



Status: FINAL

Ratified On: 14th October 2016

Ratified By: Board of Directors

Review Period: Three Yearly

Delegation: Resources & Audit Committee

Gifts and Hospitality Policy 2016 - 2019

Contents

This document consists of:

- Trust Policy on gifts and hospitality
- Template for Declaration of a Gift or Hospitality (Appendix A)
- Template for Gifts and Hospitality Register for completion by the Academy Business Manager in the Trust (Appendix B)
- '7 Principles of Public Life' – Appendix C

1. Background

1.1. Ralph Sadleir School is committed to the highest level of integrity, honesty and accountability in all its business dealings. All staff, directors and governors are expected to maintain high standards of propriety and professionalism in all their dealings, ensuring they are free from any conflict of interest through their business in the name of the Academy Trust.

1.2. In order to protect all individuals associated with the Trust, and the reputation of the Trust, from accusations of bribery or corruption staff, directors, and governors must take extreme care that none of their dealings, directly or indirectly, could be deemed as a reward or benefit, in line with the Prevention of Fraud and Bribery Act 2010. This Act makes it a criminal offence to:

- offer, promise or give a bribe,
- request, agree to or accept a bribe
- (by an organisation) fail to prevent bribery by those acting on its behalf ('associated persons') to obtain or retain business or a business advantage for the organisation.

Under this Act, a bribe is 'a financial or other advantage' offered, promised or given to induce a person to perform a relevant function or activity improperly, or reward them for doing so.

1.3. The Trust will hold a Gifts and Hospitality Register. All gifts/hospitality over the value of £30 must be recorded in the Gifts and Hospitality Register.

2. Definitions

- 2.1. A gift is any item or service, award, prize or any other benefit which is received free of charge, or personally offered at a discounted rate or on terms not available to the general public or which might be seen to compromise the personal judgment or integrity of the recipient.
- 2.2. Hospitality is the offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event not available to the general public.

3. Dealing with Gifts and Hospitality

- 3.1. The Trust expects staff, directors and governors to exercise the utmost discretion in giving and accepting gifts and hospitality when on Trust business. Particular care should be taken about a gift from a person or organisation that has, or is hoping to have, a contract with our organisation. In any case of doubt advice should be sought from the Academy Business Manager.
- 3.2. Staff, directors and governors must not make use of their official position to further their private interests or those of others.
- 3.3. Staff, directors and governors must not accept gifts, hospitality or benefits of any kind from a third party where it might be perceived that their personal integrity is being compromised, or that the Trust might be placed under an obligation.
- 3.4. Gifts of low intrinsic value such as promotional calendars or diaries, small tokens of gratitude, can be accepted. If there is any doubt as to whether the acceptance of such an item is appropriate, individuals should decline the gift or refer the matter to the Academy Business Manager.
- 3.5. It is common for appreciative parents and pupils to register their thanks for the work of staff in the form of a small personal gift. If these are valued at less than £30 these are perfectly acceptable without reference to senior members of staff. These will not need to be recorded in the register. Where gifts valued over £30 are accepted, these should be recorded in the register.
- 3.6. Where a more valuable gift, benefit or service is offered which is to the good of the academy trust, rather than an individual, it must be referred to the Academy Business Manager or, if in the case of the Academy Business Manager, to the Headteacher for approval within their discretion; if acceptable, these items must be recorded in the register.
- 3.7. Hospitality such as working lunches, coffees etc. are perfectly acceptable where it is appropriate to offer or receive these in support of good relationships with visiting staff or business colleagues. Modest hospitality, provided it is reasonable in the circumstances, should be similar to the scale of hospitality which the Trust as an employer would be likely to offer. These would not be added to the register. Hospitality received above this level should be recorded in the register.

