



THE  
**CREATIVE  
LEARNING**  
PARTNERSHIP TRUST

## **Gifts and Hospitality Policy**

**Approved by:**

Chair of Trustees – Laura Austen  
CEO – Lynne Bennett

**Date:** 8 July 2021

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## 1. Aims

This policy aims to ensure that:

- The Creative Learning Partnership Trust funds are used only in accordance with the law, its articles of association, its funding agreement and the latest Academies Financial Handbook
- The trust and those associated with it operate in a way that commands broad public support
- The trust has due regard to propriety and regularity, and ensures value for money, in the use of public funds
- Trustees fulfil their fiduciary duties and wider responsibilities as charitable trustees and company directors
- Members, trustees and staff are aware of what constitutes acceptable gifts and hospitality, and the process that must be followed if they are presented with any of the same

## 2. Legislation and guidance

This policy is based on the [Academies Financial Handbook](#), which states that academy trusts should have a policy and register on the acceptance of gifts, hospitality, awards, prizes or any other benefit which might be seen to compromise the personal judgement or integrity of members, trustees, staff and/or any other representative of the trust.

This policy also complies with our funding agreement and articles of association.

## 3. Definitions

**Gifts** are any items, cash, awards, prizes, goods or services, offered without expectation of payment or benefit. Gifts also include goods or services offered at a discounted rate, or on terms not available to the general public.

**Hospitality** is defined as food, drink, accommodation or entertainment (such as cultural or sporting events) provided free of charge, heavily discounted or on terms not generally available to the general public.

## 4. Roles and responsibilities

### 4.1 Members, trustees and staff

Members, trustees and staff:

- The trust acknowledges the key difference between professional and personal, however all members, trustees and staff must not act in a manner where professional impacts upon personal integrity.
- Must not give or accept gifts or hospitality to or from a third party where it might be perceived that their personal integrity has the potential to be compromised, or that the trust might be placed under any obligation as a result of acceptance
- Must not use their official position to further their private interests or the interests of others
- Must not solicit gifts or hospitality
- Must record any gifts or hospitality offered to them or the trust with a value of over £50 per term on the gifts and hospitality register (see appendix 1) within 7 working days, even if declined
- Must consult the chief financial officer or headteacher before accepting or offering any gifts or hospitality with a value of over £50 per term

### 4.2 Academy trustees

Academy trustees will ensure that the trust's funds are used in a way that commands broad public support, pays due regard to propriety and regularity, and provides value for money.

### **4.3 The headteacher**

The headteacher is responsible for ensuring that staff are aware of and understand this policy, and that it is being implemented consistently.

The headteacher will act with the utmost integrity on all matters relating to gifts and hospitality, ensuring that they set a good example to the rest of the school and trust and to those outside the organisation.

They will also ensure, alongside the chief financial officer, that decisions on whether individuals or the trust can accept or offer gifts or hospitality with a value of over £50 per term are in line with this policy.

### **4.4 The chief financial officer**

The chief financial officer (CFO) will ensure that:

- The trust maintains a gifts and hospitality register
- Figures for transactions relating to gifts made by the trust are disclosed in the trust's audited accounts, in accordance with the Academies Financial Handbook
- The academy trustees and headteachers are provided with information on gifts and hospitality received and given, as appropriate

They will also ensure, alongside the headteachers, that decisions on whether individuals or the trust can accept or offer gifts or hospitality with a value of over £50 per term are in line with this policy.

### **4.5 The school bursars**

The school bursars are responsible for maintaining the gifts and hospitality register on a day-to-day basis. This should be forwarded to the CFO at the beginning of each term.

## **5. Acceptable gifts and hospitality**

### **5.1 Offers of gifts and hospitality received**

Members, trustees and staff can accept gifts and hospitality that have an individual value of up to £50 per term. These do not have to be pre-approved or recorded on the gifts and hospitality register.

Generally, gifts of nominal value, such as small tokens of appreciation, may be accepted. If in any doubt, members, trustees and staff must consult the CFO or headteacher.

Similarly, hospitality such as working lunches may be accepted in order to maintain good relationships with professional contacts, provided the hospitality is reasonable in the circumstances. If in doubt, guidance must be sought from the CFO or headteacher.

