



COAST ACADEMIES

Gifts and Hospitality Policy

Policy Details	Date July 2015
Policy agreed by Directors	July 2015
Review Cycle	Annually
Policy Review date	July 2016

GIFTS AND HOSPITALITY POLICY

1.0 COAST ACADEMIES STATEMENT

1.1 Coast Academies MAT is committed to raising awareness amongst Directors, Academy Council Members and staff of their responsibility to be honest and act in good faith by not accepting or commissioning an advantage of any kind from those who do business with the Trust.

1.2 Directors, Academy Council members and staff dealing with external organisations or individuals are encouraged to do so sympathetically, efficiently, promptly and without bias to avoid committing a criminal offence.

1.3 As part of the Trust's commitment to openness and transparency, an annually updated Gifts & Hospitality Register is to be maintained and made available for public inspection. The Register is designed to protect both the Trust and individual Trust Governance members from damaging allegations of corruption and possible punitive actions.

1.4 It will be a serious disciplinary offence for any individual to receive or give any gift, loan, fee, reward, hospitality or other advantage in their capacity as an employee, Director or Academy Council member, which might reasonably be seen to compromise their personal judgment and integrity.

1.5 If an allegation is made it is for the individual to demonstrate that any such rewards have not been corruptly obtained.

2.0 DEFINITION AND SCOPE

2.1 It is a serious criminal offence for any individual to corruptly receive or give any gift, loan, fee, reward or advantage for doing, or not doing, anything or showing favour or disfavour, to any person in their official capacity.

2.2 Unlawful giving or accepting of gifts or hospitality that would amount to a criminal offence results from a motive to influence the other party or to create an obligation on the other party to reciprocate the favour.

2.3 A gift or form of hospitality may be considered inappropriate where the Trust or individual would be embarrassed should the proposed action become public knowledge.

2.4 Examples of inappropriate gifts, rewards, fees or loans include:

- Cash or cash equivalents of any amount

- Vouchers or subscriptions
- Alcohol
- Tobacco

2.5 Acceptable gifts, rewards, fees or loans include:

- Items of a promotional nature
- Modest articles which can be used in the office or job role e.g. calendars or diaries.

2.6 Examples of inappropriate hospitality, entertainment or preferential treatment include:

- Hospitality or entertainment of a value of more than £25
- Any form of hospitality or entertainment which raises a suspicion of granting undue preference in the conduct of the Trust's business to the provider e.g. an invitation to attend a function or event
- Anything not based on the subsistence allowances for staff, Directors and Academy Council members which are in force at the time.

2.7. Acceptable forms of treatment, hospitality and entertainment include:

- Hospitality or entertainment valued above £25 which has been specifically authorised by the Directors and recorded in the Gifts & Hospitality Register
- Lunches and refreshments in the course of the Trust's business
- Invitations to attend charity or fund-raising events as a guest, if considered to be for a good cause and of reciprocal benefit to the Trust.

3.0 GIVING AND ACCEPTING GIFTS & FAVOURS

3.1 Members must never solicit gifts from another individual, school or organisation.

3.2 Gifts of a trivial nature or small gifts may be accepted where refusal might offend the person offering the gift. All other gifts as outlined above must be refused.

3.3 Where refusal would cause offence, an acceptable alternative is to suggest a donation to the association or to a charity nominated by the Trust.

3.4 Trivial or small gifts accepted and not of a personal nature should be pooled and distributed at the Director's discretion.

3.5 Where a Trust Governance member receives an unsolicited gift of more than token, which it is impractical to refuse, they must immediately donate it to the Trust via the Executive Principal. The Executive Principal and board will decide, depending on the nature of the gift, whether it is most appropriately used for Trust purposes or donated to a charity chosen by the Trust.

3.6 All gifts and what is done with them must be recorded in the Gifts & Hospitality Register even if it has been refused.

3.7 Gifts to another individual or school should be made only in exceptional circumstances and with the approval of the Chair of the Directors and Executive Principal as appropriate.

4.0 GIVING AND ACCEPTING HOSPITALITY & ENTERTAINMENT

4.1 Members must never solicit hospitality from another individual, school or organisation.

4.2 Any hospitality given or received must be recorded in the Gifts & Hospitality Register even if it has been refused.

4.3 The cost and the reason why acceptance is considered to be in the Trust's interests should be noted in the Register where extravagant hospitality or entertainment above the token value, whether given or received.

4.4 Entertainment or substantial hospitality, may be given from time to time as a courtesy to outside organisations with whom the Trust works, however this should not be a common practice.

4.5 Expenditure entitled to staff and Trust Governance members will be limited to working lunches, refreshments to visitors and business contacts.

5.0 REVIEW

This policy will be reviewed annually by the Board of Directors

(Signed) _____ Dated _____
(Executive Principal)

(Signed) _____ Dated _____
(Chair of the Board of Directors)



GIFTS & HOSPITALITY REGISTER

Year: _____

Name of the Trust Governance Member or Employee	Nature of Give/Hospitality	Date of Gift/Hospitality	Giving/Receiving Individual or School	Estimated Value (£)	Reason for Offer/Acceptance <small>Note: Where an offer is made state if approval was received, from whom and when</small>	Signature of Trust Governance Member or Employee

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