



# PRINCE REGENT

## STREET TRUST

### **Gifts and Hospitality Policy**

Policy Reviewed and Adopted by Board of Trustees:	December 2020
Version	
Date of Next Review:	December 2022
Responsible Officer:	

## **1. Purpose**

The purpose of this policy is to ensure that the Trust adheres to the required standards of conduct and that there is no perceived or real risk of corruption or conflict of interest.

## **2. Scope**

The policy applies to all employees, members, trustees and local governors and should be read in conjunction with the Trust's Anti-Fraud, Corruption and Bribery Policy and the Employee Code of Conduct.

## **3. Definition**

Gifts and hospitality can include;

- free goods or services
- goods or services at discounted prices not available to the general public
- food, drink entertainment or accommodation

## **4. Policy for offers received**

All offers of gifts or hospitality should be treated with caution. Where a gift or hospitality could be perceived as an inducement or reward for performing Trust duties, or where acceptance of the gift or hospitality could be open to misinterpretation, it should be tactfully but firmly declined.

Where purchased items include a "free gift", such gifts should be either used for Trust business or handed to the Trust to be used at charity raffles etc.

Gifts of a promotional nature, e.g. calendars, diaries and pens which are of a low monetary value i.e. less than £25 may be accepted.

All offers of gifts and hospitality of £25 or more in value, including any offers of sponsorship for training or development, whether or not they are accepted, must be recorded promptly (and no later than 28 days from the date of the offer) in a register held by the administrator (see Appendix A)

Acceptance of gifts over £25 must receive prior approval from the Chief Executive Officer. Gifts will only be accepted in the following circumstances

- the offer is proportionate and reasonable
- there is a genuine reason to accept the gift
- there is no perceived inducement to influence
- cash gifts are always refused

If employees, Trustees or local governors are in any doubt about the acceptance of a gift or hospitality they should inform the CEO in advance and seek advice.

Where an employee/trustee/local governor receives an unsolicited gift or believes that a person is otherwise attempting to influence him or her, the CEO should be informed immediately.

Particular care should be taken by employees/trustees/local governors concerned with purchasing or the award of contracts. An individual who knowingly accepts a gift or favour from a contractor or other person seeking services to or from the Trust may put themselves at risk of a disciplinary investigation. Failure to record offers of gifts and hospitality may also be the subject of investigation.

## **5. Policy for providing hospitality**

The Trust may provide hospitality in connection with its carry out its affairs where it is appropriate for the circumstances. The hospitality may be provided to:

- Trustees and local governing body members;
- Staff
- Representatives from firms or companies visiting the Trust
- Any other visitors connected with the business of the Trust.

The hospitality provided should be modest and not normally exceed the provision of tea/coffee/sandwiches or working lunch or dinners.

No alcohol will be provided as part of either internal or external hospitality. The ESFA is clear that alcohol purchases of any kind are inappropriate and should be treated as irregular expenditure by the Trust's external auditors

Hospitality provided outside of the Trust premises shall require the authorisation of the Chief Executive Officer.

## **6. Policy for providing gifts**

The Trust may occasionally provide gifts, where it can be demonstrated that the use of Academy Trust funds is appropriate and has due regard to propriety and regularity in the use of funds, for example token gifts/flowers up to value £50 may be given to:

- volunteers or speakers to acknowledge services provided to the Trust.
- a longstanding employee who leaves
- an ill member of staff in exceptional circumstances

All gifts will require the approval of the Chief Executive Officer and such approval will be documented.

**7. Monitoring**

The register of gifts offered and received will be reviewed annually by the Finance and Resources Committee.

8. Further advice can be sought from the CEO, in conjunction with the Finance Partner

**Breach of this policy may be treated as a disciplinary offence**

