

Gifts and Hospitality Policy and Procedure



ST CLARE

Catholic Multi Academy Trust

Adopted by St Clare Trust Board;

6th February 2024

Next review by St Clare Trust Board;

30th June 2025

ST CLARE CATHOLIC MULTI-ACADEMY TRUST
GIFTS AND HOSPITALITY POLICY AND PROCEDURE

Introduction

The intention of this policy is to ensure that St Clare Catholic Multi Academy Trust (The trust) can demonstrate that no undue influence has been applied or could be said to have been applied by any stakeholder in their dealings with the trust. The trust must be able to show that all decisions are reached on fair and equitable basis demonstrating the principles of regularity, propriety and value for money.

The trust and all academies will be open and transparent in declaring all gifts and hospitality whether or not accepted as provided for within this policy.

Objectives

The objectives of this policy are to:

- Ensure that the trust can demonstrate that no undue influence has been applied by any person or organisation in its business transactions.
- Set clear requirements for staff regarding the accepting and giving of gifts and hospitality

Scope

All non-executive/executive directors, staff and volunteers are expected to maintain high standards of professionalism and propriety in all their dealings to make sure they are entirely free from any conflict of interest and at all times act within the vision of the trust, and not accept a gift or hospitality in circumstances where it could influence, or could be seen to influence, that person's actions or decisions.

In upholding this policy all parties will be expected to adhere to the seven principles of public life , also known as the [Nolan Principles](#).

Legislation and Regulations

This policy is written in accordance with the requirements as set out in the Academy Trust Handbook (ATH), which is subject to annual review.

This policy complies with the following legislation and regulations:

- The Bribery Act 2010
- The Companies Act 2006, S.176

Definitions

Gifts

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.

Hospitality

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

Dealing with Gifts and Hospitality

The trust expects all non-executive/executive directors, staff and volunteers to exercise the utmost discretion in giving and accepting gifts and hospitality when engaged on trust or academy business. Particular care should be taken regarding a gift from a person or organisation that has, or is hoping to have, a contractual engagement with the trust or an individual academy.

In any case of doubt advice should be sought from the Chief Financial Officer.

Non-executive/executive directors, staff and volunteers must not make use of their official position to further their private interests or those of others.

Non-executive/executive directors, staff and volunteers 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 or an individual academy might be placed under an obligation.

Acceptance of Gifts

Gifts of low intrinsic value (not more than £10) such as promotional calendars or diaries, or 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 Chief Finance Officer

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 deemed to be valued at less than £25 these are perfectly acceptable without further reference.

Items with a deemed value of £25 or less do not need to be recorded, whereas gifts with a deemed valued greater than £25 which are accepted must be recorded in the register.

Where a more valuable gift, benefit or service is offered which is to the good of the academy, rather than an individual, it must be referred to the Chief Financial Officer for approval within their discretion; if deemed acceptable, these items must be recorded in the Register of Gifts and Hospitality.

Acceptance of Hospitality

Hospitality such as working lunches, tea and coffee 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. The acceptance of hospitality of a proportionate nature as outlined above would not need to be recorded in the register. Hospitality offered and received above this level must be recorded in the register.

If a non-executive/executive director, staff and/or volunteer 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 Chief Financial Officer and/or Chief Executive Officer.

Examples of gifts or hospitality that must not be accepted are as follows:

- 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 before tenders are invited or during the tender process;
- non-executive/executive directors, staff and/or volunteers 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 or one of its academies in a member of non-executive/executive director, staff and/or volunteer attending a sponsored event, the attendance must be formally approved and registered by the Chief Financial Officer).

Where a gift is received on behalf of the trust, the gift remains the property of the trust. The gift may be required for display and it may, with the Chief Financial Officer and/or Chief Executive Officers approval, remain in the care of the recipient. Unless otherwise agreed, the gift must be returned to the trust on or before the recipient's last working day with the trust.

Where gifts in the form of sponsorship of a trust event are made then full details must be entered in the register.

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.

If not accepting a gift or hospitality 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 must then be brought to the attention of the Chief Financial Officer

as soon as possible who may decide to return the gift, or may donate it to a trust raffle/ fair or a charitable cause.

