

**HORNSEA BURTON AND SKIPSEA
FEDERATION**

GIFTS & HOSPITALITY

POLICY

Reviewed Summer 2017 and no
changes made

1. **Background**

- This policy applies to all employees of the Council except school based employees unless adopted by the respective school governing bodies.
- This policy related to gifts and hospitality that might be offered to an employee; or by an employee and linked to their job.
- The aim of the policy is to protect the reputation of the Council and its employees, by ensuring that employees avoid putting themselves or appear to put themselves into a position where their integrity is called into question, because of a financial or other obligation.

2. **Policy Statement**

- Gifts and hospitality should not be accepted where it may lead any reasonable person to believe that an employee might be influenced by the gift or hospitality given or received.
- If an employer has any doubt about accepting a gift or accepting / giving hospitality, they must discuss the matter with their Director. Directors should discuss any concerns with the Chief Executive and the Leaders of the main political groups.
- As far as possible an employee should seek advice about accepting gifts or hospitality before doing so. They can seek advice from either Democratic Services or Human Resources.

3. **Statutory Obligation**

- S117 of the Local Government Act 1972 provides that an employee of a Local Authority shall not, under colour of their office or employment, accept any fee or reward whatsoever other than their proper remuneration.

4. **Corporate Priorities**

This policy supports the following corporate priority

- Reducing costs, raising performance

5. **Desirable Outcomes**

- To ensure that no improper influence or impression of improper influence arises and to ensure the business of the Council is conducted to the highest ethical standards.

6. **Links With Other Policies**

- The Council is committed to ensuring the highest standard of conduct from all its employees. This policy should be read in conjunction with the –
 - Code of Conduct for Employees
 - Declaration of Interests

7. Evaluation

- The register will be reviewed by the Director of Corporate Resources on an annual basis to ensure employees are complying with the policy. Employees will be reminded on an annual basis by the Director of Corporate Resources and at team briefings of the need to record gifts and hospitality (both given and received) within the register.
- The policy and procedure will be kept under review.

Gifts and Hospitality Procedure

1. Gifts

- The general rule is:

End of term, special occasions/events and Christmas gifts from parents may be accepted by staff providing they do not exceed **£25**.

2. Hospitality

- Guidance on receiving hospitality has to be general, because, for some senior employees, attending social events can be part of the job. To refuse hospitality would sometimes cause offence and could be against the interests or image of the Council.
- The main consideration is whether or not any impression of improper influence would be created by accepting hospitality.
- The following are examples of when hospitality may be accepted, and when it should be refused:

Acceptable:

A reasonable level of hospitality which is offered:

- by a person or organisation to an employee attending a pre-arranged formal meeting together with other employees and/or Members where there is no suggestion of improper influence;
- by another Council or Government body;
- by way of a working lunch as part of a business meeting;
- as part of a function or event where an employee is present in their professional capacity.

Unacceptable:

These would normally be seen as unacceptable:

- personal invitations from representatives of companies seeking or having business with the Council;
- offers of holidays, accommodation or entertainment to individual employees;
- extravagant hospitality inappropriate to the occasion.

- Where hospitality is offered from a current or know potential East Riding contractor, or where the offer appears to be made to a specific individual rather than the Council as a whole, approval of the relevant Director must be obtained.
- In all cases with the exception of trivial hospitality such as tea, coffee, biscuits and light refreshments, all hospitality both given and received must be recorded and reported as set in section 4 below.
- The impression of improper influence can also arise if employees provide hospitality, especially to organisations seeking business. Any hospitality given should be appropriate and justified in the public interest.

3. Bequests

- Each bequest (a legal gift of money or property by someone who has died) will be considered on its merits by the appropriate Director and the Director will submit a recommendation to the Cabinet for a final decision as to whether the member of staff is allowed to accept the bequest.