Business Gifts Policy

GLAPWELL PARISH COUNCIL

1. Introduction

1.1 This policy sets out the principles and procedures to be followed by Glapwell Parish Council (the council) should a councillor (member) or an employee be offered a gift or a form of hospitality during such times as they are carrying out duties related to the parish council.

2. Scope of Policy

2.1 This policy relates to Members and Employees of Glapwell Parish Council.

3. Legal Framework

3.1 Bribery Act 2010: an offence for a civil servant to solicit or accept any gift or consideration as an inducement or reward for doing, or knowingly doing, anything in their official capacity or showing favour or disfavour to any persons in their official capacity. Whilst not an offence for a member or employee to so act, this guidance is to apply in respect of this council's policy.

3.2 **Members' Code of Conduct:** ***Integrity*** - You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

4. Definitions

4.1 Gifts and hospitality might include:

4.11 the free gift of any goods or services

4.12 an opportunity to acquire any goods or services not available to the general public, or at a discount or at terms not available to the general public

4.13 the offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event

4.14 pens, diaries, calendars and other business stationery, articles of clothing, books, flowers and bouquets.

5. Principles

5.1 Gifts must not be solicited

5.2 Gifts of money must never be accepted

5.3 Offers of hospitality should not be accepted without the express written approval

6. Dissemination and Training

6.1 The council will issue this policy to all Employees as part of their induction.

6.2 The council will issue this policy to all its Members as part of their induction.

6.3 The policy will be available on the council's website.

7. Procedure

7.1 What to do if offered a gift or hospitality

7.1.1 Use the test of appropriate public conduct, that is, whether a member of the public knowing the facts would reasonably think that the member or employee

might have been influenced by the gift or hospitality. If you think this might be the case decline the gift or hospitality.
7.1.2 If the gift is of an intrinsic value over £25 decline it.
7.1.3 If offered hospitality which is disproportionate decline it.
7.1.4 If you believe that the motive behind the gift or hospitality is an inducement, a reward or will put you under any obligation to the provider as a consequence, you must decline it.
7.1.5 If it is not possible for whatever reason to refuse the gift or hospitality, or it later becomes apparent that the value of the gift or hospitality accepted exceeded £25 then the Clerk should be notified at the earliest opportunity.
7.1.6 Be aware of the cumulative value of gifts or hospitality - if you receive a series of gifts or hospitality from the same source that add up to £25 or more, then this must be registered as an accumulation. You may have to estimate the value of the gifts or hospitality.

7.2 Notifying acceptance of gifts or hospitality
7.2.1 The Clerk should be notified of any gifts or hospitality of over £25 in value that has been accepted by a member or employee.
7.2.2 Any gifts or hospitality over £25 in value accepted by the Clerk should be notified to the Chair (or the Deputy Chair).
7.2.3 In providing notification, the following details will be required:
a. A full description of the gift or hospitality;
b. A best estimate of its market value or cost;
c. Who provided it;
d. When and where was it received.
The declaration should be signed and dated by the person making the registration.

7.3. Registering gifts and hospitality received
7.3.1 The Clerk will keep a written register of any gifts or hospitality over £25 in value which has been accepted by a member or employee.

7.4. Declaring an interest at meetings after receiving gifts or hospitality
7.4.1 If an individual or company is the subject of a discussion at any of the council's meetings (including committee meetings) and a member or employee had accepted a gift or hospitality from that person or company at any time in the past, the member or employee should consider if such an interest should be declared.

7.5 Breaches of Policy
7.5.1 If a member is found to be in breach of this policy, then that member would be in breach of the Code of Conduct and the Monitoring Officer of the principal authority would be informed.
7.5.2 If an employee is found to be in breach of this policy the procedure contained within the Disciplinary Policy will be followed by the parish council.

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8 Gifts to Employees

8.1 The Parish Council does not permit the provision of gifts to Employees, which have been funded by the council, unless they are agreed as part of an accepted/agreed process (e.g. long service award, funding of a Christmas Gift).

The council would expect that any failure to comply with the policy and procedure may result in disciplinary action being taken in line with the Council Disciplinary procedure.

9 Responsibilities

9.1 Parish Council

Is responsible for ensuring that:

9.11 This policy is communicated to all Employees

9.12 There is a process in place for the distribution of gifts as outlined in section 1

9.13 Employees are fully aware that failure to follow this procedure will result in disciplinary action

9.2 Parish Clerk

Is responsible for ensuring that:

9.21 Employees are fully aware of this policy and procedure and the consequences of not following it

9.22 Employees acknowledge gifts as outlined in section 1.2

9.23 Inappropriate gifts are allocated or disposed of as outlined in section 1.5.

10 Monitoring and review

10.1 A review of the policy shall be undertaken annually; necessary amendments will be advised by the Parish Clerk, and reported to the council for approval.

Adopted June 2020

Reviewed and updated 12th March 2026. Minute number: 322.26 (d.2)