmental objectives for the overall benefit of the community providing that:

- initial approval is sought from the Departmental/Divisional Head before approaching a potential sponsor or receiving goods or services;
- additional costs, which may fall upon the Organisation during or after the sponsorship period, have been fully identified, calculated and agreed with the

Departmental/Divisional Head;

- goods have been passed as 'fit for purpose' by the receiving department and an assessment carried out to advise on the training requirements, maintenance and, where appropriate, safe systems of work;
- the sponsor/donor is not tendering for a contract at the time of the sponsorship arrangement;
- the sponsor/donor will not be offered any preferential treatment as a result of their support particularly in the area of procurement. Sponsorship does not exclude sponsors from tendering for any contracts offered on behalf of the Organisation;
- sponsorship including donations, gifts and loans to the Organisation must not involve, or be used to infer, any warranty or guarantee by the Organisation of a sponsor or donor's products or reputation;
- where offers of Sponsorship including donations, gifts and loans to the Organisation are made from more than one company in a competing market, care must be taken to demonstrate an even-handed approach in accepting/rejecting any offer with utter transparency;
- reasonable steps have been taken to ensure that the sponsor/donor is of good reputation;
- public perceptions are considered, prior to accepting any Sponsorship including donations, gifts and loans to the Organisation;
- priority is given to meeting the core objectives of the Organisation rather than the needs of the sponsor/donor;
- companies are not approached with multiple requests for sponsorship by the Organisation;
- the arrangements enable the Organisation to deliver additional services, either by enhancing or extending the normal level of policing service which would be expected;
- the operational and statutory functions of the Organisation do not become dependent on sponsorship or donations;
- projects supported from Sponsorship, including donations, gifts and loans to the Organisations do not divert resources from supporting organisational objectives; and
- the Chief Constable retains full discretion as to the operational use to which the item/equipment is put.

Sponsorship to include donations, gifts and loans to the Organisation **must not be accepted** which may undermine or compromise the operational independence of the Chief Constable and the integrity or propriety of the Organisation. The following must be avoided:

- acceptance from persons who have committed, or who are being investigated for, an offence;
- potentially sensitive associations with inappropriate sponsors/donors e.g. by accepting offers from sources which come under the direct scrutiny of the Organisation for example betting shops and the licensing trade;
  - sponsorship to include donations, gifts and loans to the Organisation provided by a tobacco producer/manufacture as provided for in the Organisation's 'No Smoking Policy';
  - offers of any Sponsorship donations, gifts and loans to the Organisation with

- the sponsoring company which has conditions attached;
- where the sponsor/donor seeks endorsements of a product or service to gain preferential treatment in supplying or contracting goods and services to the Organisation, other Forces or indeed to make any commercial gain in respect of using the name of 'Gwent Police' in any publicity/advertising it undertakes. This type of situation can only be accepted when a thorough risk assessment has been carried out by the Business Development and Partnership Officer, the Force Solicitor and the Risk Assessment Unit of the Organisation who, if appropriate, will provide their joint approval in writing;
  - potentially sensitive associations with companies already in a contractual arrangement to provide goods and services to the Organisation, which could be construed by competitors as preferential treatment;
  - offers of sponsorship including donations, gifts and loans to the Organisation, if there is any possibility of an ulterior or dishonest motive in the offer;
  - if the sponsor/donor is known to be of dubious character or of unsound disposition. In cases of doubt, the decision rests with the Divisional Commander/ Departmental Head;
  - in connection with the serving of a summons, or the execution of a warrant.
  - when acceptance might give rise to suspicion that police action would be influenced by the sponsorship or donation (i.e. elections or trade disputes);
  - for any duties in connection with political meetings, elections or trade disputes;
  - offers of sponsorship including donations, gifts and loans to the Organisation with additional costs attached, unless those costs can be contained within existing divisional/departmental resources;
  - projects that could distract effort from agreed national and local policing priorities;
  - projects of limited or dubious benefit in policing terms;
  - sponsorship must not be accepted where equipment offered is not compatible with existing Gwent Police standards;
  - inadequate contractual agreements (i.e. acceptance of any major items should include an agreement regarding the transfer of ownership etc); and
  - the risk of becoming unduly dependent on a facility liable to be withdrawn.

Please contact the Business Development & Partnership Officer (BDPO) Ext (712) 2660 for further clarification of any of the above points.

### **6.2.2 Sponsored publications**

A sponsored publication is any publication that is commissioned by a police officer, member of police staff, member of the Police Authority or a body connected with the Organisation and funded partly or exclusively through the sale of advertising space or through sponsorship. These publications might include diaries, wall planners, crime prevention booklets, sporting and social event programmes.

Any permission given to an advertising company to use the Organisation's logo/name must be provided in writing, and **must clearly state** the usage and a date/time limit. The following clause must be inserted into all agreements to prohibit a sponsor from using the name or logo of the Organisation in future

advertising without the prior agreement of the Organisation:

"The Recipient/Sponsor acknowledges that it shall not acquire or otherwise obtain any right, title or interest in the name and/or insignia of Gwent Police/Gwent Police Authority other than for the period/usage specified in this document. The Sponsor undertakes that it shall not use such name and/or insignia without obtaining prior consent in writing from the Organisation's Corporate Communications Office for any further use."

