



## Holy Trinity C of E Primary Academy

### Vision Statement

At Holy Trinity CE Primary Academy, inspired by and rooted in Christian values and teaching, we nurture children to become aspirational, courageous, compassionate and joyful young people.

POLICY/PROCEDURE DOCUMENT	Gifts and Hospitality
<b>Status</b>	Recommended
<b>Lead Member of Staff</b>	Headteacher
<b>Lead Governor (Monitoring)</b>	Chair of Finance Sub-Committee
<b>Governor Committee</b>	Full Governing Body
<b>Review Frequency</b>	Annual Non-Statutory
<b>Date of next review</b>	March 2023
<b>Chair of Governing Body signature</b>	
<b>Supporting documents</b>	Nolan Committee – Committee on Standards in Public Life, First Report’ available from The Stationery Office (ISBN 0 10 128502 7) Propriety – Government Accounting defines propriety as the requirement that expenditure and receipts should be dealt with in accordance with Parliament’s intentions and the principles of Parliamentary control.

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## 1 Introduction

- 1.1 Holy Trinity CE Primary Academy (The Trust)<sup>1</sup> is committed to the highest level of integrity, honesty, and accountability in all its business dealings. All staff, trustees<sup>2</sup>/governors are expected to maintain high standards of propriety and professionalism in all their dealings, ensuring they are free from any conflict of interest through their business in the name of the Academy Trust.
- 1.2 This policy seeks to protect all individuals associated with the Trust, and the reputation of the Trust and its academy, from accusations of bribery or corruption staff, trustees/governors must take extreme care that none of their dealings, directly or indirectly, could be deemed as a reward or benefit, in line with the Prevention of Fraud and Bribery Act 2010. This Act makes it a criminal offence to:
- offer, promise, or give a bribe,
  - request, agree to, or accept a bribe
  - (by an organisation) fail to prevent bribery by those acting on its behalf ('associated persons') to obtain or retain business or a business advantage for the organisation.
- 1.3 Under this Act, a bribe is 'a financial or other advantage' offered, promised, or given to induce a person to perform a relevant function or activity improperly, or reward them for doing so.
- 1.4 The receipt of gifts or excessive hospitality can damage the academies reputation and can lead to action under the academy's disciplinary procedures. Holy Trinity CE Primary Academy will hold a Gifts and Hospitality Register. All gifts/ hospitality over the value of £30 (Accrued by the same source) must be recorded in the Gifts and Hospitality Register. (Completion by the Business Manager (Annex 1))

## 2 Aims

- 2.1 This policy aims to ensure that:
- The academy trust's 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 commands broad public support

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<sup>1</sup> The Holy Trinity CE Primary Academy Trust refers to the Holy Trinity CE Primary Academy being the academy within the trust. Both terms are used interchangeably.

<sup>2</sup> Trustees are governors so the term is used interchangeably.

- 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
- Members, trustees, and staff are aware of what constitutes acceptable gifts and hospitality, and the process that must be followed if they are presented with any of the same

### **3 Legislation and guidance**

- 3.1 This policy is based on the [Academies Financial Handbook](#), which states that academy trusts should have a policy and register on the acceptance of gifts, hospitality, awards, prizes, or any other benefit which might be seen to compromise the personal judgement or integrity of members, trustees, staff and/or any other representative of the trust.
- 3.2 This policy is based on the guidance issued by the [Charities Commission](#) for financial controls.
- 3.3 This policy also complies with our funding agreement and articles of association.

### **4 Definitions**

- 4.1 A Gift is any item or service, award, prize, or any other benefit which is received free of charge; or personally offered at a discounted rate or on terms not available to the public or which might be seen to compromise the personal judgment or integrity of the recipient.
- 4.2 Hospitality is the offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event not available to the public.

### **5 Dealing with Gifts and Hospitality**

- 5.1 Holy Trinity CE Primary Academy expects staff, and governors to exercise the utmost discretion in giving and accepting gifts and hospitality when on Trust or academy business. Care should be taken about a gift from a person or organisation that has, or is hoping to have, a contract with our organisation. In any case of doubt advice should be sought from the Business Manager, headteacher or chair of the Finance sub-committee.
- 5.2 Staff, and governors must not make use of their official position to further their private interests or those of others.
- 5.3 Staff, and governors must not accept gifts, hospitality, or benefits of any kind from a third party where it might be perceived that their personal integrity is being compromised, or that the Trust / academy might be placed under an obligation.
- 5.4 Gifts of low intrinsic value such as promotional calendars or diaries, or small tokens of gratitude, can be accepted. If there is any doubt as to whether the acceptance of such an item is appropriate, individuals should decline the gift or refer the matter to the academy Business Manager.
- 5.5 It is common for appreciative parents and pupils to register their thanks for the work of staff in the form of a small personal gift. If these are valued at less than £30 these are perfectly acceptable without reference to senior members of staff. These will not need to be recorded in the register. Where gifts valued over £30 are accepted, these should be recorded in the register.
- 5.6 Where a more valuable gift, benefit or service is offered which is to the good of the academy, rather than an individual, it must be referred to the Business Manager or, if in the case of the Business Manager, to the Headteacher or in the case of the headteacher to the chair of the finance sub-committee for approval within their discretion; if acceptable, these items must be recorded in the register.

