

# **GUIDANCE NOTES ON THE COMPLETION OF THE REGISTER OF GIFTS AND HOSPITALITY TO GOVERNORS AND STAFF**

## **Introduction**

The LA's Code of Conduct states:

“An employee should tactfully refuse any personal gift to him/her or to a member of his/her family which is offered by, or is indirectly attributable to any person or body who has, or may have, dealings of any kind whatsoever with the Council or who has applied, or may apply, to the Council for any planning or other kind of decision”.

The acceptance of any gift/hospitality by a member of the Governing Body or an employee from any persons may be viewed with grave suspicion by the public.

The purpose behind the maintaining of a register is to ensure that where a gift or hospitality is accepted, the details are recorded at the time. The register can be inspected by members of the Governing Body, the Headteacher or representatives of the LA and is available for checking purposes if a complaint should be made at some future date.

## **Gifts**

As an exception to the general requirement to record all gifts received, the following may be excluded:

- (i) small gifts, often given by way of trade advertisements i.e. diaries, calendars or similar articles which may be used in the office;
- (ii) small gifts of token value given at the conclusion of a courtesy visit.

Any other gift should be recorded e.g. gifts offered by public or voluntary bodies in recognition of some service rendered such as giving an address or a gift or bequest contained in a deceased person's will.

The details of gifts/hospitalities should be recorded by the recipient.

## **Hospitality**

There is generally no cause for concern if the offer of hospitality is made by another public body but all cases should be recorded.

Special caution should be exercised when the hospitality is offered by a person or body having or seeking business from the School. In general, such offers should be declined.

If there is any doubt about whether a gift or hospitality may be accepted it should be politely and tactfully refused.

Aud/Keep/Rep/Educ/0425gift

School Name: .....

**REGISTER OF GIFTS AND HOSPITALITY RECEIVED**

<b>Date</b> 1	<b>Received From</b> 2	<b>Gift/Hospitality Received</b> 3	<b>Use of Gift</b> 4	<b>Estimated Value of Gift/Hospitality</b> 5	<b>Signed</b> 6

**Key**

- 1. Date gift/hospitality accepted
- 2. Name of person/company supplying gift/hospitality
- 3. Details of gift/hospitality received
- 4. Use of gift, e.g. shared with
- 5. Estimated value of gift/hospitality
- 6. Signature of member of Governing Body or staff