**It should be noted that under the Organisation's 'Welsh Language Policy' ALL external publications/advertising must be bilingual.**

### **6.2.3 Vehicle Sponsorship**

A formal contract will be required for all such agreements and a Vehicle Notification Form (Please see Appendix B) must be prepared. The contract is to include:-

- size and location of the sponsor's name or logo (refer to 6.2.5 for further details).
- a clause to prohibit a sponsor from using the name/insignia of the Organisation in future advertising without the prior agreement in writing of the Organisation's Corporate Communications Office.
- Clarification regarding responsibility in relation to the vehicle e.g. liability for vehicle costs such as insurance, maintenance, fuel and tax.

It is important that the Fleet Manager is informed, prior to any implementation of any such contracts, so that arrangements can be made for the maintenance of the vehicle and for insurance purposes. All sponsored, gifted, donated or loaned vehicles need to be checked by the Fleet Manager at the time of receipt from the sponsor and then entered onto the fleet management system.

Sponsored, gifted, donated or loaned vehicles are not generally equipped for a response role. They must therefore not be used to respond to incidents without prior approval from a Divisional Commander.

The value of a car for the Sponsorship register is to be based on the equivalent hire cost of a vehicle to the Organisation. This information should be obtained from the Fleet Services Department.

### **6.2.4 Sponsored Charitable and other Events**

Whilst much can be achieved through these types of events organised in the name of 'Gwent Police', care needs to be taken to protect individuals involved and the reputation of the Organisation.

A full risk assessment must be carried out in liaison with the Organisation's

Health & Safety Advisor and to ensure that the Organisation has adequate insurance to cover such an event.

A report outlining the purpose of the event, the beneficiaries and the plans for obtaining Sponsorship, including donations, gifts and loans to the Organisation including any proposed promotion, approaches to businesses must be submitted to the BDPO for approval before any approach is made to any organisation.

The BDPO will provide advice and the final approval for such an event, in consultation with others.

### **6.2.5 Publicity and Corporate Logo/Insignia**

Consideration must always be given to the branding associated with each initiative and a suitable time frame should be built into the arrangements. Advice and approval in respect of branding and publicity should always be obtained from the Organisation's Head of Corporate Communications prior to any contractual agreement with a sponsor/donor being made.

Publicity cannot be promised to potential sponsors as it is dependent on whatever the press/media wish to publicise at the time. However, it is permitted to agree that the Organisation will work with potential sponsors to maximise publicity. The Organisation's Corporate Communications Department should be consulted in respect of publicity.

As a general guide, logo's and strap-lines used as part of the sponsorship deal should be discreet, in good taste and bilingual. The following points amplify and explain this statement.

- logo's and advertising material should not be so prominent in terms of size and design that they over-shadow normal police markings;
- logo's and advertising material should not make the vehicle or equipment appear to be simply an advertising bill-board;
- logo's and advertising material should not mislead the public into thinking that vehicles and equipment are not owned or used by the Organisation, or obscure their purpose;
- logo's and advertising material should be legal, decent and honest;
- normally, textual trade logo's should be in a significantly smaller typeface than the main Organisation's lettering on the vehicle or equipment;
- graphic logo's should be significantly smaller and less obvious than the Organisation's crests/logo's where these are also used;
- colour can be used to differentiate sponsorship text from the Organisation's text or logo's;
- using space between the Organisation's branding and a sponsor's branding helps to differentiate the two and avoid confusion;
- preferred phrasing should be "..supported by.." or "..working in partnership with.." or " ..working alongside.." or "..sponsored by.."; and
- operational patrol vehicles must remain clearly identifiable as such to the public. Sponsorship material should not detract from this or interfere with conspicuous markings and in particular safety equipment.

The Corporate Communications Department of the Organisation has established

a style manual of acceptable materials which will assist in determining what is and is not permissible. Guidance should be sought from the Head of Corporate Communications regarding advertising and publicity on behalf of a third party in conjunction with Sponsorship/Gifts/Donations and equipment loans to the Organisation.

#### **6.2.6 Agreements, Contracts and Liability**

Verbal agreements constitute legal contracts and care must be taken that proper authority is obtained before committing the Organisation to any contract. The Business Development & Partnership Officer must be consulted prior to any agreements being reached.

Formal agreements are required for any form of sponsorship or equipment loan. This does not apply to donations. For vehicle sponsorship/loan a 'Vehicle Agreement' is required (See Appendix C). Insertions and amendments may be made to the text enclosed in square brackets on this draft agreement. Requests for any other amendments must be referred to the Force Solicitor.

The Organisation's Welsh Language Policy should be taken into account within any written agreement.

#### **6.2.7 VAT**

This is a complicated area when dealing with sponsorship, gifts and donations. The following provides general guidance/information. However, advice must be sought from the Organisation's Finance Department before concluding any sponsorship arrangements.

The VAT treatment of sponsorship depends on the terms under which sponsorship is provided.

Providing that sponsorship takes the form of a Community Contribution or Service without an intended commercial benefit to the sponsor other than an acknowledgement, the sponsorship would not attract a VAT liability on the Organisation.

Sponsorship which forms part of a Commercial Opportunity or incorporates Advertising would attract payment of VAT whether the sponsorship is in the form of finance, goods or services.

