

# LONGLEY PARK SIXTH FORM COLLEGE

## GIFTS AND HOSPITALITY POLICY

Originator:	Sharon Langridge, Clerk to the Corporation
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Approval/review by:	Resources Committee in July 2011
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Date of next review/approval:	July 2014

## **GIFTS & HOSPITALITY POLICY**

### **1. INTRODUCTION**

The College aims to provide the highest standard of service to all of its students and members and to care for the well being of its employees. In return students, members and the public are entitled to expect the highest standards of conduct from all of the College's Corporation and Committee Members and employees.

This Policy aims to lay down guidelines which will enable you to meet the aims and core values of the College and to protect you from misunderstanding or criticism. Inevitably some issues will affect Corporation and Committee Members and senior postholders more than others and some breaches of the policy may be regarded more seriously for those in such positions. This policy should be read in conjunction with the College's Financial Regulations and Anti-Bribery Policy.

The principle of integrity requires that Corporation and Committee Members and staff should not place themselves under an obligation that might influence, or be perceived to influence, the conduct of their duties. This means that the receipt of hospitality and gifts must be subject to clear restrictions, and that any that are accepted must be declared and recorded.

### **2. GIFTS**

You must not accept cash, or personal gifts with a significant monetary value, under any circumstances, although items of nominal value, (i.e. approximately £25.00 or below) or free promotional pens, calendars, diaries and similar items, may be accepted.

Personal gifts may not be solicited under any circumstances.

When you have to decline a gift, you should be courteous but firm, and draw the attention of the person making the offer to the existence of this policy.

All gifts received must be recorded in the College's gifts register, which will be maintained by the Clerk to the Corporation.

### **3. HOSPITALITY**

You should never accept lavish hospitality that could be interpreted as a way of exerting an improper influence over the way you carry out your duties. Nor should you offer such hospitality to others on behalf of the College. The timing of hospitality in relation to procurement or purchasing decisions that the College may be taking is especially sensitive. Above all, you must never solicit hospitality. As a general rule, you should not accept hospitality that the College would not reciprocate in similar circumstances.

When you have to decline hospitality, you should be courteous but firm, and draw the attention of the person making the offer to the existence of this policy. If necessary, you should pay your share of any costs, and claim these in the ordinary way.

### **4. ACCEPTABLE HOSPITALITY**

You may accept modest working meals and light refreshments without making any declaration.

Other hospitality may be accepted, for instance where:-

- There is a genuine need to impart information or represent the College in the community.
- An event is clearly part of the life of the community or where the College should be seen to be represented.
- The hospitality concerns attendance at a relevant conference or course where it is clear the hospitality is corporate rather than personal.

Before accepting any hospitality, approval should be sought from either the Chair or Vice-Chair in respect of Corporation and Committee Members or the Principal, Vice-Principals or the Assistant Principal (Resources) in respect of employees. In exceptional circumstances retrospective approval may be obtained. All hospitality received must be recorded in the College's hospitality register (see paragraph 6 below) with the exception of working meals, receptions etc.

## 5. **SPONSORSHIP**

Where an outside organisation wishes to sponsor or is seeking to sponsor the activity of the College, whether by invitation, tender or negotiation, or voluntarily, the basic conventions concerning the award of contracts, and acceptance of gifts or hospitality apply.

## 6. **HOSPITALITY REGISTER**

The Clerk to the Corporation will maintain a Hospitality Register for the Corporation and for senior post holders. It will be the responsibility of individuals to ensure that the Clerk to the Corporation is notified of all hospitality given or received.

## 7. **EXPENSE CLAIMS**

Where hospitality is to be provided by the College this should be approved in advance by the Chair or Vice-Chair in respect of Corporation and Committee Members or the Principal, Vice-Principals or Assistant Principal (Resources) in respect of employees. In exceptional circumstances retrospective approval may be obtained. All hospitality provided must be recorded in the College's hospitality register (see paragraph 6 above).

Any hospitality provided should not be extravagant and a maximum figure of £40 per head should be used as a guideline.

Claims for reimbursement of expenses should be made on the relevant Expense Claim Form and submitted to the Finance Manager once authorised. Receipts should always be enclosed.

Alternatively authorised invoices from the suppliers can be paid in accordance with the normal procedures.