



Gifts and Hospitality Policy Version 1.2

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<p>Name and Title of Author:</p>	Jennifer Jewitt, Director of Finance
<p>Name of Responsible Committee/Individual:</p>	Board of Trustees
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<p>Target Audience:</p>	Anyone working for or with the Education Alliance
<p>Reference Documents:</p>	UK Bribery Act 2010 Ministry of Justice Guidance Expectations and Code of Conduct Declarations and Conflict of Interest Policy Whistleblowing Policy Governance Framework Disciplinary Policy Ethical Leadership Academies Financial Handbook

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POLICY STATEMENT

We are here to make great schools and happier, stronger communities so that people have better lives. We do this by:

- Always doing what is right
- Trusting in each other and standing shoulder to shoulder
- Doing what we know makes the difference

Doing what is right means always acting with integrity, in the interests of others and being honest, open and transparent.

The principle of integrity requires that Members, Trustees, volunteers and staff should not place themselves under any 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.

The process set out in this policy and procedure is designed to safeguard Members, Trustees, Governors, volunteers and staff from any misunderstanding or criticism.

This policy takes into consideration the requirements under the UK Bribery Act 2010, and the Ministry of Justice guidance.

1. SCOPE

This policy applies to all those employed by or working with the Education Alliance, therefore declarations may be made by employees, agency workers, self-employed workers, members, trustees, governors, contractors, trainees, secondees and visitors.

2. ROLES AND RESPONSIBILITIES

The **Board of Trustees** is responsible for monitoring the effectiveness of this policy.

The **CEO** is responsible for ensuring that staff and others adhere to this policy and that declarations are appropriately assessed and any associated risks are mitigated accordingly.

The **Human Resources Department** is responsible for ensuring that all staff and workers are aware of this policy and procedure. The team will also ensure that this policy is implemented fairly and consistently

Managers and staff with supervisory or leadership responsibilities must ensure they declare any conflicts of interest and encourage their teams and any third parties they are working with to adhere to this policy.

All **staff and workers** must adhere to this policy. If individuals are unsure, they should err on the side of caution and seek advice prior to accepting gifts or hospitality, via their line manager, the Finance Department or the HR Department in the first instance.

People working with or for the Trust, can use the Whistleblowing Policy, should they wish to report a breach of this policy.

3. EQUALITY AND DIVERSITY

The Education Alliance (the Trust) is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines
- Delivering high quality teaching and services that meet the diverse needs of its student population and its workforce, ensuring that no individual or group is disadvantaged

4. AIMS

This policy aims to ensure that:

- The Education Alliance funds are used only in accordance with the law, its articles of association, its funding agreement and the latest Academies Financial Handbook.
- The Trust and those associated with it operate in a way that aligns with the Nolan principles of public life, ensuring we serve our communities effectively and appropriately.
- The Trust has due regard to propriety and regularity, and ensures value for money, in the use of public funds.
- Trustees fulfil their fiduciary duties and wider responsibilities as charitable trustees and company directors.
- People working for and with the Trust are aware of what constitutes acceptable gifts and hospitality, and the process that must be followed if they are presented with gifts and/or hospitality.

5. DEFINITIONS

Gifts are any items, cash, awards, prizes, goods or services, offered without expectation of payment or benefit. Gifts also include goods or services offered at a discounted rate or on terms not available to the general public.

Hospitality is defined as food, drink, accommodation or entertainment (such as cultural or sporting events) provided free of charge, heavily discounted or on terms not generally available to the general public.

6. EXPECTATIONS

People working with or for the Trust can accept gifts and hospitality that have a value of up to £25. These do not have to be pre-approved or recorded on the gifts and hospitality register. Generally, gifts of nominal value, such as small tokens of appreciation, may be accepted. If in any doubt, individuals should seek advice from either the Finance Director, Director of HR and Governance, Heads of School or the CEO.

Similarly, hospitality such as working lunches may be accepted in order to maintain good relationships with key contacts, provided the hospitality is reasonable in the circumstances. If in doubt, advice must be sought from the Finance Director, Director of HR and Governance, Heads of School or the CEO.

Gifts are sometimes offered or provided by suppliers with the purchase of items. All special offer gifts are the property of the Education Alliance and must be handed to the Finance Department for use by the Education Alliance.