A fine line separates a Community Contribution from a Commercial Opportunity. A sponsor's name or logo incorporated on a police vehicle, crime prevention caravan or on clothing worn by a police unit would provide a commercial opportunity and would attract VAT liability. To be treated outside the scope of VAT, the sponsors support must remain entirely voluntary.

VAT is not chargeable on true donations of money, donations and services.

At the time of receipt of any sponsorship monies, the unit receiving the monies must ensure that the receipt for such monies and the bank deposit slip show the

correct VAT indicator.

A charitable status is not available for activities for which the Police has a legal obligation.

A number of organisations such as Crime Prevention Panels or Neighbourhood Watch groups may apply for charitable status. However they must not be under the control of the Chief Constable or Police Authority and must remain financially independent.

Care must be taken to ensure the Organisation is not seen to be using the charitable status of an independent body for its own use.

VAT is payable on all sponsorship where a company requires more than an acknowledgement (e.g. marketing, advertising or the display/use of their logo on police items or for their company to have an agreement to display/use the Organisation's logo/ insignia or name) as part of their support for a project. This is classed as sponsorship and the Organisation will be required to account for VAT on the full amount received.

Examples of sponsorship transactions that are held as taxable supplies include:-

- a. naming of an event after a sponsor;
- b. display of a sponsor's company logo or trading name on shirts worn by the team;
- c. display of a sponsor's company logo or trading name in a programme or at the venue;
- d. free or reduced admission rates to officers or staff of Gwent Police Authority;
- e. access to special events such as premiers or gala's;
- f. entertainment or hospitality facilities; and
- g. exclusive or priority booking rights

If sponsorship is being received please contact the Principal Financial Accountant on extension 4479 at Police Headquarters to ensure that VAT is accounted for correctly.

### **6.2.8 Exit Strategy**

An exit strategy is a plan, which outlines how the ending of the sponsorship arrangements will be handled without incurring additional expenditure to the Organisation. It may include terminating the activity which was sponsored unless further sponsorship to support it can be obtained.

If an arrangement involves sponsorship of an activity or the loan of property for a limited period of time, Divisional Business Managers must be satisfied before approving or endorsing the arrangements, that an exit strategy has been prepared.

### **6.2.9 Levels of Authority**

The relevant Divisional Business Manager may approve any Sponsorship

including donations, gifts and loans to the Organisation up to their delegated financial responsibility level which is £10,000. Divisional Business Managers will ensure that the procedure is applied in **all** circumstances.

Divisional Business Managers will forward any requests for Sponsorship including donations, gifts and loans to the Organisation with a total value over £10,000 to the Business Development & Partnership Officer, who will refer them for approval to the appropriate person in terms of delegated financial authority, namely:

- Principal Accountant – Sponsorship to a value £10,000 - £25,000
- Head of Finance – Sponsorship to the value £25,000 - £60,000
- Director of Finance & Administration - Sponsorship to the value £60,000+  
The Director of Finance will forward Sponsorship in excess of £100,000 in value to the Police Authority for approval.

Details of all proposed sponsorship projects must be submitted to the relevant Divisional Business Manager on the Sponsorship Form (Appendix A) for approval in accordance with the levels of authority as specified above, before the sponsorship can be agreed. Donations and equipment loans to the Organisation should also be agreed with the Divisional Business Manager prior to acceptance. It should not be assumed that well-known companies are reputable, and checks must be undertaken regardless of the individual or organisation.

#### **6.2.10 Recording of Sponsorship including donations, gifts and loans to the Organisation**

All receipts of Sponsorship to the Organisation will be recorded on the appropriate Sponsorship Register (Please see Appendix E). These forms will be held by Divisional Business Managers for a period of 7 years from the date of receipt of the sponsorship.

Local divisional sponsorship registers will be maintained, showing the sponsor/donor's details, what was received and the value. The Business Development & Partnership Officer will maintain a central register of all Sponsorship to the Organisation, which will be collated on a monthly basis from local registers provided by Divisional Business Managers.

The central register will be made available to the Director of Finance & Administration, whose responsibility it will be to demonstrate to the satisfaction of the internal/external auditor that sponsorship activities are properly administered and meet the financial regulations of the Authority. A year-end report will be prepared for the Director of Finance & Administration and the Treasurer of the Police Authority.

### **6.3 Individual Roles and Responsibilities**

A quick reference self-inspection checklist for individuals is available (Please See Appendix D).

**All staff**

- **Prior** to approaching any sponsor, check with the Divisional Business Manager that Sponsorship approval has been given to the proposed project to the Organisation;
- Check with the Collator/Field Intelligence Officer that nothing is known about the company or person who is to be approached for sponsorship that might bring the Organisation into disrepute through a business relationship;
- With approval from the Divisional Business negotiate the sponsorship terms;
- Complete sections A and B of the sponsorship form;
- If the proposed sponsorship includes a vehicle, a Vehicle Notification Form (Appendix B) and a Vehicle Agreement (Appendix C) need to be completed;
- Submit the form(s) to the Divisional Business Manager for approval to finalise the agreement and for signature;
- Contact the Corporate Communications Office to arrange for a photograph and press release, if appropriate;
- Take delivery of any sponsored items and involve the necessary personnel from the Organisation and from the Sponsor's organisation to attend, if appropriate, the photo call.; and
- Obtain copies of any press coverage and forward to the Business Development & Partnership Officer.

