

Appendix 2

5.10 Gifts and hospitality

Gifts, hospitality or benefits in kind offered to you must be treated with caution to avoid any suggestion of improper motives or conduct. Approval must be given by the appropriate authorising manager, as detailed in the CCE4 form.

You must always:

- declare to your Head of Service, by completing form [CCE4](#), if you are offered, or you wish to offer, any gifts, hospitality (for example attendance at sporting events, formal dinners or conferences), or other advantage;
- inform your Head of Service, by completing form CCE4, if you have been offered gifts, hospitality or advantage, even if your intention is to reject the offer, and you are not seeking permission to accept;
- use tact and courtesy if you need to refuse a gift or hospitality. Even where gifts are refused, this should still be recorded using the CCE4 form;
- report to your Head of Service any approaches made to you which may be an attempt to gain some form of preferential treatment;

Specifically, in relation to Gifts:

- in circumstances where a gift is delivered and cannot be declined or returned, you should complete a CCE4 form to request permission to personally accept the gift or for the gift to be passed on to the Chairman's Charity;
- there is no requirement to seek approval for token gift such as mugs, mouse mats, pens etc.
- you must not accept gifts or legacies from current or former service users/clients (you personally or members of your family);
- gifts of money or alcohol should never be accepted (but alcohol may be donated to the Chairman's charity if refusal to accept would cause offence).

Specifically, in relation to Hospitality:

- only accept hospitality (e.g. meals/refreshments/event tickets) if there is a genuine need to convey information or to represent the council;
- you need to be sure that accepting the hospitality does not create a conflict of interest;
- there is no requirement to seek approval to accept light refreshments which are offered during meetings, conferences, etc (for example tea/coffee/snacks/sandwiches);
- if invited to attend and /or speak at conference or events where travel expenses, accommodation costs and subsistence expenses are paid for by the organiser, these should be declared as hospitality in advance of the event, as should attendance at a conference / event on a complimentary basis;
- should hospitality be offered at short notice and it is not possible to decline without causing offence, a declaration must be made immediately after the event.

Form CCE4

Declaration of Offers of Hospitality or Gifts

Name		Payroll number	
Job title			
Team			
Service			

In accordance with the council's Code of Conduct, I hereby

<input type="checkbox"/>	declare having been offered the following hospitality or gifts and request approval to accept.
<input type="checkbox"/>	declare having been offered the following hospitality or gifts and request approval to accept and donate to the Chairman's charity.
<input type="checkbox"/>	request approval to provide the following hospitality or gifts.

Details of gift or hospitality	
Date offer of gift or hospitality made	
Nature of gift or hospitality	

Date gift or hospitality received	
Venue	
Date of event	
Approximate value (£)	
Name and address of person/organisation making the offer	

Employee signature (electronic if possible)		Date	
<p>Please send the form to your Head of Service for approval. A Head of Service should send it to their Corporate Director. A Corporate Director should send it to the Chief Executive. The Chief Executive should seek approval from the Corporate Director of Resources.</p>			

Authorisation			
Date form received			
Request approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Reason for approval or rejection			
Confirmation of decision letter sent to employee	Date		
Copy of form sent to Payroll and Employee Services for inclusion on personal file	Date		

Authorising Officer Name			
Authorising Officer Job Title			
Authorising officer signature (electronic if possible)		Date	