



Receipt of Gifts & Hospitality Policy

Version:

Final

Author:

Vice Principal Finance & Planning

Date Issued:

May 2021

Date Approved by SMT:
Date Approved by F&R:
Date Approved by Corporation:

24 May 2021
16 July 2021
13 July 2021

Impact Assessment Completed

Yes

Date of Next Review:

May 2024

Equality Impact Assessment Form

The completion of the Equality Impact Assessment (EIA) will help us to ensure that our policies, procedures and practices do not discriminate or disadvantage people and also improve or promote equality.

In relation to: age; disability; ethnicity or gender

1. Please explain if you identified any inequalities or possible discrimination in the policy, procedure or practice?

No inequalities or possible discrimination have been identified. To mitigate against any inequalities or possible discrimination the following controls are in place:

- Financial Regulations
- Regular reminder to staff to disclose any gifts or hospitality received
- Register of Gifts and Hospitality
- Annual report to the Corporation's F&GP Committee

2. If identified, how have you changed the policy, procedure or practice to remove or mitigate the inequality or discrimination?

N/A

3. Any follow up actions required?

None

POLICY ON THE RECEIPT OF GIFTS OR HOSPITALITY

(Financial Regulation 14.6 and 14.7)

1. Purpose of the Policy

1.1 The College is committed to the highest standards of openness, integrity and accountability. It seeks to conduct its affairs in a responsible manner, having regard to the principles established by the Committee on Standards in Public Life (formerly known as the Nolan Committee), which members of staff at all levels are expected to observe. These principles are:

- Selflessness
- Openness
- Integrity
- Honesty
- Objectivity
- Accountability
- Leadership

2. Scope of the Policy

2.1 This policy applies to all employees of Shipley College

3. Responsibility

3.1 SMT and College Managers are responsible for ensuring the implementation of this Policy.

4. General

4.1 No person shall enter the College into a contractual relationship where he or she also has an interest in the activities of the other party unless this interest is reported to and approved by the Senior Management Team (SMT) in advance.

5. Receipt of Gifts or Hospitality Policy

5.1 Officers of the College may accept gifts or hospitality of an occasional or trivial nature (such as diaries, calendars or pens) or hospitality in the form of modest working meals or light refreshments from organisations that they have come into contact by reason of College business provided that the gifts or hospitality are normal and reasonable in the circumstances. Such gifts or hospitality would not normally be expected to have a value in excess of £25, and do not need to be disclosed in the Gifts and Hospitality Register.

5.2 Any larger gifts or hospitality that are offered must be referred to a member of the College's SMT prior to being accepted or declined on behalf of the College.

6. Register of Hospitality and Gifts

6.1 For the protection of those involved the Vice Principal Finance and Planning will maintain a register of all gifts or hospitality offered to members of staff or Corporation Members where the value is in excess of £25, whether accepted or declined by the College.

- 6.2 It is the responsibility of all employees of the College to inform the Vice Principal Finance and Planning of all offers and acceptances of gifts and hospitality with a perceived value in excess of £25. Failure to comply with the guidelines contained within this policy will place members of staff or Corporation Members at the risk of being accused of impropriety and may result in disciplinary action being taken against persons concerned.

7. Monitoring and Reporting

- 7.1 The Vice Principal Finance and Planning will produce an annual report on gifts or hospitality offered which will be presented to the Finance and General Purposes Committee.

8. Related Policies, Procedures or Supporting Information

- 8.1 Financial Regulations

Fraud Procedure

Whistleblowing Procedure

Grievance Procedure