Gifts and Hospitality policy statement and procedure

PART A – Scope, definitions and application

1. Scope

1.1 This guidance applies to all staff including executive and non-executive directors.

2. Definitions

2.1 Meaning of 'gifts' and 'hospitality'

2.2 The terms 'gifts' and 'hospitality' have wide meaning and no conclusive definition is possible. For the purpose of this policy, the following definitions apply:

What is a gift?

2.3 Gifts, include but are not limited to:

- The free gift of any goods or services provided to employees or as a gift to the organisation.
- The opportunity to acquire any goods or services at terms not available to the general public, including additional services, privileges and other advantages related to your position at Keltbray (benefits and favours). This does not include discounts which may be negotiated by Keltbray on behalf of all employees.
- The opportunity to obtain goods or services not available to the general public.

What does hospitality mean?

2.4 Hospitality refers to the offer of food, drink, accommodation or entertainment (except that which is provided by Keltbray) or the opportunity to attend, any cultural, business or sporting event. Common hospitality includes lunches or dinners provided by external bodies or tickets to external events.

2.5 Where travel or accommodation associates with attendance at an international function, event or similar is made on Keltbray business and paid for by a third party, a gifts and hospitality declaration should be made. Travel and /or accommodation will, where the expenditure is reimbursed to Keltbray, also be an expense, and should be approved and reported as such.

PART B – Principles

3. Principles to apply

3.1 In deciding whether it is appropriate to accept any gift or hospitality you must apply the following principles:

- Do not accept a gift or hospitality as an inducement or reward for anything you do at Keltbray. If you have any suspicion that the motive behind the gift or hospitality is an inducement or reward you must decline it
- Do not accept a gift or hospitality of significant value or the value of which is excessive in the circumstances
- Do not accept a gift or hospitality if you believe it will put you under any obligation to the provider as a consequence
- Do not solicit any gift or hospitality and avoid giving any perception of so doing
- Wherever possible, you must be clear as to the value of the gift/hospitality at the time that you agree to accept it; where the actual value of a gift or hospitality is not known or is not reasonably obtainable, you should decide how much a person could reasonably be expected to pay for it at a commercial rate. Where an item is difficult to value, even as an estimate, the Monitoring Officer is able to accept a form showing 'value unknown' in appropriate circumstances
- For staff, offers of hospitality should be accepted only with prior approval of a Line Manager or Director wherever possible
- You should declare receipt of any gift or hospitality what an ordinary member of the public might reasonably deem to be significant (for example, the identity of the provider or the wider context in which the item was provided), regardless of formal cash value
- Do not accept a gift or hospitality from:
  - Parties involved with Keltbray in a competitive tendering or other procurement process
  - From other parties in legal proceedings with Keltbray

You should use your judgement as to how accepting an offer might be perceived.

If accepting a gift in kind from any third party – e.g. the provision of a free meeting venue, you should only declare if this would not have been obtained in the normal course of business, e.g. it has been obtained through a personal contact.

4. Items that no not need to he declared

4.1 As a general rule, you will not need to declare:

- Gifts and hospitality wholly or clearly unrelated to your position at Keltbray.
- The acceptance of facilities or hospitality provided to you by Keltbray as part of a Keltbray staff meeting and /or working meals including meals taken in the course of attending meetings or conferences or training courses where they are provided to all attendees as part of the event.
- Attendance at formal functions as a representative of Keltbray. However, if the hospitality is received which is estimated to exceed the value of £100, a hospitality declaration will be required for that hospitality.
- Attendance at formal social functions in relation to which invitation have been issued to all members of staff.
- Attendance at information gathering or sharing events with public or charitable bodies, such as meetings with public sector bodies, noting this does not apply to conference held by political parties. However, if hospitality is received which is estimated to exceed the value of £100, a hospitality declaration will be required for that hospitality.

4.2 You are not required to declare a gift or hospitality that was offered but declined. However, you should report to your line manager or director any offers you have declined that could be perceived as significant or controversial. The key criteria are:

- Whether the offer was novel (unusual)
- The frequency of the offer
- Persistence of the offer

Such offers will not be published on the gifts and hospitality register; reporting of any such offers will, however, allow action to be taken corporately and /or further guidance given.

PART C – Declaration process

5. Making a Declaration

5.1 The key points are:

- For all employees (not Director and above). You must seek approval in advance from your Line Manager or Director (unless exceptional circumstances apply) for the receipt of any hospitality and, where it is possible to do so, so any gift that is offered. Where prior approval was not obtained, the declaration form must record the reasons why and the steps taken to try and obtain the proper approval.
- You must declare on the appropriate form any gift or hospitality of £100 or over that you receive in connection with your employment at Keltbray, the source of the gift or hospitality, and your reason for accepting it.
- You must register the form / declaration with the Monitoring Officer within 28 days of receiving it.
- You must include within the form / declaration the actual value of the gift or hospitality, or its value estimated in accordance with this guidance. Where an item is difficult to value, even as an estimate, the Monitoring Officer is able to accept a form showing 'value unknown'.

