

Gift and Hospitality Policy

1. Purpose

The purpose of this policy is to set out the procedure Councillors and employees must follow when giving or receiving gifts and hospitality.

2. Scope

This policy applies to all Councillors and those employed under a contract of service.

3. Policy Statement

Councillors or employee of the Council must declare all offers of gifts and hospitality, made to or by them, regardless of value.

All such offers must be declared whether accepted or declined.

Declarations must be recorded on the Gifts and Hospitality Register (Appendix 1). The register is maintained by the RFO and is publicly available.

It is the responsibility of Councillors or employee of the Council to ensure that they are not placed in a position that risks, or appears to risk, compromising their role or the Council's public and statutory duties.

This Policy also applies to spouses, partners or other associates if it can be argued or perceived that the gift or hospitality is in fact for the benefit of the official.

4. Receiving gifts

Councillors or employee may retain gifts valued at £1 or under.

For gifts exceeding a value of £1 the following options are suggested:

- share the gift with all councillors.
- raffle the gift for charity.
- donate the gift to charity or
- make a donation to charity and keep the gift.

5. Accepting offers of hospitality

Hospitality offered should only be accepted where there is a direct link to working arrangements and a genuine business reason can be demonstrated, for example:

- attendance at a conference
- attending a free training course; or
- attending a drinks reception to network.

It is recognised that, in the course of carrying out duties, Councillors or employees may be required to ensure good relationships with existing and future contractors and stakeholders and that this may involve for example, the receipt of modest working lunches and dinners. These are acceptable where there is a genuine business reason.

Hospitality invitations to events which are purely social events should be recorded in the Gifts and Hospitality Register (Appendix 1).

6. Gifts and Hospitality offered by the Council or Employees

Councillors or employees must be mindful that the value of all gifts and hospitality offered by them are sourced from public funding, and the expectation is that such funding will be used for legitimate purposes and demonstrate value for money.

In exceptional circumstances it may be appropriate for the Council to provide a gift of up to £50 in value, for example: providing a bouquet of flowers to a seriously ill councillor, or to a longstanding councillor who is retiring.

It is acceptable for the Council to provide modest hospitality in the way of working lunches and/or dinners to stakeholders subject to a genuine business reason.

7. Declaration

Councillors and employees should make their declaration as soon as possible after the offer or receipt of gifts or hospitality.

The Declaration should be made by email, a copy should be retained for personal records.

The Declaration should include the following information:

- date of offer of gift or hospitality, and date of event where relevant.
- name, job title.
- and organisation of recipient / provider.
- nature and purpose of gift or hospitality received or declined.
- the name of any other organisation involved.
- estimated value.

The RFO will record the declarations in the register. The register is an annual document and will be maintained on a calendar year basis and reported annually.

8. Monitoring

The register will be reviewed annually by the RFO and they will oversee relevant publication.

9. Policy Breach

Councillors or employees who fail to declare the acceptance/provision of hospitality and gifts in accordance with this policy may be subject to disciplinary action.

10. Additional Information

For further information, please contact the Clerk.

Policy Adopted by Sandymoor Parish Council:



25th April 2024

Signed and dated on behalf of Sandymoor Parish Council (Chair)



25th April 2024

Signed and dated by Sandymoor Parish Council RFO

Appendix 1 – Gift and Hospitality Register

Date of offer	Name of Councillor/Employee	Details of Gift/Hospitality	Estimated Value

Register Published on: _____ by: _____ (RFO)

Appendix 2 – Change Log

Date Issued	Reason for Update
25/04/2024	New Document