- 3.8. If a member of staff, director or governor is offered a gift or hospitality whilst involved in the procurement of goods and services, tenders for work or when liaising with anyone conducting business with the Trust (other than light refreshments) it is their responsibility to discuss this with the Academy Business Manager or, if in the case of the Academy Business Manager, the Headteacher, or in the case of the Headteacher, the Chair of Board of Directors immediately.
- 3.9. If not accepting a gift would be regarded as causing offence (such as a sudden and unexpected gift or one where refusal could cause cultural offence) the item should be accepted. The matter should then be brought to the attention of the Academy Business Manager as soon as possible who may decide to return the gift, or may donate it to a school raffle/ fair or a charitable cause.
- 3.10. Examples of gifts or hospitality that should not be accepted are cash or monetary gifts; gifts or hospitality offers to a member of your family; gifts or hospitality from a potential supplier or tenderer in the immediate period projects/works are being considered i.e. business case stage or during the tender process; gifts or hospitality from a supplier prior to the renewal of a contract (6 months prior to a 3-5 year contract being renewed, 3 months prior to a 1-3 year contract being renewed) such as staff, director or governor attendance at sporting and cultural events at the invitation of suppliers, potential suppliers or consultants. (Where it is considered that there is a benefit to the Trust in a member of staff, director or governor attending a sponsored event, the attendance must be formally approved and registered by the Academy Business Manager).
- 3.11. Where a gift is received on behalf of the school, the gift remains the property of the school. The gift may be required for departmental displays or it may, with the Headteacher's approval, remain in the care of the recipient. Unless otherwise agreed, the gift should be returned to the Department on or before the recipient's last working day.
- 3.12. Gifts are sometimes offered by suppliers with the purchase of items. All such special offer gifts are the property of the Trust and must be used accordingly.
- 3.13. Gifts that are offered over the value of £30 and acceptance is refused, these should also be recorded in the register.

4. Giving Gifts and Hospitality

- 4.1. The Trust will not normally give gifts to other individuals or organisations. If gifts are given, staff must ensure that the decision is fully documented in the Gift and Hospitality Register and has regard to the propriety and regularity of the use of public funds. This does not apply to awards of gifts, prizes etc. related to the achievement of pupils e.g. attainment or merit awards.
- 4.2. Where hospitality is provided by the Trust this should be approved in advance by the Academy Business Manager. In approving hospitality the Academy Business Manager should ensure it is not in breach of the UK Bribery Act 2010 and also that the costs are appropriate for a publically funded organisation.

Hospitality such as working lunches, coffees etc. and modest hospitality in the form of meals etc. are perfectly acceptable where it is appropriate to offer or receive these in support of good relationships with visiting staff or business colleagues (but not for their family or friends). These would not be added to the register. Hospitality provided above this level should be recorded in the register.

- 4.3. The purchase of alcohol using Academy funds (and therefore public monies) goes against the primary purpose of the Academy. Therefore any such expenditure should be limited to appropriate occasions and fall within the overall 'value for money' framework and conform to the '7 principles of public life' – see appendix C for more detail.

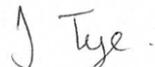
This applies to purchases either as a gift (wine on retirement for example) or for use on premises (for refreshments at a Parents Evening for example).

5. Compliance

- 5.1. In the case where it is believed a member of staff, directors and governors has not declared a gift or hospitality then a formal investigation will be instigated by the Headteacher. If misconduct is indicated, this may take the form of disciplinary procedures in the case of employees.

6. Policy Review

- 6.1. This policy was reviewed, updated and and ratified by the Board of Directors.

Governance	Chair Person	Signature	Date
Board of Directors	Mrs J Tye		14 th November 2016

Reviewable every three years.



Appendix A

DECLARATION OF A GIFT OR HOSPITALITY

Name:	Position:
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I have been offered a gift / hospitality which I have declined.

I have been offered a gift / hospitality which I have accepted.

Date and time of offer:	Place where offered:
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Name of organisation / person making the offer and their relationship with the school	Nature of interest / gift / hospitality	Estimated value if applicable

Reason for accepting / declining gift / hospitality:
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Signed: _____ Date: _____

Approved: _____ Date: _____
(Headteacher / Academy Business Manager)

On completion, please return this form to the Academy Business Manager who will keep this and record in the Register in date order.

Entered in Register	Date:	Reference:
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Appendix B

GIFTS AND HOSPITALITY REGISTER TEMPLATE

Recipient	Nature of Gift / Hospitality	Donor	Date	Estimated Value	Accept / Declined	Comments



Appendix C

7 Principles of Public Life

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

More information can be found by visiting: <https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>