



Inspire Partnership Academy Trust

Gifts & Hospitality Policy

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Policy Statement

The Inspire Partnership Academy Trust is committed to raising awareness amongst trustees, governors and staff of their responsibility to be honest and act in good faith by not accepting or commissioning an advantage of any kind from those who do business with the academy.

Trustees, governors and staff dealing with external organisations or individuals are encouraged to do so sympathetically, efficiently, promptly and without bias to avoid committing a criminal offence.

As part of the partnership's commitment to openness and transparency, an annually updated Gifts & Hospitality Register is to be maintained and made available for public inspection. The register is designed to protect both the partnership and individual trustees and governors from damaging allegations of corruption and possible punitive actions. It will be a serious disciplinary offence for any individual to receive or give any gift, loan, fee, reward, hospitality or other advantage in their capacity as an employee, governor or trustee, which might reasonably be seen to compromise their personal judgment and integrity. If an allegation is made it is for the individual to demonstrate that any such rewards have not been corruptly obtained.

Definition and Scope

It is a serious criminal offence for any individual to corruptly receive or give any gift, loan, fee, reward or advantage for doing, or not doing, anything or showing favour or disfavour, to any person in their official capacity. Unlawful giving or accepting of gifts or hospitality that would amount to a criminal offence results from a motive to influence the other party or to create an obligation on the other party to reciprocate the favour. A gift or form of hospitality may be considered inappropriate where the partnership or individual would be embarrassed should the proposed action become public knowledge.

Acceptable gifts and hospitality include:

- Small items valued below £50 given as presents to teachers and teaching support staff
- Items of a promotional nature
- Modest articles which can be used in the office or job role e.g. calendars or diaries.
- Hospitality or entertainment valued above £50 which has been specifically authorised by the Head of School/Headteacher/Executive Headteacher and recorded in the Gifts & Hospitality Register
- Lunches and refreshments in the course of the partnership's business
- Invitations to attend charity or fund-raising events as a guest, if considered to be for a good cause and of reciprocal benefit to the partnership.

The following must never be offered or accepted:

- Monetary gifts
- Gifts or hospitality offered to family members, partners or close friends of members, trustees or staff
- Gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tendering process
- Gifts or hospitality that could reasonably be described as lavish or extravagant, even if they relate to activities the recipient undertakes in their own time.

This list is not intended to be exhaustive.

Giving and Receiving Gifts and Favours

Trustees, governors and staff must adhere to the following when considering giving or receiving gifts:

- Never solicit gifts from another individual, school or organisation.
- Gifts of a trivial nature or small gifts may be accepted where refusal might offend the person offering the gift. All other gifts as outlined above must be refused.
- Where refusal would cause offence, an acceptable alternative is to suggest a donation to the partnership or to a charity nominated by the partnership.
- Trivial or small gifts accepted and not of a personal nature should be pooled and distributed at the discretion of local senior leaders.
- Where a trustee, governor or member of staff receives an unsolicited gift of more than token, which it is impractical to refuse, they must immediately donate it to the partnership via the Chief Finance Officer who will decide, depending on the nature of the gift, whether it is most appropriately used for partnership purposes or donated to a charity chosen by the partnership.
- All accepted gifts and what is done with them must be recorded in the Gifts & Hospitality Register. Where a gift is refused on the grounds that it may be prejudicial to an open and fair procurement/tendering exercise or may give rise to allegations against the trust of impropriety or of developing questionable relationships should also be recorded.
- Gifts to another individual or school should be made only in exceptional circumstances and with the approval of the Chair of Trustees or CEO as appropriate.

Giving and Accepting Hospitality and Entertainment

- Never solicit hospitality from another individual, school or organisation.
- Any hospitality given or received must be recorded in the Gifts & Hospitality Register. Where hospitality is refused on the grounds that it may be prejudicial to an open and fair procurement/tendering exercise or may give rise to allegations against the trust of impropriety or of developing questionable relationships should also be recorded.
- The cost and the reason why acceptance is considered to be in the partnership's interests should be noted in the register where extravagant hospitality or entertainment above the token value, whether given or received.
- Expenditure entitled to trustees, governors and staff will be limited to working lunches, refreshments to visitors and business contacts.