**Divisional Business Managers**

- Check that the Divisional Commander or Department Head approves of the initiative;
- Obtain the Divisional Commander/ Departmental Head's signature on the Sponsorship, donations, gifts and loans form;
- Check with the Head of Procurement whether the sponsor/donor is currently, or about to, tender for a contract with the Organisation;
- Check whether the proposal involves a company operating outside the division's geographical boundaries and whether the proposal has organisation-wide implications. If so, refer the approach to the Business Development & Partnership Officer;
- Ensure that checks have been undertaken that nothing is known about the proposed sponsor or donor company that might bring the Organisation into disrepute;
- Ensure that proposed Sponsorship/Gifts/Donations and equipment loans to the Organisation do not have unacceptable resource implications;
- Ensure funding is secured for any additional resource implications to be incurred as part of the project / initiative which are not to be covered by the sponsor / donor;
- For time-limited sponsorship or loans ensure that an exit strategy has been prepared;
- If the proposed Sponsorship to the Organisation includes a vehicle, contact the Fleet Management Department prior to any approaches being made to make them aware that negotiations are starting and to check if there are any procurement issues;
- If the value of the proposed Sponsorship to the Organisation is up to and including £10,000 and this is acceptable, inform the officer/staff member whether they may proceed with the sponsorship negotiation;
- If the value of the proposed sponsorship is over £10,000, inform the

officer/member of staff seeking the Sponsorship/Gift/Donation or loan that further financial approval is needed;

- Where the proposed sponsorship is for over £10,000 forward to the appropriate delegated financial authority for approval;
- Where the proposed Sponsorship including donations, gifts and loans to the Organisation is over £2,500, forward a copy of the form to the Business Development & Partnership Officer for their records;
- Check that VAT is correctly accounted for;
- Ensure that form(s) are completed and submitted for all Sponsorship donations, gifts and loans to the Organisation;
- Ensure that 'Vehicle Notification Forms' are completed and copied to the Fleet Manager;
- Ensure that a 'Vehicle Agreement' is completed where necessary;
- Arrange for a contract for sponsorship;
- Notify the officer/member of staff seeking sponsorship of the decision to proceed when this is known;
- Ensure that the Fleet Manager is notified prior to any vehicle being delivered to the Organisation so that arrangements can be made to ensure it is inspected by a qualified individual within the Organisation;
- Ensure that all equipment is checked on receipt;
- Send a "thank you" letter to the sponsor, lender or donor confirming what was given and the use to which it will be put;
- Ensure that cash and goods received from a sponsor/provider are used for the purpose for which they were provided;
- Complete the monthly register return and submit it to the Business Development & Partnership Officer by the end of the first full working week of each month;
- Inform the Business Development & Partnership Officer if any sponsorship is withdrawn, and the reason(s) why;
- Ensure that spending from sponsorship monies does not exceed the amount donated;
- All monies received from sponsorship and donations must be recorded against an appropriate income code within the Organisation's Financial Information System (LAWSON). Please notify Finance who will inform you of the relevant sponsorship/donation account codes;
- Spending against the above must be coded to an appropriate financial cost centre and account code combination;
- Ensure that any extension of any sponsorship arrangements is treated in the same way as a new arrangement and that a new sponsorship form and a new formal agreement (where appropriate) are completed; and
- Ensure that all documentation relating to the Sponsorship, donations, gifts and loans to the Organisation is filed and kept for 7 years.

#### **Collator/Field Intelligence Officer**

- In response to enquiries from staff looking for sponsorship, inform them whether anything is known about the individual/company that a business arrangement/association with that individual/company might result in the Organisation being brought into disrepute. An example of such an

arrangement/association could be - the company taking a table at an event, making a donation to the Organisation, or bidding for goods at a Police associated charitable auction.

### **Business Development & Partnership Officer (BDPO)**

- Pro-actively seek corporate sponsorship to support the organisational direction of the Organisation;
- Act as the main point of contact between the Organisation and the Head Office of large companies who sponsor or donate to the Organisation;
- Provide advice and guidance on all aspects of Sponsorship including donations, gifts and loans to the Organisation;
- Maintain the central register of Sponsorship including donations, gifts and loans to the Organisation and make this available to the Director of Finance & Administration;
- Monitor all sponsorship on an on-going basis to ensure that the limit of 1% of budget, is not exceeded; and
- Prepare a year-end report for the Director of Finance and Administration outlining the total amounts of Sponsorship including donations, gifts and loans to the Organisation received throughout the financial year.

### **Principal Accountant**

- Approve requests for Sponsorship including donations, gifts and loans to the Organisation of £10,000 but no more than £24,999.

### **Head of Finance**

- Approve requests for sponsorship including donations, gifts and loans to the Organisation of £25,000 - £60,000 as appropriate.
- Refer requests to enter a sponsorship agreement including donations, gifts and loans in excess of £60,000 to the Director of Finance & Administration.
- Demonstrate to the satisfaction of the internal/external auditor that sponsorship activities are properly administered and meet the financial regulations of the Authority.
- Ensure that sponsorship entered into by the Organisation does not exceed 1% of annual force budget.

