

Agenda item

## **St Georges and Priorslee Parish Council**

### **Staff Gifts and Hospitality The Policy**

**Staff do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on their part to show favour from persons seeking to acquire, develop or do business with the Parish Council or from persons who may apply to the Parish Council for any permission, licence or other significant advantage.**

**Staff are to register with the Clerk any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt which will be logged and will be available for public inspection.**

**Staff are to report any significant gift or hospitality that they have been offered but have refused to accept which will be logged and kept on file.**

In order to protect the position and the reputation of the Parish Council, staff should exercise caution in accepting any gifts or hospitality which are (or which staff reasonably believe to be) offered. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case staff could accept it but must ensure it is publicly registered.

Staff do not need to register gifts and hospitality which are not related to their role, such as Christmas gifts from friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with staff duties.

If staff are unsure, the Clerk should be contacted for guidance.

Signed: ..... Chairman

Date: .....

Date of next review: .....