



BATTISFORD PARISH COUNCIL

Clerk: clerk@battisford-pc.gov.uk

<https://www.battisford-pc.gov.uk>

GIFTS AND HOSPITALITY POLICY

1.1 This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, officers, volunteers, contractors, external consultants, third-party representatives and business partners.

1.2 This policy does not prohibit the giving or accepting of reasonable and appropriate hospitality for legitimate purposes such as building relationships, maintaining our image or reputation, or marketing our products and services.

1.3 A gift or hospitality will not be appropriate, of any nature, if it could be seen as an inducement or reward for any preferential treatment particularly for example, during contractual negotiations or a tender process.

1.4 Gifts must be of an appropriate type and value depending on the circumstances and taking account of the reason for the gift. Gifts must not include cash or cash equivalent (such as vouchers) or be given in secret. Gifts must be given in our name, not your name.

1.5 Promotional gifts of low value such as branded stationery may be given to or accepted from existing customers, suppliers and business partners.

2. Regarding Councillors the Code of Conduct states the following:

“As a councillor:

I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However there may be times when such a refusal may be difficult if it is seen as rudeness in which case you should accept it but must ensure that it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance. “

3 RECORD-KEEPING

3.1 The Clerk / Responsible Officer will keep a written record using the attached appendix of all hospitality or gifts given or received so Councillors and staff must declare this information. This will be updated at each meeting and reviewed annually at the Parish Council meeting in March.

Approved March 26

Review March 27

