



# NEWTOWN AND LLANLLWCHAIARN TOWN COUNCIL

## GIFTS & HOSPITALITY POLICY\*

### 1 Introduction

- 1.1** The purpose of the Gifts and Hospitality Policy is to give guidance to Members and Staff on offers of gifts or hospitality.
- 1.2** There is legislation that makes it a criminal offence to corruptly give, promises or offers of any gift, reward or advantage to any person as an inducement to or a reward to any Member, Officer or servant of a public body.
- 1.3** Similarly a criminal offence is committed by anyone who corruptly solicits, receives or agrees to receive for themselves or any other person any such inducement or reward.

### 2. The Policy

- 2.1** All members and employees of the council are required to ensure that all offers of gifts or hospitality are recorded whether or not they are accepted.

### 3. Guidance

#### 3.1 Gifts

- 3.1.1** Members and Staff should treat with extreme caution the offer of any gift by organisations or persons who do, or might, provide work, goods or services to the Council, or who might be applying to the Council for some kind of decision, e.g. planning permission.
- 3.1.2** The general rule should be to refuse and return to the donor all such gifts. The best course of action is to state that it is against the law and Council policy and that you are not allowed to accept gifts.
- 3.1.3** The only exceptions are insignificant items worth less than £10. Examples of such gifts might be pens, diaries and paperweights which are given by way of trade advertisements or given during official courtesy visits of attendance at seminars or conferences, and that no ulterior motive is apparent, nor is there any danger of misinterpretation by the public.

#### 3.2 Hospitality

- 3.2.1** Members and Staff should only accept offers of hospitality worth more than £25 if there is a genuine need to impart information or represent the local authority in the community.

**3.2.2** Invitations to attend purely social or sporting functions should be accepted only when these are part of the life of the community or where the Council should be represented. They should have prior authorisation and be recorded in the Register kept by the Town Clerk.

**3.2.3** When receiving authorised hospitality, Members and Staff should be particularly sensitive as to its timing in relation to decisions which the Council may be taking affecting those providing the hospitality.

**3.2.4** When hospitality has to be declined, those making the offer should be courteously, but firmly, informed of the procedures and standards we operate within the law and the Council.

### **3.3 Sponsorship**

**3.3.1** Where an outside organisation wishes to sponsor a local government activity, whether by invitation, tender, negotiation or voluntary activity? the basic conventions concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.

**3.3.2** Where the Council wishes to sponsor an event or service, neither a Member or member of staff nor any partner, spouse or relative must benefit from such sponsorship without providing full disclosure to the Town Clerk and having details recorded in the Register.

**3.3.3** Similarly, where the Council through sponsorship grant aid, financial or other means, gives support to the community, Members and Staff should ensure impartial advice is given and that there is no conflict of interest.

### **4.0 Register for Gifts and Hospitality**

**4.1.1** You must record all gifts and hospitality accepted or declined, in the Register maintained by the Town Clerk. This must include all offers of gifts and hospitality. Each entry in the Register must be authorised by the Town Clerk. In the case of hospitality accepted, it must be authorised in advance of attendance at the particular event

**4.1.2** The only exceptions to this rule are insignificant items worth less than £10 (e.g. pens, diaries etc.). If in doubt, seek advice from the town clerk; especially if you suspect an ulterior motive or feel that the public might infer an ulterior motive.

**4.1.3** The declaration for councillors/staff is shown in appendix 1

This Council adopted this Policy for Gifts & Hospitality at its Council meeting on  
.....28/9/15.....

Version No.....280915a/1...

Review Date = Annual

| Amended or Reviewed | Date     | Version No | Who             |
|---------------------|----------|------------|-----------------|
| Approved            | 28/9/15  | 280915a/1  | Richard Edwards |
| Reviewed            | 24/10/16 | 280915a/1  | Richard Edwards |
| Reviewed & Amended  | 22/10/18 | 280915a/2  | Sue Newham      |
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**MEMBERS & OFFICERS DECLARATION OF RECEIPT OR OFFER OF GIFTS  
AND/OR HOSPITALITY**

|   |  |
|---|--|
| <b>Name</b><br>Position: Councillor/Staff   |  |
| <b>Date</b>   |  |
| <b>Particulars of how Offer or Receipt of Gift or Hospitality arose.</b><br><br><b>Who, Why etc Date of Occurance</b> |  |
| <b>Benefit to the council from accepting or offering the Gift or Hospitality</b>                                      |  |
| <b>View of Town Clerk</b>   |  |
|   |  |
| <b>Date of Receipt by Clerk</b>   |  |
|   |  |