

Policy on Gifts and Hospitality



Date: 23 06 2014
Revision No: 1.0
Document Ref: SPIDB Gov- 005

1 OVERVIEW

The following paragraphs are given as guidance to members and employees who may be offered gifts or hospitality. Internal Drainage Boards (IDBs) are required to have in place a policy on the acceptance of gifts and hospitality, and as a public sector organisation, the Board has a duty to ensure that its resources are utilised effectively. The arrangements outlined within this policy apply to all members and staff employed by the Board and for those carrying out work on behalf of or at the request of the Board.

2 POLICY

- 2.1 The purpose of this policy is to provide guidance to members and staff on the action that can, or should, be taken in the event that they are offered gifts and/or hospitality. There is a limited set of exceptions and this policy sets out the standards and procedures members and staff should follow to protect both themselves and the Board. In any case of doubt or uncertainty they should consult the Clerk. *The Clerk will keep a register of all offers regarding gifts or hospitality so it is important that these are declared promptly.*
- 2.2 Employees and members should treat with extreme caution any offer of a gift, favour or hospitality that is made to them personally. The person or organisation making the offer may be doing or seeking to do business with the Board or may be applying to the Board for some decision to be taken in his favour or someone with whom he is connected.
- 2.3 There are no hard and fast rules about the acceptance or refusal of hospitality or tokens of goodwill. For example, working lunches may be an appropriate way of doing business provided they are approved by the Clerk and provided no extravagance is involved. In the same way it may be reasonable for staff to represent the Board at a social function or sporting event organised by outside persons or bodies. Persons attending such functions or events as part of an official Board delegation are exempt from the above registration requirement, providing their attendance has been approved by the Clerk.
- 2.4 Each member or employee is personally responsible for all decisions connected with the acceptance or offer of gifts or hospitality and for avoiding risk of damage to public confidence. The receipt and detail of gifts and hospitality should always be reported to the Clerk.
- 2.5 When hospitality has to be declined, those making the offer should be courteously but firmly informed of the procedures and standards operated by the Board and told why hospitality cannot be accepted.
- 2.6 In the interests of openness and transparency, it is recommended members and employees do not accept any personal gifts from contractors and outside suppliers, although the Board will allow members and employees to keep insignificant items of token value such as pens, calendars and diaries. These insignificant items do not require recording in the Gifts and Hospitality Register.
- 2.7 Acceptance by members and employees of hospitality through attendance at relevant conferences and courses is acceptable where it is clear the hospitality is corporate rather than personal and where the member or employee is satisfied that any purchasing decisions will not be compromised. Where visits to inspect equipment, supplies or services are required, employees and members should ensure that the Board meets the cost of such visits to avoid jeopardising the integrity of subsequent purchasing decisions.

3 CERTIFICATION

Sow & Penk Internal Drainage Board agreed to introduce this Policy on Gifts and Hospitality on the 25th day of June 2014

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By Order of the Sow & Penk Internal Drainage Board

Certified by Ian M Benn, Clerk

This document is next scheduled for review on the 31st March 2016

