



The Collegiate Trust
Exceptional Education for All

Gifts and Hospitality Policy

Lead - Chief Financial Officer

Approved by TCT - September 2021

Next Review - September 2023

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Throughout the Gifts and Hospitality Policy, a necessary feature stated and implemented is the segregation of duties between the CEO and CFO. The segregation of these two postholders must be adhered to and maintained in all functions and processes.

1. Aims

This policy aims to ensure that:

- 1.1 The Trust's funds are used only in accordance with the law, its articles of association, its funding agreement and the latest Academy Trust Handbook.
- 1.2 The Trust and those associated with it operate in a way that commands broad public support.
- 1.3 The Trust has due regard to propriety and regularity, and ensures value for money, in the use of public funds.
- 1.4 Directors fulfil their fiduciary duties and wider responsibilities as charitable trustees and company directors.
- 1.5 Members, Directors 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.

2. Legislation and guidance

This policy is based on the [Academy Trust 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.

This policy also complies with our funding agreement and articles of association.

3. Definitions

- 3.1 **Gifts** are any items, cash, awards, prizes, goods or services, offered without expectation of payment or benefit. Gifts also include goods or services offered at a discounted rate, or on terms not available to the general public.
- 3.2 **Hospitality** is defined as food, drink, accommodation or entertainment (such as cultural or sporting events) provided free of charge, heavily discounted or on terms not generally available to the general public.

4. Roles and responsibilities

4.1 Members, Directors and staff

Members, Directors and staff:

- 4.1.1 Must not give or accept gifts or hospitality to or from a third party where it might be perceived that their personal integrity has the potential to be compromised, or that the trust might be placed under any obligation as a result of acceptance.
- 4.1.2 Must not use their official position to further their private interests or the interests of others.
- 4.1.3 Must not solicit gifts or hospitality.
- 4.1.4 Must record any gifts or hospitality offered to them or the trust with a value of over £50 on the Gifts and Hospitality Register (see appendix 1) within 7 working days, even if declined.

- 4.1.5 Must consult the Chief Finance Officer or Principal before accepting or offering any gifts or hospitality with a value of over £50.

4.2 Directors

Directors will ensure that the Trust's funds are used in a way that commands broad public support, pays due regard to propriety and regularity, and provides value for money.

4.3 The Principal

The Principal is responsible for ensuring that staff are aware of and understand this policy, and that it is being implemented consistently.

The Principal will act with the utmost integrity on all matters relating to gifts and hospitality, ensuring that they set a good example to the rest of the school and Trust and to those outside the organisation.

They will also ensure, alongside the Chief Finance Officer, that decisions on whether individuals or the Trust can accept or offer gifts or hospitality with a value of over £50 are in line with this policy.

4.4 The Chief Finance Officer

The Chief Finance Officer (CFO) will ensure that:

The Trust maintains a gifts and hospitality register.

Figures for transactions relating to gifts made by the Trust are disclosed in the Trust's audited accounts, in accordance with the Academy Trust Handbook.

The Directors and Principal are provided with information on gifts and hospitality received and given, as appropriate

They will also ensure, alongside the Principal, that decisions on whether individuals or the trust can accept or offer gifts or hospitality with a value of over £50 are in line with this policy.

5. Acceptable gifts and hospitality

5.1 Offers of gifts and hospitality received

Members, Directors and staff can accept gifts and hospitality that have a value of up to £50. These do not have to be pre-approved or recorded on the gifts and hospitality register.

Generally, gifts of nominal value, such as small tokens of appreciation, may be accepted. If in any doubt, Members, Directors and staff must consult the CFO or Principal.

Similarly, hospitality such as working lunches may be accepted in order to maintain good relationships with key contacts, provided the hospitality is reasonable in the circumstances. If in doubt, guidance must be sought from the CFO or Principal.

Any gifts or hospitality offered with a value of over £50 must be recorded on the Gifts and Hospitality Register within 7 working days, even if declined. Any Member, Director or member of staff who is offered such gifts or hospitality must consult the CFO or Principal before accepting.

If the Principal is the recipient, or intended recipient, of **any** offer of gifts or hospitality, they must inform the Chair of the Trust Board and record the offer on the gifts and hospitality register.

Failure to declare any offer of gifts or hospitality on the register in line with this policy will be treated as a staff disciplinary matter.

5.2 Offers of gifts and hospitality given

Any gifts or hospitality provided by the Trust, such as a working lunch for visitors, must not be extravagant. A maximum value of £15 per head should be used as a guideline.

Alcohol must not be purchased out of the Trust/School budget.

Expense claims should be made to the Chief Finance Officer and receipts must always be enclosed.

The CFO or Principal must be consulted about any proposal to provide gifts or hospitality with a value of over £50.

6. Unacceptable gifts and hospitality

The following must never be offered or accepted:

- 6.1** Monetary gifts
- 6.2** Gifts or hospitality offered to family members, partners or close friends of Members, Directors or staff
- 6.3** Gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tendering process
- 6.4** Lavish or extravagant gifts or hospitality, even if they relate to activities the recipient undertakes in their own time This list is not intended to be exhaustive. *(If you are unsure refer to the CFO).*

7. Declining gifts and hospitality

Any Members, Director or staff member who is offered any of the unacceptable gifts or hospitality outlined in section 6 above should politely decline the offer.

If they feel it would not be appropriate for them to decline, they should refer the matter to the Principal or CFO. The Principal or CFO may decline the offer or donate the gift or hospitality to a worthy cause, and must also record the offer on the gifts and hospitality register.

Disciplinary action will be taken against anyone who fails to decline gifts or hospitality the Trust has deemed unacceptable.

Failure to declare any gifts or hospitality offered on the gifts and hospitality register, in line with this policy, will be dealt with as a staff disciplinary matter.

8. Monitoring arrangements

The Gifts and Hospitality Register is monitored regularly by the CFO.

This policy will be reviewed every 2 years by the Chief Finance Officer and approved by the Trust Board.

Appendix 1: Gifts and Hospitality register

Date	Name of staff & Academy	Description of gift/hospitality and approximate value	Party offering gift/hospitality	Accepted/rejected	Approved by