

## Gifts and Hospitality policy

Policy Details:		Version No: 003/2020/2021
Date created:	May 2015	
Reviewed by:	HR committee	
Updated:	April 2021	
Ratified by:	Trust Board	
Date of approval:	24 <sup>th</sup> June 2021	
Review period:	Annual	
Next Review Date:	Summer 2022	
Signed by: Trust/Committee Chair	<i>P. Harrod</i> P. Harrod, Committee Chair	

[www.robusmat.essex.sch.uk/our-trust/policies](http://www.robusmat.essex.sch.uk/our-trust/policies)

*This is a model policy/procedure which reflects legislation, any relevant statutory and non-statutory guidance and best practice. The responsibility for setting policy and procedure resides with the Robus Multi Academy Board of Trustees and as such the relevant Board must be satisfied that the content of the policy/procedure suits their requirements prior to its formal adoption.*



## Contents

1. Guidance on Gifts and Hospitality .....	3
2. Definition of a Gift.....	3
3. Definition of Hospitality.....	3
4. Value limit on gifts or hospitality that can be accepted without any approval .....	3
5. Approval from Headteacher of Chair of Governors/Trustees.....	3
6. Declaring offers of Gifts and Hospitality .....	4
7. Register of Gifts and Hospitality.....	4
8. Gifts or hospitality that should never be accepted.....	4
9. Hospitality.....	4
10. Gifts received without warning .....	5
11. Gifts provided by the Academy/Trust.....	5
12. Monitoring arrangements.....	5
13. Links with other policies .....	5
 Appendix 1 – The DO’s and DON’T’s.....	6
Appendix 2 – Register of Gifts and Hospitality Register .....	7

## **1. Guidance on Gifts and Hospitality**

1.1 The conduct of members of staff or governors/trustees should never lead anyone to question their interests or lead anyone to think that they have been influenced by gifts and hospitality. Their own personal reputation and that of the Academy/Trust could be seriously affected if they inappropriately accept a gift or hospitality.

1.2 Staff & governors/trustees should treat with caution any offer of a gift or hospitality made to them personally; considering, in particular, whether the acceptance is a benefit to the Academy/Trust, the scale, amount, frequency and source of the offer, the timing of the offer in relation to forthcoming decisions and whether accepting could be misinterpreted as a sign of their personal, or the Academy's/Trust's, support or favour.

1.3 If in doubt, the prospective recipient should always speak to the academy Headteacher or Chair of Governors/Trustees. It is the recipient's responsibility to follow the Trust's guidance on gifts and hospitality and to justify why they chose to accept a gift or hospitality offered to them. The Trust will take disciplinary action against any member of staff or governor/trustee if they fail to follow the guidance. It is also a criminal offence to demand or accept a gift or reward in return for being influenced on any decision as a part of the Trust, which could result in you being prosecuted by the Police.

1.4 This guidance applies to all staff and governors/trustees and Members without exception

## **2. Definition of a Gift**

A gift is any item or service that an individual receives free of charge. It also includes any goods or services, which are offered to the individual at a discounted rate or on terms not available to the general public.

## **3. Definition of Hospitality**

Hospitality is the offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event on terms not available to the general public.

## **4. Value limit on gifts or hospitality that can be accepted without any approval**

Staff and governors/trustees can accept gifts and hospitality which are small gestures and have a nominal value, without the relevant approval. Such items would include seasonal gifts or corporate branded items such as diaries, pens, or calendars. Gifted or small items from a supplier, contractor or parents as an expression of gratitude such as boxes of chocolates, bouquet of flowers or a bottle of drink may also be accepted. Gifts and hospitality of this nature do not need to be recorded in the Trust's Gifts and Hospitality Register.

## **5. Approval from the Academy Headteacher or Chair of Governors/Trustees**

Any gift or hospitality from an individual, which is more than just a token, defined as a having a value of more **than £50**, should be politely refused or returned. Staff must have the prior written approval of the academy Headteacher to accept something which has more than this value which, in any event, should only be in exceptional circumstances.

The academy Headteacher or any governor/trustee must have the prior written approval of the Chair of Governors/Trustees.

Any gifts or hospitality accepted by the Chair of Governors/Trustees must be referred to the full Governing Body/Board of Trustees for prior approval.

If there is any doubt or concern about the public perception that might be attached to accepting any gift or hospitality, then this must be referred to the Board of Trustees.

All cases must be reported and recorded in the Gifts and Hospitality Register.

## 6. Declaring offers of Gifts and Hospitality

A declaration should be made as soon as possible after the offer or receipt of gifts or hospitality, even if the gift is not accepted. All declarations are to go to Trust Business Manager. The Trust Business Manager will record the declaration in the register.

The declaration will need to include the following information:

- date of offer of gift or hospitality, and date of event where relevant
- name, job title and organisation of recipient/provider
- nature and purpose of gift or hospitality received or declined
- the name of any other organisation involved
- estimated value

## 7. Declaring offers of Gifts and Hospitality

All offers received which have a value of **more than £50** must be recorded in the Trust's Gifts and Hospitality Register, which is kept at the Trust's registered office (Kingston Primary School).

