



GIFTS AND HOSPITALITY POLICY

1. WHAT AND WHO THE POLICY RELATES TO

1.1 This policy applies to all persons working for or on our behalf of OPC 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 if it is unduly lavish or extravagant or could be seen as an inducement or reward for any preferential treatment (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 the name of the Council, not in individuals names.

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. COUNCILLORS

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 of 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 could accept it but must ensure 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. “

In addition to advising the Monitoring Officer of any gift or hospitality accepted or refused, Councillors should also advise the Responsible Officer by email at clerk@onehouseparishcouncil.gov.uk

The information to be provided should include;

Date received

Who from

Description of gift/hospitality

Reason gift/hospitality given

Value/estimated value of gift/hospitality

Whether the gift/hospitality was accepted

Confirmation that the Monitoring Officer has been informed and the date informed

3 RECORD-KEEPING

3.1 The Responsible Officer will keep a written record of all hospitality or gifts given or received so Councillors and staff must declare this information. This will be updated regularly and reviewed at least annually at a full council meeting.