### **Director of Finance & Administration**

- Forward requests to enter a sponsorship agreement including donations, gifts and loans to a value of over £100,000 to the Treasurer of the Police Authority for approval.
- Present a year-end report to the Treasurer of the Police Authority outlining the total amounts of Sponsorship including donations, gifts and loans to the Organisation received throughout the financial year.

## **6.4 Related protocols, practices or service agreements with other**

**Agencies**

None

**6.5 Administration**

As outlined in section 6.2. above and Appendix D

**7.0 Promotion and Distribution**

Notification of the procedure will be published in General Orders.

The procedure will be included on the Organisation's intranet site under the section Finance Department as well as under the Section Resources – Force Policies.

**8.0 Monitoring / Review****8.1 Monitoring**

This policy will be regularly monitored by the Business Development & Partnership Officer.

**Review**

The policy will be formally reviewed on an annual basis taking into account:-

- those who require briefing in respect of the procedure;
- the information collected considering the level of detail and method of collection;
- any issues arising and the reasons behind them, and if appropriate, how they can be overcome;
- any changes in audit requirements;
- any changes in the ACPO approved Police Funding and Income Generation (POLfig) Guidelines; and
- any linkages with other policies and procedures.

**APPENDIX A**

**GWENT POLICE**

**SPONSORSHIP, DONATIONS & EQUIPMENT FORM**

This form should only be used for Sponsorship (including donations, gifts and loans) to Gwent Police, NOT to you personally.

Division/Department

---

Sponsor/Donor

Name

Address

---

---

---

---

Postcode

---

---

Tel

---

Description of Sponsorship (including donations, gifts and loans) e.g. "production of leaflets" or "Supply of a vehicle for Community Safety"

---

Purpose (eg "School's Programme, Spiked etc")

---

Duration of sponsorship (including donations, gifts and loans) (ie "one off", dates from and to)

---

Value of Sponsorship (including donations, gifts and loans) £

Details of any conditions to the Sponsorship (including donations, gifts and loans)

Details of any additional costs involved in the project/initiative for it to proceed (e.g. safety equipment, software, fuel, insurance, maintenance etc.) which not provided by the sponsor/donor and how these costs are to be covered.

**Before accepting the sponsorship (including donations, gifts and loans), the following checks must be made. Please cross out the irrelevant part of YES/NO for each question.**

Fraud Squad and Collator/Field Investigation Officer

Is anything known about the company or person that could bring the Organisation into disrepute? (Checks should be on the company, not on individuals)

YES/NO

Force Head of Procurement (ext. 710 4478)

Is the company is currently tendering with Gwent Police?

YES/NO

Business Development & Partnership Officer (ext. 712 2660)

Is the company currently in negotiation or agreement with Gwent Police for sponsorship?

YES/NO

Fleet Manager (ext. 710 3984)

Is the sponsorship for a vehicle, have you completed a Vehicle Notification Form and received clearance to proceed from the Fleet Manager?

YES/NO

Is there a written agreement? (Required for sponsorship including loans exceeding £50. (Not required for donations/gifts). If so, please attach a copy.

YES/NO

**Please attach the vehicle Notification Form (if appropriate) to this form.**

**Officer submitting**

Name \_\_\_\_\_ Contact No. \_\_\_\_\_

*I can confirm the sponsorship including donations, gifts and loans conforms with the criteria of the Gwent Police Sponsorship Procedure including donations, gifts and loans to the Organisation:*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*Now submit this form to your Divisional Business Manager \*\*****Section B - Sponsorship/Gift/Donation/equipment loan approved:****Divisional Business Manager**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Divisional Commander/Departmental Head**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

This form **must** be signed by Divisional Commander /Departmental Head. Delegated signatures are not acceptable.

**If the value of the sponsorship is of a value of £2,500 and over, this form must be sent to the Business Development & Partnership Officer for her records.**



**APPENDIX B****GWENT POLICE**  
**VEHICLE NOTIFICATION FORM**

This form is only be used for Sponsorship, Loans or Donations of vehicles

Before an agreement to use the vehicle on the road, the vehicle **must** be inspected by the Fleet Manager at Headquarters who can be contacted on Ext. 710 3984

Make, model & cc \_\_\_\_\_

Vehicle Registration Number \_\_\_\_\_

Current Mileage \_\_\_\_\_

Anticipated Annual Mileage \_\_\_\_\_

Name on V5 Vehicle Registration Document. \_\_\_\_\_

Proposed length of sponsorship or loan of vehicle \_\_\_\_\_

Mileage Restrictions. If YES provide details below \_\_\_\_\_

YES/NO

Is the vehicle taxed? \_\_\_\_\_

YES/NO

Date of Expiry \_\_\_\_\_

Is the vehicle MOT'd? \_\_\_\_\_

YES/NO

Date of Expiry \_\_\_\_\_

Current Value of the vehicle \_\_\_\_\_ £

Will the vehicle services be undertaken by the Supplier? \_\_\_\_\_

YES/NO

If YES, what are the service Intervals? \_\_\_\_\_

Will vehicle be insured by the Supplier? \_\_\_\_\_

YES/NO

Are there any restrictions on the use of the vehicle? \_\_\_\_\_

YES/NO

A written agreement outlining the commitment of Gwent Police and any sponsor is to be obtained from the Divisional Business Manager prior to the commencement of sponsorship and is to be signed by the sponsor.

