

# Gifts & Hospitality Policy

## 1. Purpose

This policy sets out the procedure staff must follow when giving or receiving gifts and hospitality.

## 2. Scope

This policy applies to full time and part time employees on a substantive or fixed-term contract, and to associated persons such as secondees, agency staff contractors and others employed under a contract of service.

## 3. Policy Statement

You must declare all offers of gifts and hospitality, made to or by you, regardless of value, in your role as a member of Monitor staff. All such offers must be declared *whether accepted or declined*. Offers of gifts and hospitality may include items ranging from diaries, wall charts, and boxes of chocolates, to free international travel and accommodation.

Declarations must be recorded on Monitor's Gifts and Hospitality Register (the register). The register is maintained by the Board Secretary and HR and is publicly available.

It is your responsibility to ensure that you are not placed in a position that risks, or appears to risk, compromising your role or Monitor's public and statutory duties. You should not be seen to be securing valuable gifts and hospitality by virtue of your job. You should not accept or provide any gift or hospitality if acceptance/provision will give the impression that you have been influenced/are deemed to be influencing while acting in an "official capacity".

This Policy also applies to spouses, partners or other associates if it can be argued or perceived that the gift or hospitality is in fact for the benefit of the official.

In exercising judgement as to whether to accept a gift or hospitality the question should be asked what public perception would be if the information was published given your role and circumstances.

## 4. Receiving gifts

You may retain all gifts valued at £40.00 or under, whether given in recognition of presentations or otherwise.

For gifts exceeding a value of £40.00 the following options are suggested:

- share the gift with all staff;
- raffle the gift for charity;
- donate the gift to charity; or
- make a donation to charity and keep the gift.

## **5. Accepting offers of hospitality – genuine business reasons**

Hospitality offered should only be accepted where there is a direct link to working arrangements and a genuine business reason can be demonstrated, for example:

- attendance or speaking at a conference, which provides complimentary subsistence, travel and accommodation (this does not need to be declared on the register except where a gift was received, see paragraph 4);
- attending at a free training course; or
- attending a drinks reception to network.

It is recognised that, in the course of carrying out your duties, you will need on occasion to ensure good relationships with existing and future contractors and stakeholders and that this may involve for example, the receipt of modest working lunches and dinners. These are acceptable where there is a genuine business reason.

Hospitality invitations to events which are purely social events should be considered very carefully before accepting; in such circumstances it may be much more difficult to substantiate a genuine business reason. You are expected to use annual leave for such events. You may not accept free holidays from a current or potential contractor. These invitations should be recorded in the register whether received or declined.

## **6. Gifts and hospitality offered by Monitor**

Monitor staff must be mindful that the value of all gifts and hospitality offered by Monitor are sourced from public funding, and the expectation is that such funding will be used for legitimate purposes and demonstrate value for money.

In exceptional circumstances it may be appropriate for Monitor to provide a gift of up to £40.00 in value, for example:

- providing a bouquet of flowers to a seriously ill employee, or to a longstanding employee who is retiring;
- giving book tokens to someone who spoke at a Monitor conference free of charge; and
- making a contribution towards staff Christmas festivities.

It is acceptable for Monitor to provide modest hospitality in the way of working lunches and/or dinners to existing and potential contractors and stakeholders subject to a genuine business reason.

## **7. Declaration**

You should make your declaration as soon as possible after the offer or receipt of gifts or hospitality. All declarations are to go to your PA/Team PA in the required format as shown below. PAs/Team PAs will record the declarations in the register. The register is an annual

document and will be maintained on a calendar year basis and reported quarterly under the publication scheme. It is recommended that you make your declaration by email, and retain a copy for your personal records.

Your declaration will need to include the following information:

- date of offer of gift or hospitality, and date of event where relevant;
- name, job title and organisation of recipient / provider;
- nature and purpose of gift or hospitality received or declined;
- the name of any other organisation involved;
- estimated value.

For example:

Date received	Recipient (Name & Directorate)	Received from (Name, position & organisation)	Description of Gift/Hospitality received	Value £ (Estimate if unknown)	Reason given for providing gift/hospitality
12 Dec. 2006	Jane Brown (Corporate Services)	Josh Sargeant (AAA Consultancy)	Lunch at BBB Restaurant	Approx. £40.00	Discussion of plans for forthcoming conference

You should consult the Director of Human Resources & Corporate Services or the Board Secretary for any guidance required on this Policy. *In general terms, if you have any doubt about whether an item should or should not be declared, you are advised to declare it.*

### 8. Monitoring

The register will be reviewed quarterly by Human Resources and the Legal Services Directorate. The Board Secretary will oversee the quarterly publication of the register in accordance with Monitor’s Publication Scheme.

Staff will be reminded periodically of their requirement to declare gifts and hospitality provided/accepted/declined in accordance with this Policy.

### 9. Policy breach

Staff who fail to declare the acceptance/provision/decline of hospitality and gifts in accordance with this Policy may be subject to disciplinary action under Monitor’s Discipline Policy.

*This policy came into operation in October 2005 and was reviewed in November 2007, September 2009, April 2011 and updated in June 2012.*