



Thames View Infants Gifts and Hospitality Policy

Purpose of the Policy

Is to provide brief guidance to staff only, and does not cover every eventuality.

Section 1 – Procedure for accepting gifts and hospitality

Definitions

- A gift is something that is given to an individual. Staff should be aware that all gifts and hospitality received (other than those of a minor nature) are not considered to be the property of the individual, but the property of TVI, and should be recorded in accordance with this policy.

Donations to TVI are a separate issue, and are not covered by the scope of this policy.

Gifts and hospitality of a minor nature

For the purpose of this policy, gifts of a minor nature are considered to be:

- Gifts from suppliers with an estimated value up to a maximum of £5.00
- Small gifts from those receiving a service from the Academy as a token of appreciation (e.g. from parents or pupils to teachers)
- Small promotional items from suppliers that are routinely given to a wide range of people (e.g. calendars, notepads, pens, etc).
- A working lunch of modest standards to allow the parties to continue to discuss business already started (unless a tender or contract is currently under dispute or being negotiated).
- The Academy may purchase small gifts for staff or Directors where it sees fit to the value of £50.
- When deemed appropriate by the Headteacher can authorise catering for staff up to the value of £7.50 per head.

Gifts and hospitality of a minor nature do not need to be recorded in the 'Register of Gifts and Hospitality'.

Other gifts and Hospitality

- Gifts exceeding an estimated value of £5.00 from a supplier should be reported to the Business Manager and recorded in the Register of Gifts and Hospitality. Such gifts will not be kept by the individual, but will be placed in secure storage by the School Business Manager and used for the benefit of TVI or local charities (e.g. in fundraising events, for raffle prizes, etc). Gift vouchers and cash will be kept in the safe.
- Gifts with an estimated value exceeding £50 should be referred to the Chair of Directors and/or FPPC for consideration. The decision will be reported to the Business Manager, who will record the outcome in the Register of Gifts and Hospitality.
- Gifts to staff and Directors above £50 should be reported to the Business Manager and recorded in the Register of Gifts and Hospitality with a legitimate reason for the higher spend, signed by the Headteacher
- Any catering that exceeds £7.50 per person.

Other hospitality

Hospitality in excess of a moderate working lunch should not be accepted without the approval of the Chair of Directors and/or FPPC. All offers of hospitality, other than those of a minor nature, must be recorded in the Register of Gifts and Hospitality noting if the offer was accepted or declined.

Responsibilities

All staff will record gifts or hospitality in accordance with the procedure above.

The Business Manager will hold the Register of Gifts and Hospitality, and carry out annual checks to ensure that items recorded in the Register are properly accounted for and will hold items in secure storage, and arrange for the destination section of the Register to be completed when the items are allocated.

The FPPC will review this policy on a three-yearly basis.

The Chair of Directors and/or FPPC will, where procedures for accepting or declining the gift or hospitality are unclear, make the final decision, and inform the Business Manager who will record that decision in the Register



Thames View Infants Gifts and Hospitality Policy

Guidance

Introduction

The Prime Minister's Committee on Conduct in Local Government (1974) identified offers of gifts and hospitality as a particular source of conflict between private and public interests where these are offered in connection with official duties. They said:

"a nice exercise of judgement may sometimes be necessary to decide how the public interest, and an authority's good name, may best be served. A reasonable amount of entertainment is a normal part of the courtesies of public life, and extreme strictness can give unnecessary offence to people and organisations with whom the authority's relationships should be cordial. But an appearance of improper influence is easily created and with it encouragement of cynicism about the motive of those who serve in local government".

The best general advice which can be given about offers of gifts or hospitality is to seek the advice of the Business Manager or Head Teacher, following the general guides that, "when in doubt, opt out". This is a good principle to follow since in law, the receipt of a gift in certain circumstances can impose a presumption of guilt which the 'accused' has to rebut.

Gifts

The general convention should be that gifts offered by persons who are providing or seek to provide goods or services to TVI should be politely refused and returned. This applies particularly to personal gifts offered to employees or members of their families. However, there is a need to recognise and provide for items of a very minor nature which come into the work- place as a consequence of normal commercial practice or as a token of appreciation. These are the items of a promotional character which are given to a wide range of people and not personally only to the employee. These gifts are usually given at Christmas time and include calendars, diaries, desk sets, flow charts, tape measures and other minor articles of use in the office or job.

Gifts may also be offered, for example, at the conclusion of a courtesy visit to another organisation. If these are of the type normally given by that organisation to visitors and of a minor nature (e.g. small free sample) they can be accepted. Similar arrangements apply where the refusal of a small gift would give needless offence. The small gift should only be accepted if the giver merely wishes to express thanks for advice, help or co-operation received.

In all cases of this nature it is wise to err on the side of caution: an obviously expensive gift should be tactfully declined. If a gift is simply delivered it should be returned to the donor and the Chair of Directors advised of the action taken. A note of the action taken should be placed on file by the Chair of Directors. If there is a problem in returning it, the Chair of Governor's advice should be sought.



Thames View Infants Gifts and Hospitality Policy

Hospitality

Hospitality of differing levels might be offered to TVI staff and accepted at official level because that course of action is reasonable in all the circumstances. However, an offer of hospitality to individual employees calls for special caution particularly if the "host" is doing or trying to do business with TVI or hoping to obtain a decision from it. It is very important to avoid any suggestion of improper influence. It is difficult to give fixed guidelines to be followed on all occasions. It is clearly a matter of individual judgement but the following paragraphs may indicate what is acceptable and what is not.

A working lunch of modest standards to allow the parties to continue to discuss business already started would normally be acceptable: this is a case where the modest hospitality is secondary to a specific working arrangement. The employee should be careful not to claim subsistence allowance unless the money claimed has actually been spent on, for example, the purchase of drinks to accompany the meal. On the other hand, it would not be acceptable conduct for an employee to accept a holiday (at home or abroad), or tickets for concerts, theatre or sporting events, the use of a company flat or hotel suite, or expensive hotel meals not connected with official business.

There are occasions when an offer of hospitality of any kind should be declined, e.g. when the person offering the hospitality has a matter currently at issue with TVI such as a tender under consideration or a contract dispute.

Promotional Offers

There has been a lot of publicity about unethical sales promotion techniques adopted by some companies. Purchasing inducements are offered in various forms; gifts, vouchers to be used against future orders, the 'buy one get one free' type of offer and the misleading offers which results in more goods being ordered than are required.

It is important to remember that when purchasing for TVI, the best possible deal must be obtained. Any commission vouchers, cash discounts etc offered by a contractor in connection with the order belong to TVI.

If employees receive an approach from a supplier (or prospective supplier) which seems to be unauthorised in any way, or if they receive a gift or voucher from such a supplier, they should immediately inform the Head Teacher or Chair of Directors.

Date of review 23/01/18	Approved by the Board of Trustees
-----------------------------------	--



Thames View Infants Gifts and Hospitality Policy

Register of Gifts and Hospitality				
Date	Name of staff member presented to	From whom	Description of gift- estimated value	Reason



Thames View Infants Gifts and Hospitality Policy

Register of Gifts and Hospitality				
Date	Catering for whom	Value	Agreed by	Reason