It should be noted in the register whether or not the offer has been accepted or declined.

## 8. Gifts or hospitality that should never be accepted

The following must never be accepted: (This list is not meant to be exhaustive)

- cash or monetary gifts (including donations to the Trust where the potential donor should be referred to the Trust Business Manager)
- gifts, hospitality or offers of employment offered to a husband, wife, partner, family member or friend of a member of staff or governor/trustee.
- gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tender process
- free membership or subscriptions (e.g., sports clubs)
- Foreign travel unless as a specific element of a business, academic or research activity approved by the Trust
- Free goods, services or equipment which are normally provided by a supplier to the Trust at a charge
- lavish or extravagant gifts or hospitality, even if they relate to activities taking place outside of working hours

Any offers of gifts and hospitality falling into any of the above categories should be reported immediately to the Trust Business Manager.

## 9. Hospitality

9.1 Hospitality offered should only be accepted where there is a direct link to working arrangements and a genuine business reason can be demonstrated, for example:

- attendance or speaking at a conference, which provides complimentary subsistence, travel and accommodation (this does not need to be declared on the register except where a gift was received)
- attendance at a free training course
- attendance at a drinks reception to network

9.2 It is recognised that there is a need to ensure good relationships with existing and future contractors and stakeholders and that this may involve for example, the receipt of modest working lunches and dinners. These are acceptable where there is a genuine business reason.

9.3 Hospitality invitations to events which are purely social events should be considered very carefully before accepting; in such circumstances it may be much more difficult to substantiate a genuine business reason. Staff or governors/trustees must not accept free holidays from a current or potential contractor; these invitations should be recorded in the register whether received or declined.

## **10. Gifts received without warning**

If the gift is more than just a token it should be politely and courteously declined; where it would not be appropriate to do this, the matter must be referred to the academy Headteacher or Chair of Governors/Trustees as soon as possible, who will decide on the next steps to take. The academy Headteacher/Chair of Governors/Trustees may decide to return the gift or may donate the gift to a worthy local cause.

## **11. Gifts Provided by the Trust**

A Local Governing Body can agree to make small payments in specific situations and any such agreement must be noted in the minutes of the relevant meeting.

Any gifts purchased and provided by the Trust should be:

- Of a nominal value up to £30 only.
- Alcohol should not be given as a gift in any circumstances.
- Given to staff or governors/trustees only in relation to specific and relevant personal circumstances (e.g. serious illness/accident, bereavement, retirement) or upon leaving the employment or service of the trust.
- Staff awards for recognition of hard and additional work by individual members or groups of staff up to a maximum value of £10 per gift/award
- Authorised by the academy Headteacher or Chair of Governors/Trustees in respect of any gifts given to the academy Headteacher, or full Governing Body/Trust Board in respect of any gifts given to the Chair of Governors/Trustees.
- Purchased from the Trust's own unrestricted funds and not from ESFA funding or any other funding provided for specific purposes.
- Recorded in the Trust's Gifts and Hospitality Register, which should be available for review by the Trust Board or external auditors upon request.

## **12. Monitoring Arrangements**

The gifts and hospitality register is monitored regularly by the Chief Executive Officer, the Trust Business Manager and the Clerk to the Trust Board.

## **13. Links with other policies**

This policy is linked to the:

- Staff code of conduct
- Code of Conduct for the Trust Board and Local Governing Bodies
- Staff discipline, dismissal, conduct and grievance
- Trust Financial Regulations

## Appendix 1 - THE DO'S and DON'T's

DO	DON'T
Read and follow the guidance on gifts and hospitality	Accept any gifts or hospitality from an individual which have a value of <b>more than £50</b> without the approval of the academy Headteacher, or the Chair of Governors/Trustees as necessary
Seek advice from the academy Headteacher or Chair of Governors/Trustees if you are in doubt	Accept gifts or hospitality in the immediate period before tenders are invited or during the tender process
Record all offers of gifts and hospitality from an individual which have a value of <b>more than £50</b> in the Trust's Register, whether accepted or not	Accept cash or monetary gifts
Treat with caution any gifts or hospitality offered to you and think very carefully before accepting anything	Accept a gift or hospitality as an inducement or reward
Take into account what the public's perception would be in deciding whether or not to accept a gift or hospitality	Accept gifts or hospitality unconnected to your work, even if the hospitality is taken in your own time
Consider whether the offer is proportionate in deciding whether or not to accept hospitality from an outside body	Accept a gift or hospitality which you or a member of the public would think is lavish, extravagant or excessive, even if the hospitality is taken in your own time
Err on the side of caution when deciding whether to accept a gift or hospitality. If the thought of the acceptance makes you uncomfortable, do not accept	Accept gifts or hospitality offered to your husband, wife, partner, family member or friend
Consider paying for yourself if offered any hospitality by a supplier or third party	

## REGISTER OF RECEIPT OF GIFTS & HOSPITALITY 2021/2022

[illegible]