



Gifts & Hospitality Policy

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Ratified by Governors

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Introduction

- 1.1. This policy is intended to provide advice to staff who, in the course of their day to day work or as a result of their employment, either receive offers of gifts and hospitality or provide gifts and hospitality to others on behalf of the school.
- 1.2. For the purposes of this policy, the terms “employees” and “staff” includes Governors.
- 1.3. All decisions by staff on the provision or acceptance of gifts and hospitality must be able to withstand both internal and external scrutiny. They must be defensible as being in the direct interest of the organisation, as being proportionate to that interest and within limits that are acceptable to the Board of Governors

Principles

- 2.1 This policy has been compiled to ensure compliance with the Seven Principles of Public Life drawn up by the Nolan Committee (see Appendix 1). All staff must therefore apply the following principles in the conduct of their employment:
 - they must not accept gifts, hospitality or benefits of any kind from a third party which might be perceived as compromising their personal judgement or integrity;
 - they must not make use of their official position to further their private interests or those of others;
 - they must declare any private interests relating to their public bodies;
 - they must base all purchasing decisions and negotiations of contracts solely on achieving best value for money for the tax payer;
 - they must refer to their Head of Department when faced with a situation for which there is no adequate guidance;
 - if in any doubt, they must seek advice from their Senior Team line manager or Business Manager.

Legal Obligations

- 3.1 Under the Prevention of Corruption Acts of 1906 and 1916 it is an offence for an officer in his/her official capacity:
 - to corruptly accept any gift or consideration as an inducement or reward for doing, or refraining from doing, anything in that capacity;
 - to show favour or disfavour to any person; or
 - to receive money, gifts or consideration from a person or organisation holding or seeking to obtain a contract with the school.
- 3.2 All these are deemed by the Courts to have been received corruptly unless it can be proven otherwise.

Acceptance of Gifts

Cash or Cash Equivalents

- 4.1 Offers of cash or cash equivalents (e.g. lottery tickets, gift vouchers or gift cheques) made by suppliers, contractors, service users or their relatives to individual employees must be declined.

Non Cash gifts

- 4.2 Gifts of a small or inexpensive nature (ie less than £30) such as calendars, diaries, flowers and chocolates can be accepted. This type of gift can be easily distinguishable from more expensive or substantial items which cannot on any account be accepted. If there is any doubt as to whether the acceptance of such an item is appropriate, the matter should be referred to the Headteacher.

Exceptional cases

- 4.3 It is recognised that there are exceptional cases where refusal of a gift will clearly offend a donor, cause embarrassment or appear discourteous. In these cases the donor should be advised that the permission of school's Senior Team will have to be sought as to whether or not the gift can be accepted. The Business Manager should be asked to decide whether to:
- allow the recipient to accept the gift; or
 - return the gift to the donor with a suitably worded letter explaining why the gift cannot be accepted; or
 - use or dispose of it, if possible, in or by the school.

Lectures, conferences and broadcasts

- 4.4 Where gifts by the way of fees, ex gratia payments or book tokens for lectures, broadcasts or similar occurrences are offered, their acceptance should be based on how much of the preparatory work for the event was done in the employee's own time, how much in official working time and the extent to which the school's resources, other than for example, use of an officially issued laptop at home, were used in the preparation. The guiding principle is that the school will seek to recover the costs of publicly funded resources used for any non-school events. The following illustrations are by way of example:
- if the preparation was carried out entirely in the individual's own time (for example outside the school day) and the event took place in the employee's own time at no expense to the school, it would be acceptable for the individual officer to retain the whole fee, token or other gift;
 - if the preparation was performed wholly in school time, with the use of school resources, the Business Manager should be consulted to determine the need to charge the organisation or body a fee based on the salary costs of the individual and/or the use of resources. If the event is carried out in the employee's own time then in addition to any charge for the use of school resources, the individual officer may retain any fee, token or other gift for presenting at the event.
 - if the preparation was carried out and the presentation, delivered in the employee's own time but school facilities or equipment were used, then the Business Manager should be consulted to determine the need to charge the organisation or body a fee based on the use of resources. In addition to any charge for use of any school resources, the individual officer may retain any fee, token or other gift for presenting at the event.
 - If further guidance is needed in this area, the Business Manager should be consulted.