5.2 All employees of Director and above and non-executive Directors will be asked to declare, on a six-monthly basis, that all declarations have been properly made and that no such declarations have been necessary.

5.3 Where the Monitoring Officer has queried a particular declaration and /or taken action in respect of any declaration, summary details of the issues raised will be reported in the Monitoring Officers six monthly report to the Risk and Audit Committee.

5.4 For all staff, you must complete and sign the form available on the Intranet and have it approved by your Director.

You must provide the form to the Monitoring Officer within 28 days of receipt of the gift or hospitality.

The monitoring officer will record the information on the Register, retain it on file and make it a part of the yearly Compliance Report, including the description of the gift/hospitality, donor, value and reason for acceptance.

6. Declaration of gifts under the £100 limit

There is no obligation to make a disclosure in relation to gifts and hospitality below £100 in value. You should, however, declare receipt of any gift or hospitality that an ordinary member of the public would reasonably deem to be significant, regardless of its formal cash value. You should register an accumulation of small gifts you receive form the same source over a short period that add to more than £100.

7. Charitable Donations

From time to time, you may be offered a donation to charity of your choice for the provision of services. This should be declared as a gift and noted as such on the declaration form to the Monitoring Officer. Please note there may be tax implications to accepting these types of gifts. Individuals do not need to declare any personal charitable donations.

8. Corporate declarations

From time to time, tickets for sporting or cultural events are received by Keltbray and allocated to staff. These will be recorded as 'Corporate Declarations' where those tickets are donated to staff via a formal ballot process or provided to community groups. However, any member of staff is required to make a personal declaration for any tickets they receive as an individual, connected to their position, and should not rely upon the corporate declaration.

9. Disposal of Gifts

From time to time, it may be appropriate to dispose of some gifts presented to Keltbray staff. The recipient of the relevant gift must consult the Monitoring Officer before disposing of it. Gifts must never be resold for personal profit or to raise funds for political organisations. It is likely to be permissible, subject to consulting the Monitoring Officer, to donate a gift for charitable purposes.

10. Gifts and hospitality and the procurement cycle

10.1 Particular caution should be taken where any gift and /or hospitality is offered from any company that holds a contract with Keltbray or who is likely to bid for a future contract with Keltbray.

10.2 During the planning and tendering phases of a contract award process, no member of Keltbray, or their partners should accept any gifts or hospitality form an organisation likely to tender for a contract to avoid any interference of preferential treatment. Similarly, caution should be applied in connection with any planned acceptance of gifts or hospitality associated with the awarding of a contract (as this may create the impression of preferential treatment or favouritism). Staff should seek advice from their relevant Director in these circumstances, who can authorise (or not) such activity.

10.3 From time to time during the normal course of a contractual relationship it may, however, be appropriate to accept gifts or hospitality from an established provider in order to develop or maintain good working relations. But this should not take place at a point in time that is reasonably close to the commencement of any contract renewal process and as long as other criteria in this document are satisfied (especially that you do not feel that it will put you under any obligation to the provider). Be particularly cautious about accepting gifts or hospitality if there are any performance issued with the provider.

PART D – Legal and other requirements

11. Bribery Act

Under the Bribery Act 2010, it is a criminal offence corruptly to solicit or receive any gift, reward or advantage as an inducement to doing or forbearing to do anything in respect of any transaction involving Keltbray. The onus would be on you, to disprove corruption in relation to a gift from a person holding or seeking to obtain a contract with Keltbray.

12. Staff

12.1 Staff are expressly prohibited from soliciting benefits or rewards in return for providing services whether those services should be provided as part of their usual role or are provided because a gift or inducement has been offered. Such behaviour may, in certain circumstances, amount to a criminal offence for which the penalty may be a prison term or a fine or both.

12.2 Members of staff are personally responsible for make declarations appropriately. A failure to make a declaration, to declare it within 28 days of receipt, or making an incomplete or misleading declarations may be misconduct under the staff contract of employment and may result in disciplinary action. Penalties range from an informal warning to dismissal from gross misconduct depending on the severity of the breach.

13. Reporting of inappropriate gifts and hospitality offered

You must immediately report to your line manager and /or Monitoring Officer any circumstances where an inappropriate gift or hospitality has been offered to you. You may thereafter be required to assist the Police in providing evidence.

PART E – Enforcement

The Monitoring Officer has a delegated authority to deal with formal complaints about the conduct of all employees in relation to gifts and hospitality.



Peter Burnside
Chief Executive Officer

Last review date: June 2026
Next review date: June 2027