Offer of Gifts and Hospitality

The trust will not normally give gifts to other individuals or organisations. If gifts are given, care must be taken to ensure that the decision is fully documented in the register of gifts and hospitality and has due regard to the propriety and regularity of the use of public funds. This does not apply to the award of gifts, prizes etc. related to the achievement of pupils e.g., attainment or merit awards.

Where hospitality is provided by the trust or at each individual academy this should be approved in advance by the Headteacher. In approving hospitality, the Headteacher should ensure it is not in breach of the UK Bribery Act 2010 and also that the costs are appropriate for a publicly funded organisation, as a guide the maximum costs should not exceed £25 per head. Hospitality such as working lunches, tea, coffee etc and modest hospitality in the form of snacks, meals etc are acceptable where it is appropriate to offer these in support of good working relationships amongst colleagues, visiting staff or business colleagues (but not for their family or friends). These occurrences would not be added to the register. Hospitality provided above this level must be recorded in the register.

Gifts and hospitality provided by the trust or its academies outside of those covered above (e.g., gifts to clergy, the Roman Catholic Diocese of Hallam, special events Easter, Christmas, staff retirement and charitable donations) must be provided for out of general fund raising, unrestricted funds and not from public funds.

Non Compliance

In the case where it is believed a non-executive/executive director, staff member or volunteer has not declared a gift or hospitality then a formal investigation will be instigated by the Chair of the trusts Finance and Resource Committee (FARC). If misconduct is proven then this may take the form of disciplinary procedures in the case of an employee.

Responsibilities

All non-executive/executive directors, staff and/or volunteers have a responsibility to read, understand and fully adhere to the requirements set out in this policy.

This policy will form part of the induction pack for all new non-executive/executive directors, staff and/or volunteers.

All line managers are responsible for ensuring that members of their team understand and act in accordance with the requirements in this policy on a day-to-day basis.

The Chief Financial Officer is accountable for making sure that the policy is implemented trust wide and ensuring a statement is issued in the Annual Report and Accounts reporting on the key performance measures in this policy.

Each academy will maintain a Register of Gifts and Hospitality available for inspection at any time and a central trust-wide register will be coordinated by the Chief Financial Officer.

Monitoring, Compliance and Review

The Chief Financial Officer has overall responsibility for monitoring and reviewing the impact of this policy and making recommendations for updates and revisions as needed, or when there are changes in legislation and regulations that the trust must respond to.

The Finance and Resources Committee (FARC) will review and sign off this policy every two years, unless there are legislative and regulatory changes within the two-year window which require the policy to be updated.

The Audit, Risk and Assurance Committee (ARAC) will review and sign off the content of the register of gifts and hospitality on an annual basis, subject to any disclosures being made. The ARAC may at its discretion investigate any entry on the register to ensure compliance with the principles of this policy.

Appendix 1 Register of Gifts and Hospitality

Use this form to record details of actual or proposed gifts and/or hospitality received from or provided to third parties.

| | |
|-----------------|------------------|
| School/Location | Select Location. |
| Type of entry | |

1. Details of Gift or Hospitality

| | | | |
|---|--|--------------------|--|
| Use this section to specify details of the gift or hospitality actually given or intended to be given | | | |
| Brief description | | | |
| Reason for gift or hospitality | | | |
| Date of gift or hospitality | | | |
| Total deemed value | | Value per attendee | |
| Gift received* | | | |

*Summarise what has or will happen to the items in question e.g. 'kept in dept', 'held for charity raffle', retained by the individual.

2. Provider Details

| | | | |
|--|-------|--|-------|
| Use this section to specify details of the person or organisation who is providing, planning to provide, the gift or hospitality | | | |
| Name of person or organisation | | | |
| Contact name | | | |
| Contact details | Email | | Phone |
| Relationship | | | |

3. Recipient Details

| | | | |
|--|-------|--|-------|
| Use this section to specify details of the person or organisation who is receiving, intended to receive, the gift or hospitality | | | |
| Name of person or organisation | | | |
| Contact Name | | | |
| Contact Details | Email | | Phone |
| Relationship | | | |

4. Authorisation

| | | | |
|------------------|--|----------------------|--|
| Prepared by | | | |
| Name of approver | | Position of approver | |
| Date of approval | | | |