



# THE BISHOP FRASER TRUST

A CHURCH OF ENGLAND MULTI ACADEMY TRUST

## **Gifts & Hospitality Policy**

Date policy adopted by the Trust Board – delegated to F&R Committee	6 <sup>th</sup> October 2021
Date of next review	Autumn 2023

## Version Control

<b>Current version</b>	<b>Previous version</b>	<b>Summary of changes made</b>
Oct 2021	Oct 2020	Job titles updated throughout Section 9 added
Oct 2020	12/12/19	Addition of Section 5 to address the 'Giving of Gifts'
12/12/19	None	New Trust policy

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## 1. Introduction

This is the Trust's approved Code of Conduct relating to the offer and/or acceptance by staff of gifts and hospitality of whatever nature from outside individuals or organisations.

Within the terms of the Code, staff, governors and directors are expected to exercise common sense. If they are in any doubt they must consult the Chief Financial Officer (CFO) or Business Operations Manager (BOM) within school, and in every case declare the acceptance of a gift or hospitality in the register kept by the Trust, using the Trust's 'Declaration of Gifts and Hospitality' form. See Appendix B

The process set out is designed to safeguard Members, Trustees, Governors and staff from any misunderstanding or criticism. The remainder of the policy will refer to this group of people, as "colleagues".

The general principles which govern gifts and hospitality are:-

- Offers of hospitality should only be accepted if there is a genuine need to represent the Trust.
- Personal gifts should only be accepted according to section 3 below.
- The Code of Conduct applies to all colleagues of the Trust.
- To determine whether a gift or hospitality is acceptable, the 'PROVEIT' test should be applied by staff and referred to the CFO or Business Operations Manager if in doubt. See Appendix A.
- Registers are accessible for viewing by the following appropriate officers: CFO, Trust Finance Manager, BOM, HR, Headteacher, Members, Trustees, Governors, External Auditors and Internal Auditors.
- Any request by a member of the public to view the Register of Declarations of Gifts and Hospitality will be referred to the CFO or relevant BOM. In considering any request, they will balance the requirement for the Trust to be open and transparent against the requirements of the Data Protection Act 1998.

## 2. Hospitality

The following principles should be followed in deciding whether or not to accept hospitality:-

- Colleagues should ask themselves whether members of the public, knowing the facts of the situation, could reasonably think that they might be influenced by the hospitality offered. If the answer is yes, the hospitality should be declined. In making judgements, relevant facts to take into account include the person or organisation offering the hospitality, its scale and nature, and its timing in relation to decisions to be made by the Trust.

- Care should be taken to avoid situations in which an individual is the sole person invited to partake of hospitality or where it creates a pattern of receiving hospitality from that organisation.
- Examples of when it may be proper to accept hospitality (always depending upon the particular circumstances) are as follows:-
  - Attendance at conferences, events and demonstrations of equipment organised by outside bodies where there is a service interest.
  - Attendance at events or functions where there is a demonstrable need for the Trust to be represented to either give or to receive information or to participate as part of the Trust's corporate image.
  - Attendance at events or functions which are part of the civic, cultural or sporting life of the Trust.
  - Working lunches where this is an appropriate and effective way of conducting business and the refreshments provided are on a reasonable level.
  - Overnight hospitality linked to any of the above should be declared to either the School BOM or Headteacher before being accepted and then recorded (see section 4).

### 3. Receiving of Gifts

All personal gifts should be refused or donated to charity (including the Trust itself) unless they come within the categories set out below (3a, b, c).

Gifts of the following type may be accepted:-

- a. Modest gifts of a promotional character, e.g. pens, calendars, diaries and other similar articles. See also point 4;
- b. Gifts on the conclusion of any courtesy visit to an outside organisation of a sort normally given by that organisation;
- c. Gifts up to £10.00 in value.

Gifts which are intended for the Trust as a corporate body can be accepted but must not be retained by the individual who receives them. Such gifts should be passed to the Trust as appropriate. These items may be used as raffle prizes etc.

### 4. Registration of Gifts and Hospitality (see Appendix B)

Colleagues must, within 28 days of accepting any gift or hospitality, provide written notification to the BOM/CFO using the 'Declaration of Gifts and Hospitality' form. **This applies to all gifts or hospitality with an estimated value over £10.** All offers **accepted or declined** should be recorded in case of any queries, in particular through FOI requests.