**The agreement is to be attached to 'Sponsorship Form'**



6. The Sponsor acknowledges that it shall not acquire or otherwise obtain any right, title or interest in or to the name and/or insignia of the Police. The Sponsor undertakes that it shall not use such name and/or insignia. The Sponsor further undertakes that no name or insignia shall appear on any of the vehicles provided under the terms of this Agreement [save that the Sponsor may place its name in lettering of [ ] in height and [ ] in width on the side of each vehicle supplied pursuant to this agreement].
7. Nothing contained in this Agreement shall be or shall be deemed to constitute a partnership or joint venture between the parties.
8. Each of the provisions of this Agreement is severable and distinct from the others and if at any time one or more of the provisions is or becomes invalid, illegal or unenforceable, the validity legality and enforceability of the remaining provisions hereof shall not in any way be affected or impaired.
9. The Sponsor warrants that it has full capacity and authority and all necessary consents to enter into and perform this Agreement and that the Agreement is executed by a duly authorised representative of the Sponsor.
10. Either party may terminate this Agreement at any time upon giving one month's notice to the other party hereto.
11. The Sponsor shall be responsible for the delivery and the collection of each vehicle. Risk in each vehicle shall pass to the Police upon delivery of the same to the Police. Risk shall revert to the Sponsor upon the termination of this agreement pursuant to clause 10 or the collection of such vehicles from the Police, whichever is the earlier. When such vehicle is being driven by individuals in the employment of or under the direction of the Sponsor, it shall be the Sponsor's responsibility to effect its own insurance in relation to the same.
12. Except with the prior written consent of the Police, the Sponsor shall not make any media announcements or publicise this agreement or any matter connected with this agreement in any way. The Sponsor shall not use the Police or the Chief Constable's names or logos without the Police's prior written permission and must not make any reference to the same in any advertising or promotional materials without the prior written consent of the Police. The Sponsor shall take all reasonable steps to ensure the observance of the provisions this clause by its servants and agents. The Sponsor agrees not to use or to disclose to any third party any information belonging to, held by or received from the Police, and the Sponsor shall ensure that no such disclosure is made by any third party under its control. The provisions of this Clause 12 shall apply during the continuance of this Agreement and after its variation, termination or expiration.
13. All representations, statements or warranties made or given by the Sponsor, its servants and agents regarding the quality and fitness for purpose of the vehicles or any of them, shall be deemed to be express conditions of this Agreement.

14. Any notices hereunder shall be in writing addressed to the parties at their respective addresses set out in this Agreement or such other addresses as may be notified from time to time by either party to the other.
15. Without prejudice to any rights or remedies of the Police, the Sponsor shall indemnify the Police from and against all loss, actions, costs, claims, demands, proceedings, damages, expenses and liabilities whatsoever which the Police may incur in respect of any personal injury to or death of any person, or in respect of any loss, destruction or damage to any land, building, vehicle, plant, equipment or other property of any kind whatsoever (whether or not in the ownership, occupation or possession of the Police) or any other liability whatsoever which shall have occurred, arisen out of or be connected with the any defect in the vehicle(s) or any acts or omissions on the part of the Sponsor, its servants or agents unless the same is as a result of default or negligence on the part of the Police. The provisions of this Clause 15 shall apply during the continuance of this Agreement and after its variation, termination or expiration.
16. This Agreement shall be governed by and construed in accordance with the laws of England and Wales, the courts of which shall be the courts of competent jurisdiction.

**As Witness the hands of the duly authorised representatives of the parties  
the day and year first above written**

Signed by  
for and on behalf of the  
**Gwent Police Authority**  
in the presence of

Signed by  
for and on behalf of  
**Donor Organisation**  
in the presence of

**SELF-INSPECTION CHECKLIST****APPENDIX D**

Division/Department

Policy Title                      Sponsorship (including donations, gifts and loans) to the Organisation

Date of Inspection

Person Completing

<b>OFFICERS/STAFF INVOLVED IN THE SPONSORSHIP</b>	
Have the Officers/Staff involved in the sponsorship checked with the Divisional Business Manager that proposed Sponsorship including donations, gifts and loans to the Organisation are acceptable prior to approaching any sponsor?	Y/N
Have the Officers/Staff involved in the sponsorship checked with the Collator/Field Intelligence Officer that nothing is known about the company/individual that might bring Gwent Police into disrepute through a business relationship?	Y/N
Have the Officers/Staff involved in the sponsorship negotiated the terms of the deal after receiving approval from the Divisional Business Manager?	Y/N
Have the Officers/Staff involved in the sponsorship completed the Sponsorship Form?	Y/N
Have the Officers/Staff involved in the sponsorship completed if appropriate, the Vehicle Notification Form and a Vehicle Agreement?	Y/N
Have the Officers/Staff involved in the sponsorship submitted the forms to the Divisional Business Manager to finalise, approve and authorise/obtain authorisation for, the agreement?	Y/N
Have the Officers/Staff involved in the sponsorship contacted, if appropriate, the Corporate Communications Office to arrange for a photograph and press release?	Y/N
Have the Officers/Staff involved in the sponsorship taken delivery of the item(s) and, if appropriate, involved the necessary personnel from the Organisation and from the Sponsor's organisation to attend the photo call.	Y/N
Have Officers/Staff involved in the sponsorship obtained copies of any press coverage and forwarded them to the Business Development & Partnership Officer?	Y/N
<b>DIVISIONAL BUSINESS MANAGERS</b>	
Has the Divisional Business Manager checked that their divisional commander/departmental head approves the sponsorship initiative?	Y/N
Has the Divisional Business Manager obtained the Divisional	Y/N