Any gifts or hospitality offered with an individual value of over £50 per term must be recorded on the gifts and hospitality register within 7 working days, even if declined. Any member, trustee or member of staff who is offered such gifts or hospitality must consult the CFO or headteacher before accepting.

If the headteacher is the recipient, or intended recipient, of any offer of gifts or hospitality greater than £50, they must inform the CEO and record the offer on the gifts and hospitality register.

If the CEO is the recipient, or intended recipient, of any offer of gifts or hospitality greater than £50, they must inform the Board of Trustees and record the offer on the gifts and hospitality register.

Failure to declare any offer of gifts or hospitality on the register in line with this policy will be treated as a staff disciplinary matter.

### **5.2 Offers of gifts and hospitality given**

Any gifts or hospitality provided by the trust, such as a working lunch for visitors must be appropriate and proportionate.

Expense claims should be made to the school bursar and receipts must always be enclosed.

The CFO or headteacher must be consulted about any proposal to provide gifts or hospitality with a value greater than £50.

### **5.3 Long Service Award**

A long service award will be given to employees who have completed 25 years' service with the Trust, including any service transferred as part of the TUPE arrangements. Continuous service includes breaks for maternity leave. The amount of the award is fixed at £250.

Once employees have gained 25 years continuous service they will be eligible to claim their long service award. To apply for their award they will be required to complete the relevant application form (see Appendix 2) and return it to the Head of Business and Operations. Once an employee's length of service has been verified, they will receive a letter advising them to select a gift up to the value of £250. The employee will then be required to provide the details of their proposed gift to their School Bursar who will arrange purchase as necessary. The award must be taken by the employee within 3 months of receiving their letter of confirmation.

Receiving the award as a gift ensures that the Trust complies with HRMC obligations.

## **6. Unacceptable gifts and hospitality**

In general the following must be discouraged:

- Monetary gifts (cash)
- Gifts or hospitality offered to family members, partners or close friends of members, trustees or staff
- Gifts or hospitality from a potential supplier or tenderer in the immediate period before tenders are invited or during the tendering process
- Lavish or extravagant gifts or hospitality, even if they relate to activities the recipient undertakes in their own time

This list is not intended to be exhaustive.

## **7. Declining gifts and hospitality**

Any members, trustee or staff member who is offered any of the unacceptable gifts or hospitality outlined in section 6 above should inform the headteacher

If they feel it would not be appropriate for them to decline, they should refer the matter to the headteacher, CEO or CFO.

Disciplinary action may be taken against anyone who fails to decline gifts or hospitality the trust has deemed unacceptable.

Failure to declare any gifts or hospitality offered on the gifts and hospitality register, in line with this policy, will be dealt with as a staff disciplinary matter.

## **8. Monitoring arrangements**

The gifts and hospitality register is monitored regularly by the CFO.

This policy will be reviewed every year by the CFO / COO and approved by the board of trustees.

## **9. Links with other policies**

This gifts and hospitality policy is linked to the:

- Staff code of conduct
- Staff disciplinary procedures
- Financial regulations manual.





## Long Service Award Employee Eligibility Form

This form should only be completed by employees who have **already reached** their long service award date (one per employee). It is not intended for those who are due to receive it in the future.

### Employee's Details

<b>1. Full Name:</b>		<b>2. Pay Ref Number:</b>	
<b>3. Job Title:</b>		<b>4. Service:</b>	
<b>5. School:</b>		<b>6. Long Service Date:</b> <small>(exact date the award is due i.e. when 25 years' service was completed)</small>	
<b>7. House Name/ Number:</b>			
<b>8a. Street Name:</b>			
<b>8b. Second Line of Address:</b>			
<b>10. Town:</b>			
<b>11. City:</b>		<b>12. Postcode:</b>	
<b>13a. Do you wish to be invited to a Long Service Award ceremony?</b>		<b>Yes / No</b>	
<b>13b. Can you confirm that you have not previously received a Long Service Award?</b>		<b>Yes / No</b>	
<b>14. Creative Learning Partnership Start Date</b> <small>(date employment started with the Trust)</small>		<b>15. Continuous Service Date</b> <small>(includes service transferred as part of TUPE arrangements)</small>	

Please email this form using the subject heading **Long Service Award** to [l.thorley@hempstalls.staffs.sch.uk](mailto:l.thorley@hempstalls.staffs.sch.uk)