

Shireland Collegiate Academy Trust Policy

# Acceptance of Gifts and Hospitality

2017

|                                    |   |
|------------------------------------|---|
| <b>Committee and Date Approved</b> | Resources Board – November 2017                               |
| <b>Category</b>                    | Recommended   |
| <b>Next Review Date</b>            | Annually unless change in legislation –<br><b>Autumn 2018</b> |
| <b>Policy Availability</b>         | Trust Website   |
| <b>Officer Responsible</b>         | FD of the Trust   |

**The Trust, all Academies within the Trust and Shireland Learning Limited must  
comply with this policy.**

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## Introduction

The Shireland Collegiate Academy Trust is committed to the values of probity and accountability. All Members, Trustees, Members of the Standards and Performance Committee and staff should conduct themselves with integrity, impartiality and honesty at all times. Staff should maintain high standards of propriety and professionalism. This includes avoiding laying themselves open to suspicion of dishonesty, and not putting themselves in a position of conflict between their official duty and private interest.

## Application

This policy applies to all Members, Trustees, Members of the Standards and Performance Committee and members of staff. Procedures apply to gifts from students and their families as well as from potential suppliers.

## Acceptance of:

### Gifts

Members, Trustees, Members of the Standards and Performance Committee and Staff should not accept gifts or rewards from any organisation or individual with whom they have contact in the course of their work as an inducement either for doing something or not doing something in their official capacity. Particular care should be taken about any gift from a person or organisation which has, or is hoping to have, a contract with our Academies.

Gifts of a trivial or inexpensive nature may be accepted (e.g. diaries, calendars), providing the value is then than £20.00 but more substantial or expensive offerings should be declined.

### Hospitality

If unsolicited gifts of a substantial nature arrive from contractors they should be returned with a polite explanation that the Trusts policies do not allow their acceptance.

It is however, accepted that Members, Trustees, Members of the Standards and Performance Committee and staff sometimes receive conventional hospitality (eg refreshments at business meetings) they may attend, as part of their official function, or an event organised by another body for promotional or influential purpose. Offers of hospitality that exceed this norm should in general be refused. The following items should be avoided: hospitality offered in substitution for fees e.g. lectures or other work done; inducements which could lead to a contractual position between our Academies and a supplier, contractor or consultant; substantial offers of social functions, travel or accommodation; acceptance of meals, tickets and invitations to sporting, cultural or social events, particularly from the same source.

You must never canvass or seek gifts or hospitality. See Note 1 for principles of conduct.

## Making a registration

Members, Trustees, Members of the Standards and Performance Committee and staff must record being offered or accepting any gifts by completing a Gifts and Hospitality declaration form either online or in writing (see Appendix A for paper form). The Finance Director shall maintain the Register for Gifts and Hospitality.

## Failure to comply

In all instances where there is a reasonable belief that there has been a failure to declare, the Chairman / Chief Executive Officer will conduct a formal investigation of the situation. Staff may be subject to disciplinary procedures if it is found necessary to pursue potential matters of misconduct.

## Notes

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|                                   |  |
|-----------------------------------|--|
| <b>Note 1</b>                     | .  |
| <b>The guiding principles are</b> | The conduct of individuals should not create suspicion of any conflict between their official duty and their private interest<br>The action of individuals acting in an official capacity should not give the impression (to any member of the public, to any organisation with whom they deal or to their colleagues) that they have been (or may have been) influenced by a benefit to show favour or disfavour to any person or organisation.             |
| <b>Criminal offence</b>           | It is a criminal offence for an employee of the Trust to corruptly accept any inducement or reward for doing, promising or refraining from doing anything in the course of their employment, or corruptly showing favour or disfavour, in the handling of contracts. In acting corruptly the employee would demonstrate their intention to purposefully act with a lack of probity and with a disregard for the implications of their actions for the Trust. |
| <b>Note 2</b>                     |  |
| <b>Gifts</b>                      | Gifts are deemed to include: <ul style="list-style-type: none"><li>• Goods provided for personal or other private use</li><li>• Personal services</li><li>• Loans of equipment, vehicles etc for personal use</li><li>• The provision of goods / services at preferential cost for personal or other private use</li></ul>   |

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Name: \_\_\_\_\_

Department: \_\_\_\_\_

To complete this form online please follow the below link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=M3cpbyH17EqwKdHn0u2mQySA21G1QSFCs0-f7yLdYSdUMjVFUUpLRUkwN0ZFOE4wVENORDVXSUcwSC4u>

| Academy – Received on behalf of the academy |                                 |   |                 |        |                  |   |
|---|---------------------------------|---|-----------------|--------|------------------|---|
| Date  | Organisation gift received from | Description of Gift / Hospitality / Donation received | Estimated value | Reason | Location of item | Has the gift been raffled or donated to an external organisation? |
|   |                                 |   |                 |        |                  |   |
|   |                                 |   |                 |        |                  |   |
|   |                                 |   |                 |        |                  |   |
|   |                                 |   |                 |        |                  |   |
|   |                                 |   |                 |        |                  |   |

| Individual – Received personally |                                 |   |                 |        |          |
|----------------------------------|---------------------------------|---|-----------------|--------|----------|
| Date                             | Organisation gift received from | Description of Gift / Hospitality / Donation received | Estimated value | Reason | Comments |
|                                  |                                 |   |                 |        |          |
|                                  |                                 |   |                 |        |          |
|                                  |                                 |   |                 |        |          |
|                                  |                                 |   |                 |        |          |
|                                  |                                 |   |                 |        |          |

Gifts & Hospitality must be declared if the estimated value exceeds £20.00

Please tick box if you have not received any items over the combined value of £20.00

Signed: \_\_\_\_\_

Date: \_\_\_\_\_