Trade or discount cards

- 4.5 Trade or discount cards, other than those negotiated by the school on behalf of its staff, by which an employee might benefit from the purchase of goods or services at a reduced price are classified as gifts and should be politely declined and, if already accepted, returned to the sender

Hospitality Received from Third Parties

- 5.1 The handling of offers of hospitality is recognised as being much more difficult to regulate but it is an area in which staff must exercise careful judgment. It is recognised that it can be as embarrassing to refuse hospitality as it can be to refuse a gift. There is also a need to distinguish between simple, low cost hospitality of a conventional type, for example, a working lunch or evening meal compared with more expensive and elaborate hospitality. There is clearly a need for a sense of balance. There is concern that acceptance of frequent, regular or annual invitations to events or functions, particularly from the same source and where a considerable degree of hospitality is involved, may severely test the principles stated earlier and should be refused. However, there may be instances where staff receive invitations to events run by voluntary organisations such as annual conferences or dinners. Attendance at such events is considered an integral element in building and maintaining relationships with these sectors and any hospitality received is likely to be reasonable and proportionate, and therefore acceptable.
- 5.2 The main point is that in accepting hospitality staff need to be aware of, and guard against, the dangers of misrepresentation or perception of favouritism by a competitor of the host. It is obviously easier to justify meetings which relate directly to the work of the school but where these happen outside working hours and on purely social occasions then they need to be justified as not being a personal gift or benefit. Where a contract is being negotiated, hospitality of any kind, including attendance of staff at seasonal events hosted by suppliers or contractors, should not be accepted.
- 5.3 As a general rule, invitations of hospitality which are extended to the Trust as a whole, can be accepted by a nominated employee and are less likely to attract criticism than personalised invitations to individual staff.
- 5.4 When in doubt about accepting hospitality or an invitation you should consult your Senior Team line manager or the Business Manager. In all instances where anything beyond conventional hospitality is offered, the approval of the Senior Team line manager or the Business Manager should be sought. It is particularly important to ensure that the school is not over represented at an event or function and care should be taken to ensure that this does not happen, for example, by enquiring from the host as to other staff who have received similar invitations.

Awards or Prizes

- 6.1 Staff should consult their Senior Team line manager or the Business Manager if they are offered an award or prize in connection with their official duties. They will normally be allowed to keep it provided:
- there is no risk of public criticism;
 - it is offered strictly in accordance with personal achievement;
 - it is not in the nature of a gift nor can be construed as a gift, inducement of payment for publication or invention to which other rules apply.

Sponsorship for Attendance at Courses and Conferences

- 7.1 The offer of financial assistance or sponsorship by commercial or other organisations to attend relevant courses or conferences must be highlighted to your Senior Team line manager or the Business Manager in advance on the appropriate form normally used for applying for permission to attend such events.

Such sponsorship is permitted on the understanding that its acceptance will not compromise in any way future purchasing decisions either directly or indirectly or lead to any other conflict of interest involving the individual or the school. The appropriate Senior Team line manager or the Business Manager must review the nature and level of sponsorship being

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offered before approving applications to attend courses or conferences. Any sponsorship that could be construed to be in direct conflict with the school's published aims should not be accepted in any circumstances e.g. from tobacco companies. The Business Manager should be consulted for advice in cases of uncertainty.

Register of Gifts, Hospitality and Invitations

- 8.1 In order to counter any possible accusations or suspicions of breach of the rules of conduct, a record will be kept by the school of all offers of gifts, awards and prizes made to Governors, Senior Leadership Team and staff. Invitations to functions or events, where a considerable degree of hospitality is involved should also be recorded. Details should include: where the offer originated, to whom it was made, and a note of the action taken, i.e. accepted/refused/returned. It is the responsibility of the individual employee to forward details of offers to the Headteacher for inclusion in the school's gifts and hospitality register.
- 8.2 The only exceptions to these are:
- Low cost, functional items suitable for business use rather than personal use and displaying the supplier's logo e.g. diaries, calendars and pens. These items may be accepted and do not have to be included in the Register of Gifts and Hospitality.
 - Gifts offered by parents or students to school staff to express their thanks with an individual value of £30 or less may be accepted. Such gifts do not have to be declared. For the avoidance of doubt, employees must always refuse gifts of money or cash equivalents.

9 Provision of Hospitality, Gifts and Awards

- 9.1 Paragraphs 9.2 to 9.16 below provide a guide for staff when considering the provision of hospitality, gifts or awards. Appendix 2 sets out maximum expenditure limits that have been prescribed by the Board of Governors for such occurrences. If in doubt, the Business Manager should be consulted before any expenditure is committed.

