

# Gifts and Hospitality Policy

## RELATING TO

All Academies of the Shaw Education Trust  
for the financial year 1<sup>st</sup> September 2016 to 31<sup>st</sup> August 2017

## WAS APPROVED BY THE MANAGEMENT BOARD

ON

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SIGNED BY MEMBER OF THE BOARD

NAME [Print].....

POSITION.....

## ADOPTED BY THE ACADEMY COUNCIL OF:

\_\_\_\_\_Academy

ON

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SIGNED BY THE CHAIR OF THE ACADEMY COUNCIL

NAME [Print].....

POSITION.....



## Gifts and Hospitality Policy

In accordance with the Academies Financial Handbook 2015, this policy document outlines the responsibility of The Trust, its Academies and employees, in relation to the acceptance of the following from persons or organisations external to the Shaw Education Trust, including its supply chain:

- Gifts
- Hospitality
- Awards
- Any other benefit that might be seen to compromise personal judgment or integrity,

It is the responsibility of the Principle of the Academy to ensure that its staff members have read and understood this policy document.

An occasional gift item or hospitality may be accepted if each of the following points 1,2,3,5 and 6 OR if points 4,5,and 6 below apply:

1. It is offered and received in good faith
2. It is clearly connected to maintaining a professional business relationship between the giver and the recipient.
3. It has an intrinsic or retail value of £20 or less
4. It is entirely incidental to the recipient's duties or responsibilities toward the Trust e.g. a prize
5. It has not been requested or demanded by the recipient
6. There is no risk that it is or could be seen to be an inducement for either the giver or the recipient to take a particular course of action.

As a rule, it is forbidden to accept money in any form, e.g. cash, cheques, including tips, gratuities or service charges. The only exceptions are:

- Receipts for chargeable goods and services
- Donations to the Shaw Education Trust

Money may only be accepted if it is:

- From an individual or organisation.  
[Income must be receipted and promptly banked in the Shaw Education Trust bank account]
- Received anonymously  
[Income must be passed to the Income Team for banking in the Shaw Education Trust bank account]

The Trust and its Academies must fully document the decision for acceptance of the receipt of Gifts, Hospitality Awards and any other benefit that may be deemed to compromise personal judgement always ensuring that there is propriety and regularity in the use of public funds.

## **Why Shaw Education Trust Needs This Policy**

- To protect the reputation of the Shaw Education Trust (the Trust), its employees and agents from accusations of bias, partiality or favouritism.
- To ensure compliance with the law including the Bribery Act 2010 and the Charities Act 1993.

## **Who is affected by this Policy?**

Trustees, staff, volunteers, supply chain partners and any other agent or supplier working for or on behalf of the Shaw Education Trust.

## **Responsibilities**

### **Trustees**

- Must ensure that the Trust is compliant with UK law and regulation.
- Set the tone and influence the culture of the Trust.
- Must ensure that the Trust's employees, agents, contractors and service users are and are seen to be honest and free from bias in all their dealings.
- Must promptly declare the offer or receipt of any gifts or hospitality that either;
  - Exceed, or may be perceived to exceed, £20 in value; or
  - That may actually or be perceived to influence decision makingas soon as the offer is made.
- Must never accept cash or monetary instruments and should immediately report any offer to management
- The Chief Executive Officer or Chair of Trustees should determine the acceptability of offers of gifts and hospitality made by EMT members or within the Trustee Body
- Must report to the appropriate authorities any perceived or actual attempt to offer or receive a bribe.
- Should set financial and other limits around the value of acceptable gifts and hospitality.

### **Executive Management Team / Academy Council**

- Must deploy appropriate systems, processes and procedures to enable the declaration of interests, gifts and hospitality.
- Must promptly declare the offer or receipt of any gifts or hospitality that either;
  - Exceed, or may be perceived to exceed, £20 in value; or
  - That may actually or be perceived to influence decision makingas soon as the offer is made.
- Must never accept cash or monetary instruments and should immediately report any offer to management
- Determine the acceptability of offers of gifts and hospitality made by managers or staff (see template below)
- Must report to the appropriate authorities any perceived or actual attempt to offer or receive a bribe.

- Must ensure that all staff, including temporary staff, consultants and contractors are aware of this Policy and must ensure that the terms of this Policy are included in any contractual arrangements.
- Must ensure appropriate controls are deployed and implemented to enable fraud or irregularity to be detected, prevented, and corrected.
- Must maintains and review the Academy's Register of Gifts and Hospitality
- Ensures that this Policy and associated procedures are communicated and adhered to;
- Ensures that processes and procedures for declaring gifts and hospitality are operational and are up to date;
- Periodically reviews and audits the Register of Gifts and Hospitality;
- Investigates and reports on allegations of fraud or malpractice.

### **Staff**

- Must remain aware of and compliant with this Policy and all associated procedures implemented by management to enable this Policy;
- Must promptly declare the offer or receipt of any gifts or hospitality that either
  - Exceed, or may be perceived to exceed, £20 in value; or
  - That may actually or be perceived to influence decision makingas soon as the offer is made.
- Must never accept cash or monetary instruments and should immediately report any offer to management
- Should promptly report any actual or suspected fraud or irregularity in accordance with the Trust's reporting procedures;
- Must report to the appropriate authorities any perceived or actual attempt to offer or receive a bribe.

### **The Effect of Non Compliance**

#### **For the Shaw Education Trust**

Failure to comply with this Policy may result in the Trust breaching Charity Commission regulation and the law and may also expose the Trust to unnecessary commercial or reputational risk.

#### **For the Individual**

This policy forms part of the terms and conditions of trusteeship, employment or any other contractual arrangement with the Trust. Failure to comply with this Policy and/or its associated procedures may result in disciplinary action including dismissal. Where appropriate, the Shaw Trust may also bring criminal charges and may seek to claim damages through civil proceedings.

### **Review and Revision**

This Policy will be reviewed annually by the Board of Trustees to evaluate penetration, effectiveness and currency. Any revisions will be notified via internal communication, with copies being made available in hard copy where computer access is not available.

Independent quality and compliance reviews will be undertaken by the Trust’s internal and external auditors and, where necessary, this Policy will be updated or amended to incorporate feedback and/or operational changes.

**Declaration**

I have read and understood the Declaration of Gifts, Hospitality and Tips Policy and wish to make the following declaration.

I have been offered/have received the following *(delete as appropriate)*

Detail		
Name:	Signed	Date

*This declaration may be completed electronically or may be printed off for completion.*

**Staff and managers (not EMT or Trustees):** Send or email completed declarations to your line manager

**EMT Members and Trustees:** Send or email completed declarations to the Chief Executive’s Office

**For line Management/Chief Executive/Chair of Trustees use:**

Accept – No further Action Required	Accept – subject to the following actions below:	Reject – Please take actions set out below
Actions		
Name:	Signed	Date

**Next steps**

Inform the individual making the declaration