



Gifts and Hospitality Policy

Introduction

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

In all cases the test of appropriate conduct is whether a member of the public, knowing the facts, would reasonably think that the councillor or officer might have been influenced by the gift or hospitality.

Purpose

The purpose of this Policy is to establish controls to ensure compliance with all applicable anti-bribery and corruption regulations including the Bribery Act 2010 and to ensure the Council's business is conducted in a socially responsible and legal manner.

Gifts

- Gifts, other than items of very small intrinsic value such as business diaries or calendars, should not be accepted.
- A gift which is greater than a small intrinsic value should not be accepted, or if sent by post etc. should be returned.
- Any gift that is accepted by a Councillor or officer which has a value over £25.00 should be notified to the Clerk and any gift accepted by the Clerk of a value over £25.00 should be notified to the Chair (or in his absence the Vice Chair).
- For gifts exceeding a value of £25.00 the following options are suggested:
 - share the gift with all Councillors/officers;
 - raffle the gift for charity;
 - donate the gift to charity; or
 - make a donation to charity and keep the gift.
- Wherever possible, Councillors and Officers are encouraged to decline offers of gifts.

Hospitality

- Attendance in an official capacity at a function organised by a public authority, public body or by a local non-profit-making organisation is acceptable.
- Limited hospitality in the form of a meal or refreshments is also a normal courtesy from a business or commercial organisation seeking or providing information etc and is

acceptable. However, you must not allow such hospitality to reach a level whereby it could be seen by others to have influenced a decision.

- If you are ever in any doubt as to what is or is not acceptable in terms of hospitality, the offer should be declined.
- Wherever possible, Councillors and Officers are encouraged to decline offers of hospitality.

Register of Hospitality and Gifts

The Council maintains a Register of Hospitality and Gifts with a £25.00 threshold. It is the Councillors/officers responsibility to update the Clerk with details of hospitality and gifts.

Councillors and Officers are asked to provide:

- date of offer of gift or hospitality, and date of event where relevant;
- name, of person/organisation providing the gift;
- nature and purpose of gift or hospitality received;
- estimated value.

Review

Within 3 years, or as appropriate, the Council will review and update this policy.

Date of Policy	March 2025
Approving Committee	Full Council
Date of Committee Meeting	31 March 2025
Date of Adoption by Full Council	31 March 2025
Policy Version Number	1
Date of Next Review	March 2028

Signed: _____ Chair, Caister-On-Sea Parish Council

Date: _____