

HEREFORD COLLEGE OF ARTS

GIFTS AND HOSPITALITY POLICY

Manager Responsible Linda Watkins, Clerk to the Governors

Issue Number: 3 (Three)
Replacement to March 2005, October 2006

Approval Date: March 2005 (Board)
October 2006 (CMG)
August 2007 (update to reflect College name change)

**HEREFORD COLLEGE OF ARTS
FURTHER EDUCATION CORPORATION**

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1. Definition

- 1.1 The College is a public body. This policy demonstrates to the public that the College conducts its business in an open and transparent manner and that relevant interests of Governors and staff do not influence the College's decision-making process.

2. Objectives

2.1 Requirements

- 2.1.1 This policy will ensure that Governors and staff remain free from any conflict of interest with respect to their acceptance of gifts and hospitality from parties to which they are associated through business with the College.
- 2.1.2 The Clerk to the Governors will maintain the register, which, if requested, it is open for public inspection.
- 2.1.3 The Principal and Clerk to the Governors will sign off the register annually.

2.2 Hospitality

- 2.2.1 The College may provide hospitality in connection with its business affairs. The hospitality may be provided to: -
- Governors
 - College Staff
 - Representatives from firms or companies visiting the College's premises on business
 - Any other visitors connected with the business of the College
- 2.2.2 The hospitality provided should normally not exceed the provision of tea/coffee/sandwiches or lunch. Hospitality provided outside of the College premises shall require the authorisation of the Principal or his/her representative.

- 2.2.3 The budget for hospitality will be determined by the Principal and will be subject to annual review in accordance with the College's budget setting process.

2.3 Inducements

- 2.3.1 Gifts, other than items of very small intrinsic value, such as business diaries, calendars, telephone pads etc, shall not be accepted. Gifts shall not be accepted which exceed the value of £20. Items for personal use shall not be accepted.
- 2.3.2 Modest hospitality is an accepted courtesy of a business relationship. The recipient should, however, be conscious of the need to avoid a position where he/she might be or appear to be influenced in making a decision by such hospitality. The frequency and scale of hospitality should not be significantly greater than the College would be likely to provide in return.
- 2.3.3 Where a situation arises when an employee is uncertain whether it would be appropriate to accept an offer of a gift or hospitality, the offer should be declined or advice sought from senior management.
- 2.3.4 Personal inducement in any form from suppliers of goods and services must never be accepted. Any such offers must be reported to the Principal immediately.

3. Actions and Responsibilities

- 3.1 It is the responsibility of Governors and all staff of Hereford College of Arts to record gifts and hospitality received from third parties in the Gifts and Hospitality Register.

3.2 Gifts and Hospitality Register

- 3.2.1 The register is located in the Principal's Office and available on request.
- 3.2.2 Anyone wishing to make an entry into the Register should contact the Clerk to the Governors who will take details of the gift or hospitality given, and record these in the Register.
- 3.2.3 It is the personal responsibility of all College staff and Governors to declare any receipt of gifts or hospitality covered under this policy.

4. Summary

- 4.1 The College is committed to the proper use of public funds. This policy supports the College's commitment to demonstrate to the public that the College conducts its business in an open and transparent manner.

Person responsible: Linda Watkins, Clerk to the Governors
Next Review: August 2009
Approval Date: **Issue 1:** March 2005 (Board)
Issue 2: October 2006 (CMG)
Issue 2: August 2007 (update to reflect College name change)