

Staff gifts, hospitality, awards and fees policy

Introduction

1. This policy applies irrespective of length of service or duration of contract:
 - to employees of HEFCW;
 - to temporary or contract staff engaged by HEFCW, including where their services are contracted via a third party;
 - to secondees, where it is specified in their contract.

Statement of Policy

2. The aim of this policy is to remind all parties referred to in paragraph 1 above, or a member of their family, about their obligations in relation to the receipt of gifts, hospitality, awards and fees in accordance with the principles set out in the Welsh Government's publication 'Managing Welsh Public Money'.

Responsibilities and reporting

3. The Head of Corporate Services (HoCS) has overall responsibility for managing the Staff gifts, hospitality, awards and fees' policy, procedure and register and is responsible for maintaining and updating the policy and its supporting procedures every three years, or earlier, if there are any material changes.

Supporting documentation

4. The Staff gifts, hospitality, awards and fees' policy is supported by the following:
 - Fraud and Bribery Policy
 - Fraud and Bribery Procedures
 - Equality and Diversity Policy
 - Equality and Diversity Procedures
 - Grievance and Disciplinary Policy
 - Grievance Procedures
 - Disciplinary Procedures
 - Code of Conduct & Conflicts of Interest Policy
 - Code of Practice for Council Members
 - HEFCW Procurement Code of Ethics

Version	Date	Description
1.0	Unknown	Inherited Policy
1.1	August 08	Policy updated for HEFCW
2.0	July 15	Updated as part of the HEFCW policies and procedures' review
2.1	Sept 2015	Approved by Management Board

Policies, procedures and guidelines are available on line, in large print and electronically on CD. Should you or someone you know require any of our documents in an alternative format please contact us on 029 2076 1861.