Commander/Departmental Head's signature on the Sponsorship form?	
Has the Divisional Business Manager checked with the Head of Procurement whether the sponsor/donor is about to, or currently, tender(ing) for a contract with the Organisation.	Y/N
Has the Divisional Business Manager referred any approaches to companies operating outside the Division to the Business Development & Partnership Officer?	Y/N
Has the Divisional Business Manager ensured that checks have been undertaken and that nothing is known about the proposed sponsor or donor company that might bring the Organisation into disrepute?	Y/N
Has the Divisional Business Manager ensured that all proposed Sponsorship/Gifts/Donations and loans to the Organisation do not have unacceptable resource implications?	Y/N
Has the Divisional Business Manager managed to secure funding for any additional cost implications to be incurred as part of the project/initiative which are not covered by the sponsor/donor?	Y/N
Has the Divisional Business Manager ensured that exit strategies have been prepared for time-limited sponsorships/equipment/loans?	Y/N
Has the Divisional Business Manager contacted the Fleet Management Department to make them aware that negotiations for vehicles are starting?	Y/N
Has the Divisional Business Manager referred all proposals with a force-wide implication to the Business Development & Partnership Officer?	Y/N
Has the Divisional Business Manager informed the officer(s)/staff member(s) seeking sponsorship they can proceed with sponsorship negotiations up to the value of £10,000 once the project has received the approval of the Divisional Business Manager?	Y/N
Has the Divisional Business Manager informed the officer(s)/member(s) of staff seeking the Sponsorship that approval is needed from the appropriate delegated Authority in Finance, where the value of the proposal exceeds £10,000	Y/N
Has the Divisional Business Manager sent a copy of the sponsorship form to the appropriate delegated authority in Finance?	Y/N
Has the Divisional Business Manager forwarded a copy of all forms for proposed Sponsorship/Gifts/Donations and loans to the Organisation of £2,500 and over to the Business Development & Partnership Officer?	Y/N
Has the Divisional Business Manager ensured that forms submitted for all Sponsorship to the Organisation have been completed?	Y/N
Has the Divisional Business Manager checked that VAT has been correctly accounted for?	Y/N
Has the Divisional Business Manager raised an invoice and	Y/N

included VAT (if applicable)?	
Has the Divisional Business Manager ensured that a Vehicle Notification Form and a Vehicle Agreement have been completed where necessary?	Y/N
Has the Divisional Business Manager arranged the contract for sponsorship?	Y/N
Has the Divisional Business Manager notified the officer(s)/ member(s) of staff seeking sponsorship of the decision of whether or not to proceed, when this was known?	Y/N
Has the Divisional Business Manager informed the Fleet Department of a pending vehicle delivery (if appropriate) to ensure the vehicle is inspected on arrival?	Y/N
Has the Divisional Business Manager ensured all equipment received has been checked on receipt?	Y/N
Has the Divisional Business Manager sent a "thank you" letter to the sponsor, lender or donor confirming what has been given, in what format, and the use to which it will be put?	Y/N
Has the Divisional Business Manager ensured that cash and goods received from a sponsor/provider have been used for the purpose for which they were provided, and the records are available to show this?	Y/N
Has the Divisional Business Manager completed the relevant monthly register returns (See Appendix E) and submitted them to the Business Development & Partnership Officer by the end of the first full working week of each month?	Y/N
Has the Divisional Business Manager informed the Business Development & Partnership Officer of any sponsorship which has been withdrawn, and the reason(s) for this?	Y/N
Has the Divisional Business Manager ensured that spending from sponsorship monies has not exceeded the amount Provided by the Sponsor?	Y/N
Has the Divisional Business Manager sought from the Finance Department the relevant accounting code and then recorded the sponsorship/gift/donation/loan received against the relevant income accounting code within the Organisation's Financial Information System (LAWSON)?	Y/N
Has the Divisional Business Manager charged spending against such income to the appropriate cost centre and account code?	Y/N
Has the Divisional Business Manager ensured that any extension to an existing sponsorship arrangement has been treated in the same way as a new arrangement and that a new sponsorship form and a new formal agreements were completed where appropriate?	Y/N
Are Divisional Business Managers maintaining a file of the sponsorship including gifts, donations and loans for a period of 7 years for audit purposes?	Y/N

