



## Gifts and Hospitality Policy

Policy & Finance Approved: July 2024

Due for Review: July 2027

### Purpose

There is no definitive guidance in the Local Government Act 1972 governing the provision and receipt of hospitality. However, under the Bribery Act 2010, it is a criminal offence for employees in an official capacity to accept any gift or consideration as an inducement or reward for:

- Doing or not doing anything; or
- Showing favour or disfavour to any person

The purpose of this policy is to provide guidance to all members and staff of Fleet Town Council on whether to accept gifts or hospitality from individuals or organisations and to protect staff/councillors from allegations of impropriety.

### 2. Scope

This policy applies to all Councillors, whether co-opted or elected, and to all Employees, including those with temporary contracts or students.

### 3. Basic Principles

- All officers, Councillors and those working on behalf of the Council are expected to refuse inappropriate and disproportionate gifts and hospitality made in relation to their role in the Council.
- Individuals must decide if an offer of a gift or hospitality is “inappropriate and/or disproportionate” and could be seen as recompense, inducement, or endorsement.
- Officers/councillors are responsible for refusing such offers, reporting possible conflicts of interest, and ensuring the Council's integrity is not compromised.
- Officers/councillors must never accept monetary gifts of any kind.
- All gifts should be reported and recorded.

- Accepting non-compliant gifts or hospitality will breach the code of conduct and may result in disciplinary action.
- Gifts or hospitality must not be accepted where it might be perceived to influence Council decisions.
- It is a criminal offence for officers/councillors to corruptly receive any gift, loan, fee, reward, or advantage.
- Officers/councillors must not accept any gift or hospitality from an organization if they are involved in a tender process with that organization, extending to a period of three months post-contract award. This extends to the spouse, partner, or immediate family.

Also refer to Gifts and Hospitality Procedures