The Declaration of Gifts and Hospitality forms must be completed in full, setting out full details of the offer or the gift and or hospitality received as well as:

- estimated or actual value;
- an indication from the BOM as to why acceptance of the offer is authorised;
- the colleague's printed full name and signature; and
- The BOM / Headteacher's/CFOs printed full name and signature.

## 5. The giving of gifts

Gifts should not be purchased for staff, governors, trustees, volunteers, trainees or suppliers using funds of The Bishop Fraser Trust (no matter what the origin of the funds; restricted or unrestricted).

Gifts would include the following (although this list is **not exhaustive**):

- Chocolates
- Flowers
- Alcohol (although any alcohol purchases are prohibited by the Academies Financial Handbook)
- Gift vouchers
- Money
- Clothes
- Toiletries

For the avoidance of doubt, staff gifts must not be paid for via academy funds for any of the following reasons (although this list is **not exhaustive**):

- Birthdays
- Weddings
- Births
- Bereavement
- Illness
- Appreciation/thank yous
- Religious festivals (Christmas, Easter, Eid, Ramadan etc.)
- Leaving gifts (unless the subject of a contractual obligation – see section 9)

If staff wish to give a gift to a colleague or acquaintance, in the line of work duties, they may:

- Pay for the gift from their own funds
- Hold a staff collection (where a number of people contribute their own funds)

## 6. Monitoring

The BOM maintains a register of gifts and hospitality. The BOM will provide information on request to the CFO and at least annually to the CFO for reporting to the Finance and Resources Committee of The Bishop Fraser Trust or audit. Any concerns/issues identified should be noted and raised with CFO immediately.

## 7. Penalties for breaching the Code

The Trust's disciplinary procedures may be applied where it is found that breaches of the Code have occurred.

## 8. Retention of Documentation

Documentation in the Register will be kept for seven years.

## 9. Long Service or Retirement Gifts

The Bishop Fraser Trust (TBFT) recognises commitment and loyalty demonstrated by long serving employees.

An employee may receive **one long service or retirement gift** on meeting the eligibility criteria.

### Eligibility

An employee who has met the required service level following continuous service with the trust (including employment in the constituent academy prior to it being part of TBFT). Authorised holidays, sickness or parental leave does not count as a break in service.

### Recognition of long service

Celebration of 40 years service will involve:

A gift to be chosen by the individual to the value of £250

A personal thank you from the CEO

### Retirement gifts

TBFT recognises the contribution made by long serving employees who are retiring. At retirement, employees with 20 or more years service, are provided with a retirement gift, which can be purchased to the value of £5.30 for each complete year of service.

### Procedure

The HR team is responsible for managing the identification of eligible staff and making arrangements for purchase and presentation of the gift. Please liaise with the central finance team in advance of ordering to discuss the most efficient method of purchase.

NB. Vat Invoices **are required** if individual purchases own gift

Awards are funded from the relevant school or departmental budget.

## APPENDIX A: Managing the Receipt of Gifts and Hospitality

The **PROVEIT** test: Whether or not the offer is acceptable:

<b>Purpose</b>	Token, thanks or seeking a favour? (token or thanks: yes; favour: no)
<b>Rules</b>	What are they? Does this situation conform?
<b>Openness</b>	Is the offer transparent?
<b>Value</b>	Expensive or inexpensive?
<b>Ethics</b>	Does the offer fit with Trust ethics? Is this an exceptional circumstance?
<b>Identity</b>	Who has made the offer?
<b>Timing</b>	Are you about to make a decision affecting the giver?

## APPENDIX B: Declaration of Gifts and Hospitality Form

Receiving benefits, gifts, rewards or hospitality in return for providing services (even if these services are part of a usual role) can be perceived as an inducement to show favour to a person or organisation in his or her official capacity. Colleagues are advised to decline such offers, but it is acknowledged that there may be occasions when this is not feasible. If you have received (or declined), or otherwise wish to declare a gift or hospitality please complete the form and return to the Business Manager.

### Details of colleague receiving (or being offered) gift or hospitality

<b>Full Name</b>	
<b>Job Title</b>	
<b>Department</b>	
<b>Date of Declaration</b>	

### Description of gift or hospitality

<b>Description of gift / hospitality</b>	
<b>Value/estimated value of gift / hospitality</b>	
<b>Purpose of the offer</b>	
<b>Person/organisation providing the gift or hospitality</b>	
<b>Relationship to the person/organisation offering the gift or hospitality</b>	
<b>Acceptance of gift / hospitality</b>	Yes / No

### Approved by

<b>Signature</b>	
<b>Date</b>	
<b>Name</b>	
<b>Job Title</b>	