<b>COLLATOR / FIELD INTELLIGENCE OFFICER</b>	
Has the Collator/Field Liaison Officer informed officer(s) / staff (in response to their enquiry) whether anything is known about the company(ies)/ person(s) that might result in the Organisation being brought into disrepute?	Y/N
<b>BUSINESS DEVELOPMENT &amp; PARTNERSHIP OFFICER</b>	
Has the Business Development & Partnership Officer pro-actively sought corporate sponsorship to support the organisational direction of the Organisation?	Y/N
Has the Business Development & Partnership Officer acted as the main point of contact between the Organisation and the Head Office of large companies who sponsor or donate to the Organisation?	Y/N
Has the Business Development & Partnership Officer acted as the main point of contact on all Gwent Police-wide sponsorship deals?	Y/N
Has the Business Development & Partnership Officer acted as the main point of contact between the Organisation and companies outside the geographical boundaries of individual divisions?	Y/N
Has the Business Development & Partnership Officer maintained the central register of all Sponsorship and made this available to the Director of Finance & Administration?	Y/N
Has the Business Development & Partnership Officer prepared a year-end report for the Director of Finance & Administration outlining the total value of Sponsorship including donations/gifts and loans received throughout the financial year?	Y/N
Has the Business Development & Partnership Officer monitored all Sponsorship including donations, gifts and loans on an on-going basis to ensure that the 1% of annual budget limit was not exceeded?	Y/N
<b>PRINCIPLE FINANCIAL ACCOUNTANT</b>	
Has the Principal Financial Accountant approved, as appropriate, requests for Sponsorship including donations, gifts and loans of £10,001 but no more than £24,999 in value?	
Did the Principal Financial Accountant refer requests for Sponsorship/Gifts/Donations and loans in excess of £24,999 to the Head of Finance/Director of Finance & Administration?	Y/N
<b>HEAD OF FINANCE</b>	
Has the Head of Finance approved, as appropriate, requests for Sponsorship including donations, gifts and loans of no more than £59,999 in value?	Y/N
Did the Head of Finance refer requests for Sponsorship/Gifts/Donations and loans in excess of £60,000 to the Director of Finance and Administration?	Y/N
<b>DIRECTOR OF FINANCE &amp; ADMINISTRATION</b>	
Has the Director of Finance and Administration approved, as appropriate, requests for Sponsorship including donations, gifts and loans of no greater than £99,999 in value?	Y/N

Has the Director of Finance referred requests for Sponsorship to the value of £100,000 and over to the Gwent Police Authority for approval?	Y/N
Has the Director of Finance & Administration presented a year-end report to the Gwent Police Authority outlining the total amounts of Sponsorship including donations, gifts and loans received throughout the financial year?	Y/N

**FORCE REGISTERS****APPENDIX E****DIVISIONAL REGISTER**

Divisional registers are held and maintained by Divisional Business Managers. The registers are updated monthly after declarations made by officers and staff at the Divisional Management Meetings. Details of the divisional register are then forwarded to the Business Development & Partnership Officer for inclusion in the Central Sponsorship Register

**Recording of Sponsorship**

Any sponsorship arrangements made should include a formal sponsorship agreement. The agreement should state the value of the sponsored goods and be signed by both parties. This is the amount that is to be recorded in the Divisional Sponsorship Register (VAT to be recorded if applicable).

	D	E	F	G	H	I	J	K
1	Purpose of Sponsorship	Sponsorship Period Dates (From - To)	Approved source of funding for ancilliary costs	Invoice Number	Value £'s (Excluding VAT)	VAT £'s	Total Value £'s	
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

## Recording of Donations/Gifts

Where a donation is given to the Organisation for a specific purpose or event, receipt of gifts on behalf of Gwent Police must be registered in line with the Financial Management Code of Practice and the market value of such gifts recorded in the sponsorship register.

Individually donated items which have a value less than £10, such as a box of crisps, a few sandwiches, a couple of cartons of orange etc, do not need their value to be calculated and included in the register. However, if a company donates a buffet for an event and collectively it amounts to over £10 then the buffet needs to be registered and a total value put against it.

Gifts to individual members of staff and offers of gifts must be referred to and recorded in the Chief Constables register, please see the 'Acceptance of Gifts & Hospitality Policy/Procedure'.

The screenshot shows a Microsoft Excel spreadsheet titled "Microsoft Excel - Template for New Registers (V1) 2005-6". The spreadsheet is a template for recording donations and gifts. It has the following columns:

	A	B	C	D	E	F	G	H	I	J
	Date donation received	Donor	Item/Money provided	Purpose of Donation	Approved source of funding for ancilliary costs	Total Value £'s				
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
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25										
26										
27										
28										
29										
30										
31										

The spreadsheet is currently empty. The status bar at the bottom shows "Ready" and the active sheet is "A DIV - DONATION|GIFT".

## **Recording of Equipment Loans**

Loaned items to the Organisation should be valued at a monthly rate for duration of the loan and recorded monthly into the Divisional Register by the Divisional Business Managers. This is in case the period of the loan ceases before the anticipated end of the loan or extends beyond the agreed period of the loan.

	A	B	C	D	E	F	G	H	I	J
1	Date	Lender	Item Provided	Purpose of Loan	Period of Loan (Dates To - From)	Approved source of funding for ancillary costs	Total Value £'s			
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
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27										
28										
29										
30										
31										

## **THE CENTRAL SPONSORSHIP REGISTER**

Police Forces throughout the UK are able to raise 1% of their annual budget through Sponsorship/Gifts/Donations and equipment loans. A record of the market value of all monies and goods received must be reported to the Police Authority. This information is held on a central register that is updated and maintained on a monthly basis by the force Business Development & Partnership Officer. The central register is updated from copies of the divisional registers which are held and updated by Divisional Business Managers.