



## **Annex 2 Gifts, Hospitality and Expenses Framework**

### **Extract from the Staff Code of Conduct**

#### **Section 5 Financial and Non-Financial Interests**

- a) Employees must declare to the Chief Executive, or Monitoring Officer any non-financial or financial interests which could conflict with the Authority's interests
- b) Employees should not usually accept offers of gifts or hospitality unless there is a genuine need to represent the Authority.

Offers to attend purely social or sporting functions should be declined. However in limited circumstances where there is a business need or where the Authority should be seen to be represented they may be accepted. Any hospitality received must be reasonable and have a value of under £75. However in line with (b) above there must be a genuine need to represent the Authority.

If the hospitality is in excess of £75 special consent rules apply and the monitoring officer should be consulted in advance.

They should be properly authorised and recorded. Examples of acceptable and unacceptable hospitality are included in the Gifts, Hospitality and Expenses Framework. Any uncertainty as to whether an invitation is in line with this Framework should be referred to the Monitoring Officer or his team.

- c) For the purposes of this Staff Code of Conduct the disclosable level is £25. This means that any gifts or hospitality in excess of this amount must be referred to the Monitoring Officer for recording.

Employees should not accept material personal gifts from contractors, outside suppliers and fund members, although they may keep insignificant items of token value such as pens, diaries, etc.

- d) When hospitality or gifts have to be declined those making the offer should be courteously but firmly informed of the procedures and standards operating within the Authority.
- e) When receiving authorised hospitality employees should be particularly sensitive as to its timing in relation to decisions which the Authority may be taking affecting those providing the hospitality.



- f) Acceptance by employees of hospitality through attendance at relevant conferences and courses is acceptable where it is clear the hospitality is corporate rather than personal, where the Authority gives consent in advance and where the Authority is satisfied that any purchasing decisions are not compromised. Where visits to inspect equipment, etc are required, employees should ensure that the Authority meets the cost of such visits to avoid jeopardising the integrity of subsequent purchasing decisions.
- g) Any decisions as to the acceptance of gifts and hospitality shall be referred to the Monitoring Officer and any such hospitality or gifts that are accepted in the course of undertaking the Authority's business in excess of the £25 limit should be notified to the Monitoring Officer for recording in the register of interests.
- h) Where an outside organisation wishes to sponsor or is seeking to sponsor an Authority activity, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors. A sponsorship is essentially a contract and should be subject to the normal rules on contracts.
- i) Where the Authority wishes to sponsor an event or service, neither an employee nor any partner, spouse or relative must benefit from such sponsorship in a direct way without there being full disclosure to the Monitoring Officer of any such interest.

<b>Document Title:</b> Extract from the Staff Code of Conduct						
<b>Policy Name:</b> Gifts and Hospitality and Expenses Framework						
Version No	Description of change	Owner	Applicable to	Date of Issue	Approved by Board	Review Date
V1	Clarification of financial limits	CDT	CMT, Staff	16/10/2013	17/10/2013 (decisions approved by email)	31/10/2014