- 5.7 Hospitality such as working lunches, coffees etc are perfectly acceptable where it is appropriate to offer or receive these in support of good relationships with visiting staff or business colleagues. Modest hospitality, provided it is reasonable in the circumstances, should be like the scale of hospitality which the Trust as an employer would be likely to offer. These would not be added to the register. Hospitality received above this level should be recorded in the register.
- 5.8 If a member of staff, trustee or governor is offered a gift or hospitality whilst involved in the procurement of goods and services, tenders for work or when liaising with anyone conducting business with the academy (other than light refreshments) it is their responsibility to discuss this with the chair of the finance sub-committee.
- 5.9 If not accepting a gift would be regarded as causing offence (such as a sudden and unexpected gift or one where refusal could cause cultural offence) the item should be accepted. The matter should then be brought to the attention of the chair of the finance sub-committee as soon as possible who may decide to return the gift or may donate it to an academy raffle/ fair or a charitable cause.
- 5.10 Examples of gifts or hospitality that should not be accepted are cash or monetary gifts; gifts or hospitality offers to a member of your family; gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tender process; staff, or governor attendance at sporting and cultural events at the invitation of suppliers, potential suppliers, or consultants. (Where it is considered that there is a benefit to the Trust a member of staff, or governor attending a sponsored event, the attendance must be formally approved and registered by the chair of the finance sub-committee).
- 5.11 As an exception to 5.10 above the governors recognise that individuals may “club together” to purchase gift vouchers that are then offered to staff as a gift. Vouchers that cannot be redeemed for cash, can be accepted within the normal constraints of this policy.
- 5.12 Where a gift is received on behalf of the academy, the gift remains the property of the academy. The gift may be required for departmental display or it may, with the headteachers approval, remain in the care of the recipient. Unless otherwise agreed, the gift should be returned to the academy on or before the recipient’s last working day.
- 5.13 Gifts are sometimes offered by suppliers with the purchase of items. All such special offer gifts are the property of the academy and must be used accordingly.

## **6 Giving Gifts and Hospitality**

- 6.1 The Academy will not normally give gifts to other individuals or organisations. If gifts are given, staff must ensure that the decision is fully documented in the Gift and Hospitality Register and has regard to the propriety and regularity of the use of public funds. This does not apply to the award of gifts, prizes etc related to the achievement of pupils e.g., attainment or merit awards.
- 6.2 Where hospitality is provided by the academy this should be approved in advance by the headteacher or Business Manager. In approving hospitality, the headteacher / Business Manager should ensure it is not in breach of the UK Bribery Act 2010 and that the costs are appropriate for a publicly funded organisation. Hospitality such as working lunches, coffees etc and modest hospitality in the form of meals etc are perfectly acceptable where it is appropriate to offer or receive these in support of good relationships with visiting staff or business colleagues (but not for their family or friends). These would not be added to the register. Hospitality provided above this level should be recorded in the register.

## **7 Employer Gifts**

- 7.1 In exceptional circumstances the governors of Holy Trinity CE Primary Academy authorise the headteacher to;

- purchase small gifts (eg. flowers, photo albums) for staff leaving the school, staff who have a serious medical illness/accident and staff who suffer a bereavement etc. up to a value of £30.00
- Reward gifts to staff as a recognition of hard work, over and above their contractual requirements, at the end of the academic year and/or Christmas to a maximum value of £20.00 per gift/award

7.2 Such expenditure must be from **unrestricted funds only**.

## 8 Document History

Date	Description
March 2015	To include paragraph 6 and 4.3
February 2018	"a personal gift to an" inserted to 5.1 to add clarity
March 2021	Format changes, legislative updates and value updates.
September 2021	Donation, gifts, hospitality register

9 Appendix 1: Gifts and Hospitality Register

Date	Name	Description of gift/hospitality along with approximate value	Party Offering gift/hospitality	Accepted /Rejected	Approved by