



Dixons City Academy

Policy Documentation

Policy: Gifts & Hospitality

Responsibility for Review: Director of Finance and Administration
Date of Last Review: August 2012

Gifts and Hospitality

Introduction

The Academy aims to provide the highest standard of service to all of its students and parents and to care for the well being of its employees. In return students, parents and the public are entitled to expect the highest standards of conduct from all of the Academy's Governors and employees.

This Policy aims to lay down guidelines which will enable you to meet the aims and core values of the Academy and to protect you from misunderstanding or criticism. Inevitably some issues will affect Governors and senior post holders more than others and some breaches of the policy may be regarded more seriously for those in such positions.

The principle of integrity requires that Governors and staff should not place themselves under an obligation that might influence, or be perceived to influence, the conduct of their duties. This means that the receipt of hospitality and gifts must be subject to clear restrictions and that any that are accepted must be declared and recorded.

Gifts

You must not accept cash, or personal gifts with a significant monetary value, under any circumstances, although items of nominal value, (i.e. approximately £25.00 or below) or free promotional pens, calendars, diaries and similar items, may be accepted.

Personal gifts may not be solicited under any circumstances.

When you have to decline a gift, you should be courteous but firm, and draw the attention of the person making the offer to the existence of this policy.

All gifts received must be recorded in the Academy's gifts register, which will be maintained by the Clerk to the Corporation.

Hospitality

You should never accept lavish hospitality that could be interpreted as a way of exerting an improper influence over the way you carry out your duties. Nor should you offer such hospitality to others on behalf of the Academy. The timing of hospitality in relation to procurement or purchasing decisions that the Academy may be taking is especially sensitive. Above all, you must never solicit hospitality. As a general rule, you should not accept hospitality that the Academy would not reciprocate in similar circumstances.

When you have to decline hospitality, you should be courteous but firm, and draw the attention of the person making the offer to the existence of this policy. If necessary, you should pay your share of any costs, and claim these in the ordinary way.

Acceptable Hospitality

You may accept modest working meals and light refreshments without making any declaration.

Other hospitality may be accepted, for instance where:

- There is a genuine need to impart information or represent the Academy in the community
- An event is clearly part of the life of the community or where the Academy should be seen to be represented
- The hospitality concerns attendance at a relevant conference or course where it is clear the hospitality is corporate rather than personal

Before accepting any hospitality, approval should be sought from either the Chair or Vice-Chair in respect of Governors or the Principal, Vice-Principal or the Director of Finance & Administration in respect of employees. In exceptional circumstances retrospective approval may be obtained. All hospitality received must be recorded in the Academy's hospitality register (see paragraph 6 below) with the exception of working meals, receptions etc.

Sponsorship

Where an outside organisation wishes to sponsor or is seeking to sponsor the activity of the Academy, whether by invitation, tender or negotiation, or voluntarily, the basic conventions concerning the award of contracts, and acceptance of gifts or hospitality apply.

Hospitality Register

The Clerk to the Corporation will maintain a Hospitality Register for the Governors and for senior post holders. It will be the responsibility of individuals to ensure that the Clerk to the Corporation is notified of all hospitality given or received.

Expense Claims

Where hospitality is to be provided by the Academy this should be approved in advance by the Chair or Vice-Chair in respect of Governors or the Principal, Vice-Principal or Director of Finance & Administration in respect of employees. In exceptional circumstances retrospective approval may be obtained. All hospitality provided must be recorded in the Academy's hospitality register (see above).

Any hospitality provided should not be extravagant and a maximum figure of £40 per head should be used as a guideline.

Claims for reimbursement of expenses should be made on the relevant Expense Claim Form and submitted to the Finance Manager once authorised. Receipts should always be enclosed.

Alternatively authorised invoices from the suppliers can be paid in accordance with the normal procedures.