Internal Hospitality

- 9.2 This should only be considered in clearly defined circumstances. For example, where meetings take place at the end of the school day or where staff are required to travel to attend meetings in circumstances where a lunch time break is not possible or where the meeting is likely to last for more than 3 hours.
- 9.3 Where hospitality is to be extended for internal meetings, it should be limited to light refreshments and written approval should be sought in advance from the Senior Team line manager or the Business Manager if expenditure is estimated to exceed the maximum limit set out in Appendix 2.
- 9.4 In relation to residential training courses/conferences it is normal practice for meals and light refreshments to be provided for delegates. The provision of alcohol is not permitted.
- 9.5 In relation to non-residential events, lunch may be provided where it facilitates the running of the course or where alternative provision is not available. Written approval should be sought in advance from the appropriate Senior Team line manager or the Business Manager. Beverages provided with lunches should be restricted to tea, coffee, water or fruit juice.
- 9.6 All hospitality expenditure should be allocated specific financial coding to assist in the collation of management information and to facilitate the monitoring and control of the use of this facility.

External hospitality

- 9.7 The provision of hospitality by the school to representatives of other organisations should be modest and appropriate to the circumstances. In all instances, the expenditure involved must constitute good value for money.
- 9.8 Hospitality should not be offered solely as a return gesture or be automatically recurrent on a regular basis unless circumstances indicate that it is appropriate to do so. The use of public monies for hospitality purposes at conferences and seminars should be carefully considered. The school needs to be able to demonstrate good value in committing public funds.
- 9.9 Expenditure on external hospitality should be clearly identified as such and charged to a specific hospitality expense code.

Other circumstances

- 9.10 If situations arise that are not covered by the foregoing guidance, prior approval should be sought from the Senior Team line manager or the Business Manager before hospitality is provided and such approval should be formally documented.
- 9.11 It is recognised that there may be cases when, in the interests of the service, flexibility in interpretation of the rules may be necessary. Prior approval for such situations should be obtained in writing from the Headteacher. Any request for approval of such instances should state why the request falls outside the boundaries of what is normally allowable and why it is considered necessary to provide such hospitality

Educational Visits

- 9.12 Trip organisers are encouraged to book full board whilst on residential trips, however where this is not possible, staff are entitled to claim up to £10 per day towards the cost of meals and drinks. Receipts MUST be provided in order to be reimbursed. Trip organisers are not allowed to add an additional charge to the cost of the trip to cover hospitality whilst on the trip.

Authorisation and approval of hospitality

- 9.13 The purchase of gifts and hospitality should follow the school's normal procurement procedures.

Provision of gifts or awards

- 9.14 Occasionally the school may wish to make a small presentation to speakers, volunteers or staff in acknowledgement of services provided to the school. Such gifts or awards should be of a token nature. Prior approval for the provision of gifts or awards is required from the appropriate Senior Team line manager or the Business Manager and such approval should be formally documented.
- 9.15 The school will make a contribution of £25 to the leaving gift of a member of staff who has completed a minimum of 10 years' service.
- 9.16 Long service awards. The school will purchase a gift to the value of £25 for 20 years' service and £50 for 30 years or greater.

Appendix 1 – The Seven Principles of Public Life

Selflessness	Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.
Integrity	Holders of public office should not place themselves under any financial obligation to outside individuals or organisations that might influence them in the performance of their official duties.
Objectivity	In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
Accountability	Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
Openness	Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
Honesty	Holders of public office have a duty to declare any private interests relating to their public duties and take steps to resolve any conflicts arising in a way that protects the public interest.
Leadership	Holders of public office should promote and support these principles by leadership and example.

Appendix 2 – Maximum Expenditure Limits for Hospitality

Hospitality for internal meetings:	Maximum Limit: £5 per head.								
Residential or non-residential events organised by the school where hospitality is not provided:	(HMRC approved rates – NB Receipts must be provided, no alcohol permitted) Business trip where food is not provided <table border="0"> <tr> <td>Minimum Journey Time</td> <td>Maximum meal allowance</td> </tr> <tr> <td>5 hours</td> <td>£5</td> </tr> <tr> <td>10 hours</td> <td>£10</td> </tr> <tr> <td>15 hours and ongoing at 8pm</td> <td>£25</td> </tr> </table> UK residential trips where food is not provided maximum of £5 per day Overseas residential trips where food is not provided Maximum of £10 per day	Minimum Journey Time	Maximum meal allowance	5 hours	£5	10 hours	£10	15 hours and ongoing at 8pm	£25
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10 hours	£10								
15 hours and ongoing at 8pm	£25								
Extension of hospitality to individuals external to the school:	Lunch: £15 per head Evening Meal: £25 per head								
Provision of nominal gifts to guest speakers, volunteers, staff etc:	Small gifts or gift tokens may be provided to a maximum value of £50 with gifts over this value being approved in advance at a BoG. Note payments over £50 will be subject to HMRC reporting and tax obligation								
Overnight accommodation	Reasonably priced 3* or equivalent only up to a maximum of £130 per day.								
Travel by car or train	Reimbursement at 45p per mile for travel by car. Travel by train must be booked through the school credit card. No first class travel is permitted								