



Gifts and Hospitality Policy

Approval date: 20/04/2026	Approved by: Board
Applies to: Board Members, officers and employees of the Board.	Linked Documents: Anti-Bribery Policy Anti-Fraud and Corruption Policy Members Code of Conduct.
Frequency of review: 3 years	Next review date: April 2029

1. Purpose and Scope

This policy provides guidance for all Board members, employees, and others working on behalf of the Board in relation to the acceptance of gifts and hospitality. It aims to:

- Promote transparency and protect against undue influence.
- Ensure public confidence in the integrity of the Board.
- Set out procedures for reporting and recording offers received.

This policy applies to all individuals acting in an official capacity for the Board.

2. General Principles

- Board members and employees must not accept gifts or hospitality that could reasonably be seen to influence their decisions or compromise impartiality.
- Offers should be treated with caution, particularly where the person or organisation has current or pending business with the Board.
- Any doubts should be referred to the Clerk before acceptance.

3. Acceptable and Unacceptable Offers

Acceptable (no reporting required)

- Low-value, token items such as branded pens, calendars, and diaries.
- Modest working lunches where hospitality is proportionate and relevant to business.

Acceptable (must be recorded)

- Attendance at events, conferences, or site visits where hospitality is corporate in nature and has prior approval from the Clerk.
- Hospitality received while representing the Board at functions hosted by external organisations (if not part of an official delegation).

Unacceptable

- Personal gifts of significant value.
- Hospitality that is lavish, repeated, or could be perceived as inducement.
- Any gift or favour offered during a tendering or procurement process.



Gifts and Hospitality Policy

4. Reporting and Register

- All reportable gifts and hospitality must be notified to the Clerk within five working days.
- The Clerk will maintain a Register of Gifts and Hospitality, which may be subject to internal or external audit.
- Where hospitality is declined, this should also be recorded for transparency if the offer was significant.

5. Refusing Hospitality

If a gift or hospitality must be declined, this should be done courteously and with reference to this policy. Suggested wording can be provided by the Clerk if needed.

6. Responsibilities

- Individuals are personally responsible for decisions about accepting or declining offers.
- The Clerk is responsible for maintaining the register and advising on borderline cases.
- This policy complements the Board's Anti-Bribery and Anti-Fraud policies.

Version Control

Version	Date Approved	Summary of Changes
1.0	20/04/2026	Initial policy approved