



## Donations and Sponsorship Received from Members of the Public, Companies and other Bodies Policy (Surrey and Sussex) (489/2025)

### Abstract

This policy details the types of donations or sponsorship that can be made and the criteria that must be met before either can be considered and accepted by the Surrey Police or Sussex Police and Crime Commissioner (PCC) or the Surrey Police or Sussex Police Chief Constable (CC). This includes an audit trail for accounting and recording to ensure complete transparency.

### Policy

#### 1. Introduction

1.1 This policy is required to ensure all donations or offers of sponsorship are assessed, recorded and processed appropriately to provide transparency, demonstrate integrity and support the Financial Governance requirements of the Surrey Police or Sussex Police and Crime Commissioner (PCC) and the Surrey Police and Sussex Police Chief Constables (CC).

For the purpose of this policy, 'Force' refers to undertaking the operational policing responsibilities of the Chief Constables only, whereas 'Surrey Police and Sussex Police' refers to activities of both the PCCs and the Chief Constable teams. This policy covers all police officers, police staff and employees of the PCCs.

#### 2. Scope

2.1 This policy defines the types of donations and sponsorship that can be made and the criteria that must be met before either can be accepted. It includes the audit, reporting and agreement process and what should be done if an offer is considered inappropriate and cannot be accepted. The acceptance of gifts, hospitality and gratuities are not covered by this policy.

#### 3. Policy Statement

3.1 Public confidence in the Police is crucial in a system that is built on the principle of policing by consent. The Surrey Police and Sussex Police PCC and the Chief Constables will ensure complete openness and transparency and will not accept any donations or offers of sponsorship that will impact on our integrity or ethics or which could be misconstrued as potential preferential treatment by competitors.

3.2 Donations or offers of sponsorship must not compromise or impose or imply conditions that will limit, or appear to limit, either PCC and/or CC ability to carry out its functions fully and impartially.

3.3 The sponsorship must not compromise or contravene existing sponsorship agreements entered into by either PCC and/or CC.

## Procedure

### 1. Responsibilities Overview

1.1 By accepting donations or offers of sponsorship within the criteria of this policy, it will provide small but important additional resources to support policing activities.

The following must be followed:

- All donations and sponsorship items must be recorded on the Donations and Sponsorship Pro-forma;
- The Donations and Sponsorship Pro-forma must be submitted to Corporate Finance via email in advance or at the latest within seven working days of receipt of any donations or sponsorship;
- All police officers and police staff are responsible for declaring any and all donations made directly to them;
- Donation and sponsorship details held on the register will be reviewed by the respective Force Head of Professional Standards Department (PSD) in conjunction with the Joint Procurement team. It is also subject to scrutiny by the PCCs.

### 2. Legal Status

2.1 The Police Act 1996 Section 93(1) provides that:

(1) A Police and Crime Commissioner (PCC) or Chief Constable may, in connection with the discharge of any of its functions, accept gifts of money and gifts or loans of other property provided the terms of their donations appear to be appropriate.

(2) The terms on which gifts or loans are accepted under subsection (1) may include terms for the commercial sponsorship of any activity of the PCC or of the functions of the Chief Constable maintained by it.

2.2 The Home Office Financial Management Code of Practice for the Police Forces of England and Wales ('The Code') provides that:

'A PCC may decide to accept gifts of money, gifts or loans of other property if they will enable the police either to enhance or extend the service which they would normally be expected to provide. The terms on which gifts, loans and sponsorship are accepted may allow commercial sponsorship of some police force activities'.

2.3 Donations and sponsorship can be accepted from any source which has genuine and well intentioned reasons for wishing to support specific projects. In return, the provider may expect some publicity or other acknowledgement. It is acceptable to allow the provider to display the organisation's name or logo on publicity material, provided this does not dominate or detract from the purpose of the supported project.

### **3. Definitions**

#### **3.1 Donation**

A donation is the act or action of transferring ownership of cash or other tangible asset as a free gift. It can also be extended to include services (i.e. free performance of an act or acts) but must not be regarded as a contract or sponsorship or have any commercial intent, obligation or reciprocal commitment.

#### **Sponsorship**

For the purpose of this policy, 'sponsorship' is defined as "the voluntary provision to the police service of non-public funds, services, equipment or other resources."

### **4. Authorisation to Accept**

4.1 When a donation or offer of sponsorship is received, the respective Force Divisional Commander, Head of Department or Chief Finance Officer for the CC is responsible for deciding if it is acceptable.

4.2 Delegated Budget Holders are able to accept sponsorship and donations of up to £1,000 on behalf of the Chief Constable in line with the Scheme of Delegation.

4.3 The Chief Constable can accept sponsorship and donations of up to £50,000.

4.4 The Chief Finance Officer for the PCC may accept a donation or sponsorship up to the value of £50,000 on behalf of the relevant PCC.

4.5 Where the actual or assessed value of a donation or sponsorship exceeds £50,000, the decision to accept must be referred to the relevant PCC for ratification.

4.6 The total value that can be accepted in any one financial year, when considered together with the value of donations or sponsorship, shall not be allowed to exceed a maximum equivalent value of 1% (one percent) of the total police fund budget annually.

### **5. Associated Policies and Guidelines**

5.1 This policy should be read in conjunction with the following policies and guidelines:

- Anti-Fraud, Bribery and Corruption Policy (Surrey and Sussex) (612)
- Gifts, Gratuities and Hospitality Policy (Surrey and Sussex) (1201)
- Surrey only: Income Generation and Charging Policy
- Sussex only: Income Generation and Charging Policy (490)
- <https://www.college.police.uk/ethics/code-of-ethics/guidance>

For further information on the types of donations that can be considered and the relevant audit process, please refer to Donations - Acceptance Considerations and Principles. For further information on all aspect of sponsorship, please refer to Sponsorship Opportunities – Acceptance Considerations and Principles.

**Team:** Corporate Finance Department