People working with or for the Trust:

- Must not give or accept gifts or hospitality to or from a third party where it might be perceived that their personal integrity has the potential to be compromised, or that the Trust might be placed under any obligation as a result of acceptance
- Must not use their official position to further their private interests or the interests of others

- Must not solicit gifts or hospitality
- Must consult the Trust's CEO, Finance Director, HR Director or Head of School, before accepting or offering any gifts or hospitality with a value of over £25.
- Must report within 14 days any gifts or hospitality with a value of over £25 offered to them or the Trust, even if declined. The report must be made by email directly to the Governance Team. The Governance Team will then seek approval from the CEO, Finance Director, HR Director or the appropriate Head of School. The Governance Team will ensure that the report is recorded in the Trust's Gifts and Hospitality Register following its approval (see appendix 1).

The PROVEIT test is helpful in assessing whether a gift or hospitality offered is acceptable:

- Purpose – token, thanks or favour? (token or thanks = yes; favour = no)
- Rules – does this situation conform with our rules?
- Openness – is the offer transparent?
- Value – expensive or inexpensive?
- Ethics – does the offer fit with our purpose, ethics and values?
- Identity – who has made the offer?
- Timing – are you about to make a decision affecting the giver?

The Trust encourages and seeks cooperative relationships with stakeholders and external organisations. Accordingly, there may be occasions where it is appropriate for the Trust to provide and fund limited gifts or hospitality. Likewise, it may be appropriate for gifts to be provided to staff (e.g. long service awards; recognition and thanks).

Any gifts or hospitality provided by the Trust, such as a working lunch for visitors, must not be extravagant. A maximum value of £25 per head should be used as a guideline.

Expense claims should be made to the Finance Department and receipts must always be enclosed. The Finance Director, Director of HR and Governance, Heads of School, or the CEO must be consulted in advance about any proposal to provide gifts or hospitality with a value of over £25.

7. GIFTS AND HOSPITALITY REGISTER

The Governance Team, overseen by the Audit Committee, will ensure that:

- The Trust maintains a gifts and hospitality register
- Provide figures for transactions relating to gifts made by the Trust to the Finance Director to be disclosed in the Trust's audited accounts (where required), in accordance with the Academies Financial Handbook
- All Members, Trustees and Governors are made aware of this policy
- Offers or accepted gifts or hospitality exceeding £25 in value, are reported to the CEO and recorded in the gifts and hospitality register

The Finance Director and Director of HR and Governance will work with Heads of School and the CEO, to ensure that decisions on whether individuals or the Trust can accept or offer gifts or hospitality with an estimated value of £25 or more are in line with this policy.

8. UNACCEPTABLE GIFTS AND HOSPITALITY

The following must never be offered or accepted:

- Monetary gifts
- Gifts or hospitality offered to family members, partners or close friends

- Gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tendering process. The agreed cooling off period is 12 months.
- Lavish or extravagant gifts or hospitality, even if they relate to activities the recipient undertakes in their own time

This is not an exhaustive list.

9. DECLINING GIFTS AND HOSPITALITY

Anyone working with or for the Trust, who is offered an unacceptable gift or hospitality, should politely decline the offer.

If they feel it would not be appropriate for them to decline, they should refer the matter to the Finance Director, Director of HR and Governance, Head of School or the CEO, who may decline the offer, or donate the gift or hospitality to a worthy cause, ensuring this is recorded on the gifts and hospitality register.

Failure to decline gifts or hospitality the Trust has deemed unacceptable may result in disciplinary action. If a breach of this policy is deemed to contravene law or a statutory regulation, the Trust may notify the appropriate authorities.

10. MONITORING COMPLIANCE WITH AND EFFECTIVENESS OF THE POLICY

Effectiveness and compliance of this Policy will be monitored by the Audit Committee on a six monthly basis.

11. REVIEW

This Policy and Procedure will be reviewed at least every two years of the date of implementation.

DECLARATION OF HOSPITALITY AND GIFTS 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. People working with or for the Trust are advised to decline such offers, but it is acknowledged that there may be occasions when this is not feasible. All Members, Trustees, Governors, volunteers and staff should conduct themselves with integrity, impartiality and honesty at all times and should maintain high standards of propriety and professionalism.

If you have received, or have been offered a gift or hospitality with an estimated value of £25 or more, please complete this form and return to the Governance Team

(governance@theeducationalliance.org.uk).

Details of the person receiving the Gift or Hospitality

Full name	
Base school	
Job title	
Date	
Signature	

Description of Gift or Hospitality

Description of gift/hospitality	
Actual or estimated value	
Purpose of the offer	
Person/organisation providing the gift/hospitality	
Relationship (or future relationship) with the person/organisation providing the gift/hospitality	
Gift/hospitality accepted	YES/NO
Any other comments	

Approved by

Full name	
Base school	
Job title	
Date	
Signature	

Register of Gifts and Hospitality

Name	School	Name of Company	Nature of gift/hospitality	Estimated value of gift/hospitality	Accepted: Yes/No	Date of Decision