

<b>Title</b>	HEFCW Gift, hospitality, awards and fees policy for staff
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<b>1.0</b>	<b>Unknown</b>	Inherited policy
<b>1.1</b>	<b>August 08</b>	Policy updated for HEFCW

## **1 Introduction**

In carrying out its functions, duties and powers HEFCW, its Council and its staff must at all times act in accordance with required instructions and guidance. This policy outlines the instructions and guidance for HEFCW staff, or a member of their family, in relation to the receipt of gifts, hospitality, awards and fees.

## **2 General**

It is a disciplinary offence for staff in their official capacity to accept any benefit for themselves or a member of their family as an inducement or reward for:

- a Doing or refraining from doing anything
- b showing favour or disfavour to any person or organisation

Even where not corrupt, acceptance of benefits can still be in breach of discipline. Staff, or a member of their family, must not receive gifts, hospitality or benefits of any kind from a third party e.g. supplier, institution or individual, which might be seen to compromise the staff member's judgement or integrity.

Any inducement, whether by way of gift, hospitality or otherwise, which could lead to a contractual position between the staff member and a supplier or consultant should be refused

## **2 Register of Gifts, hospitality, awards and fees**

HEFCW will maintain a written record of gifts, hospitality, awards and fees and this register will be kept in the Finance section. The form is available in the finance section of the intranet.

### **3 Gifts**

All gifts must be recorded in the HEFCW register of gifts, hospitality, awards and fees.

Gifts that are deemed to be lower than ten pounds in value e.g. diaries, pens, and calendars sent unsolicited through the post, or included in promotional packs, may be accepted. The staff member needs to complete the HEFCW register as soon as practicable after receipt of the gift but does not require written approval from the Head of Resources (HoR) in order to retain the gift.

Gifts that are deemed to be equal to or higher than ten pounds in value may only be accepted under exceptional circumstances e.g. where embarrassment might be caused to the individual, an institution, or the staff member if the gift was refused. Such gifts may include a bouquet of flowers, or a personalised item produced by a student or an institution. The staff member needs to complete the HEFCW register as soon as practicable after receipt of the gift as they need to obtain written approval from the HoR in order to retain the gift. The HoR may authorise retention of the gift by the staff member; or alternatively, they might state that the gift be utilised for the work of HEFCW or donated to charity. The HoR will note their reasons for approval, or otherwise, of retention of the gift by the staff member on the HEFCW register.

The HoR will review the ten pound criteria on an annual basis.

### **4 Hospitality**

Staff members may accept conventional hospitality offered to them in the course of their work. Such hospitality might include a working lunch or attendance in an official capacity at a promotional event. There is no requirement to record such hospitality in HEFCW's register.

Staff members may accept an invitation to a sporting, cultural or social event but there is a requirement to record all instances of this type of hospitality in HEFCW's register.

If a staff member is in any doubt about whether to accept conventional hospitality offered they should consult the HoR, in advance of the hospitality even taking place.

Any offer of hospitality that goes beyond this norm should generally be declined. This includes such things as substantial offers of social functions, travel or accommodation, or frequent acceptance of meals, tickets and invitations to sporting, cultural or social events, particularly from the same source. All offers of hospitality that fall into this category must be recorded in HEFCW's register, and the staff member should complete the register as soon as practicable after receipt of the offer of hospitality. The HoR will then assess the specific offer of hospitality and in normal circumstances reject the offer. In exceptional circumstances the HoR will approve acceptance of the offered hospitality but this

will only be agreed if there is a valid, transparent commercial reason to accept the offered hospitality. In all cases the HoR will note the register with their reasons for rejecting or approving the offered hospitality.

## **5 Awards**

All offers of an award must be recorded in the HEFCW register of gifts, hospitality, awards and fees.

Staff members must consult with the HoR if they are approached by an outside organisation offering an award or prize that is in any way connected with their official duty. Each offer will be judged on its individual merits and if required the HoR will consult with the DoFCS and/or the Chief Executive before informing the staff member that the award can be accepted or not. This will be recorded in the register.

## **6 Fees**

All offers of a fee must be recorded in the HEFCW register of gifts, hospitality, awards and fees.

Items offered in substitution for fees for speeches, lectures or other work done should be refused.

If a member of staff receives a fee from an outside source for any duties such as, preparatory work or delivery of a speech, lecture etc that takes place in work time and constitutes part of their expected duties, then the fee, in full, needs to be paid to HEFCW.

If however, all or part of the work took place in the staff members own time then approval may be given for the staff member to retain all or part of the fees, as appropriate. Staff members should note that payments in return for services are taxable and must be declared to HM Revenue and Customs by the staff member.

Upon receipt of the completed register the HoR will decide whether or not the staff member may retain all, or a part of, the fee. Where required, the HoR will consult with the DoFCS and/or Chief Executive prior to making a decision. The HoR will note the register accordingly.