



Nailsworth Town Council

Gifts and Hospitality Policy

Introduction

At certain times of year, such as Christmas, staff may be given gifts or hospitality by residents or suppliers. While this is often very kindly meant, it's important to register them so that there can be no perception of bias or favouritism towards certain people, groups or suppliers.

Staff carry out the decisions of the council and rarely act alone; most of the work we do relies on others in the team working to put things in place even if the public might see it is the action of one staff member.

Staff Handbook

Nailsworth Town Council's policy on gifts and hospitality is set out in the Staff Handbook (1.3 Ethical Conduct, page 7) – see below.

The acceptance of gifts and hospitality from residents, customers, suppliers and potential suppliers must not give the appearance that employees or the Council may be unduly influenced in the decisions that they make in respect of clients/customers, suppliers or in any other aspect of their work.

All gifts and hospitality given or received, of whatever value, must be entered in the Gift Register kept by the management team (your line managers).

No personal gifts of a value in excess of £10 should be accepted from a resident, customer, supplier or potential supplier without express permission from the Town Clerk.

Acceptance of hospitality, such as lunch or drinks receptions, should be kept within common sense limits and should always be authorised by your manager. Offers of hospitality must always be authorised by your manager.

You may also be instructed to return any gifts which your manager considers to be inappropriate, or to refuse to accept hospitality from a particular supplier or potential supplier. Failing to obey such an instruction will be treated as misconduct.

Allowing gifts or hospitality to influence any purchasing/business decisions that you may make on behalf of the Council or to otherwise influence the way in which you perform your duties is an act of gross misconduct which will usually result in dismissal.

It is also an act of gross misconduct to seek to influence any other person to behave in an improper way or to confer a business advantage on you or the Council through the giving of any gift or hospitality.



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Gifts and Hospitality Register 2023 – 2024

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