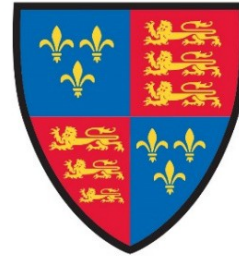




**THE SCHOOLS OF
KING EDWARD VI
IN BIRMINGHAM**



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

In pursuit of educational excellence for all

GIFTS AND HOSPITALITY POLICY

<i>Responsible Board</i>	Foundation Board & Academy Trust Board
<i>Policy Officer</i>	Director of Finance
<i>Date Adopted</i>	January 2018
<i>Review Date</i>	September 2021
<i>Version</i>	1

THE SCHOOLS OF KING EDWARD VI IN BIRMINGHAM AND THE KING EDWARD VI ACADEMY TRUST BIRMINGHAM GIFTS AND HOSPITALITY POLICY

1. Introduction & Purpose

The purpose of this policy is to ensure that the business conducted by The Schools of King Edward VI in Birmingham (the 'Foundation') and King Edward VI Academy Trust Birmingham (the 'Academy Trust') employees and contractors is appropriate to the environment in which the organisations operate and to avoid the risk of any perceived or real conflict of interest or allegation of bribery or corruption.

The Foundation and the Academy Trust must be able to show that all decisions are reached solely on the basis of value for money and are in its best interests.

This policy should be read alongside the Anti - Bribery and Anti - Corruption Policy.

2. Scope

This policy applies to all governors, trustees, employees, contractors and consultants or other associated persons, agents and representatives acting in the name of, or on behalf of, or dealing with the Foundation or Academy Trust.

3. Definitions

The expressions 'gifts' and 'hospitality' have wide meanings and no conclusive definition is possible.

Gifts and hospitality can include:

- The free gift of any goods or services.
- The opportunity to acquire any goods or services at a discount or at terms not available to the general public.
- The opportunity to obtain goods or services not available to the general public.
- The offer of food, drink, accommodation or entertainment.

Common gifts include pens, diaries, calendars and other business stationery, articles of clothing, books, wine and flowers. Common hospitality includes lunches provided by external bodies.

For the purpose of this policy a "gift" is defined as any item, cash or goods, or any service, which is offered for personal benefit at no cost, or at a cost that is less than its commercial value.

"Hospitality" is defined here as any generous or material welcome or reception that is more than an incidental beverage or light refreshment (e.g. attendance as a non-paying guest at a cultural, sporting or other event).

4. Policy Statement

Governors, trustees, employees, contractors and consultants shall not use their authority or office for personal gain and shall seek to uphold and enhance the standing and reputation of the Foundation at all times by:

- Maintaining an unimpeachable standard of honesty, integrity and selflessness in all their business relationships in accordance with the Nolan Principles of Public Life (as set out in Annex A);
- Complying with the letter and spirit of the law, and their contractual obligations rejecting any business practice that might be deemed improper;
- At all times in their business relationships acting to maintain the interests and good reputation of the Foundation;

4.1 Receiving Gifts

Governors/Trustees and employees are permitted to accept `isolated gifts of a trivial nature or inexpensive seasonal gifts or corporate branded items (such as diaries, pens, calendars). Such gifts can be accepted without the need to seek approval or formally register receipt.

Promotional gifts or small items from suppliers, contractors or parents as expressions of gratitude such as boxes of chocolate or bottles of drink can be accepted. These gifts should be raffled or otherwise made available for all staff at the relevant location in accordance with local custom and practice.

Occasional modest meals with people with whom the Foundation conducts business or occasional attendance at modest entertainment, theatre or sporting events is also acceptable provided that there is no expectation or belief that something will be forthcoming in return.

Acceptance of gifts or hospitality with a value exceeding £50 must always be subject to prior approval and must be reported and recorded in the Gifts and Hospitality Register.

Gifts & Hospitality are therefore only acceptable where **all** the following conditions are met:

- Approval has been sought from the Executive Director, Chief Master, Principal or Head as appropriate for all offers of gifts or hospitality with an estimated value of over £50;
- There must be a reasonable business justification for accepting the gift or hospitality (e.g. building existing relationships for the benefit of the Foundation);
- The hospitality or gift is reasonable and proportionate to the circumstances and the business purpose for which it is given or received;
- There is no actual or perceived intention that the acceptance of the gift or hospitality will be construed as an inducement to impact on a business decision or to improperly influence the impartiality of the decision maker;
- The gift or hospitality is arranged in good faith;
- Gifts of money must always be refused.
- The gift or hospitality is reported and recorded in the Gifts and Hospitality Register (unless the value is under £50).

Under no circumstances can gifts and hospitality be accepted that are:

- from an existing or prospective business partner during a period of tender negotiations;
- potentially damaging, indecent or inappropriate or that could damage the integrity or reputation of the Foundation:

Given the serious nature of a breach, an employee's failure to comply with this Policy, whether intentionally or by an act of negligence, may lead to disciplinary action being taken.

4.2 Providing Gifts

Providing gifts of cash or goods must be taken seriously by the staff of the Foundation and of the Academy Trust. Gifts should only be made to mark a special or significant occasion.

In line with the ESFA Academies Financial Handbook when giving gifts, the Academy Trust must ensure that the value of the gift is reasonable, the decision is fully documented and has due regard to the propriety and regularity in the use of public funds. The Academy Trust also needs to be mindful to the fact that the total value of gifts made by the Academy Trust must be disclosed within the annual statutory accounts and therefore this information is available in a public document.

The Foundation and Academy Trust will not normally cover the cost of an employee's retirement (gift or event) and should therefore be covered from staff collections. Retirement gifts to a Principal must have the express authority of the Foundation Board as the payer.

In line with the Scheme of Financial Delegation for the Foundation and Academy Trust the Principal has authority to award a gift up to the value of £100. For amounts over £100 this would require the authority of the relevant Governing Body and for amounts over £1,000 the Foundation Board or Academy Trust Board.

5. Reporting and Recording of Gifts and Hospitality Offered

Each School, Academy and the Foundation Office is responsible for maintaining a Gifts and Hospitality Register in a form prescribed by the Director of Finance who is in turn responsible for reporting these to the relevant Audit Committee on a six monthly basis.

The Gifts and Hospitality Register will record all gifts and hospitality whether accepted or declined, with a value over £50. This will include the date of the offer, company or person providing the gift or hospitality, type of gift and hospitality, the objective or justification for the gift or hospitality, the person to whom it was offered, the person approving it and whether it was accepted or declined.

6. Employer Responsibilities

The employer has a responsibility to:

- Ensure that governors, employees, contractors, consultants and agents that work for the Foundation are made aware of this policy.

7. Governor/Trustees and Employee Responsibilities

Governors/Trustees and employees have a responsibility to:

- Comply with the policy.
- Report any gifts or hospitality to the value of over £50 offered and whether they have been accepted or declined.
- Raise any concerns about the operation of the policy to their Line Manager in the first instance or to the Director of Finance.

8. Raising Awareness

Governors/Trustees and employees will be made aware of this policy at induction. The policy will be held by all schools and the Foundation Office and stored on their intranet or shared directory system as appropriate. The policy will be held on the Foundation website.

9. Monitoring and Review

This policy is reviewed by the Foundation Audit Committee/Academy Trust Audit Committee and recommended for approval by the Governors of the Foundation and the Trustees of the Academy Trust Board.

ANNEX A

THE SEVEN PRINCIPLES OF PUBLIC LIFE

SELFLESSNESS

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP

Holders of public office should promote and support these principles by leadership and example.