



GIFTS AND HOSPITALITY GUIDANCE

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Code Issue Status

1. This Code is a controlled document and is held centrally by the Chief Executive's Office.
2. Any amendments to this code should be forwarded to the Chief Executive's Office.

Version	Date actioned	Reason for change
1.0	December 2004	Development of Policy
2.0	August 2006	Review of Policy and updated DAO 10/06
3.0	February 2009	Review of Policy
4.0	September 2009	Review of Policy and updated in line with DETI Financial and Operating Procedures Manual, recommendations in Statement of Internal Control and DAO 10/06 (revised)
5.0	January 2012	Review of policy and updated in line with DFP guidance on the acceptance and provision of gifts and hospitality (amended 22 September 2010).
5.1	July 2013	Policy reviewed, DFP guidance has not been revised since 22 September 2010. No changes required.
5.2	August 2014	Policy updated in line with DETI policy.
6.0	January 2018	Policy updated in line with DfE policy (Governance Guidance Bulletin 3 – September 2017)

INTRODUCTION

General

3. This guidance relates to the offer and acceptance of gifts and hospitality both to and from staff of The Consumer Council. It is issued in accordance with, and should be read alongside, the common NICS wide set of guidelines on the offer and acceptance of Gifts and Hospitality, maintained by the Department of Finance (DoF) and outlined in [DAO \(DFP\) 10/06](#)¹ and The Consumer Council's Code of Conduct and Practice.

Purpose

4. The purpose of this document is to outline:
- The guidelines and fundamental principles to be followed when receiving, and considering the acceptance of, offers of gifts and hospitality from others;
 - The guidelines and fundamental principles to be followed when offering gifts and hospitality to others;
 - The procedures for authorising, reporting and monitoring offers of gifts and hospitality; and
 - The roles and responsibilities of all staff in relation to gifts and hospitality.

Scope

¹ See <https://www.finance-ni.gov.uk/sites/default/files/publications/dfp/daodfp1006-sept09.pdf>.

5. This guidance applies to gifts and hospitality offered to, or by, staff of The Consumer Council. It should also be taken to apply to gifts and hospitality offered to spouses, partners or other associates of a member of staff if it could be perceived that the offers are in fact designed for the benefit of the member of staff.
6. External people acting on behalf of The Consumer Council (e.g. consultants, contracted staff, etc.) must also abide by this guidance. This requirement should be notified to external staff before they start work within The Consumer Council.
7. This guidance does not supply an exhaustive list of the types of gifts and hospitality which can be accepted or provided in all situations. Rather, it provides an ethical framework for decision making and outlines the approvals and reporting processes which should be followed by all staff.

Fundamental Principles

8. The NICS Staff Handbook ([Section 6.01 Standards of Conduct](https://portal.hrconnect.nigov.net/portal/page/portal/NICS_PG/nics_hrhandbook/Policies/6.%20Employee%20Relations/6.01%20Standards%20of%20Conduct))² and The Consumer Council's Code of Conduct and Practice indicates that staff of The Consumer Council should conduct themselves with honesty and impartiality in the exercise of their duties. As a consequence, members of staff should never receive benefits of any kind from a third party which might reasonably be thought to compromise their personal judgement, integrity or impartiality. In this field, **perception is as important as reality**.

² See

https://portal.hrconnect.nigov.net/portal/page/portal/NICS_PG/nics_hrhandbook/Policies/6.%20Employee%20Relations/6.01%20Standards%20of%20Conduct.

9. The fundamental principle is that **no member of staff at The Consumer Council should do anything which might give rise to the impression that he or she has been or might be influenced by a gift or hospitality or other consideration to show bias for or against any person or organisation while carrying out his or her official duties.** A useful test when considering whether any course of action, including the acceptance or provision of a gift or hospitality, meets the requirements of propriety is to ask: '**could this course of action be satisfactorily defended in public?**'

Legal Obligations

10. Under the Prevention of Corruption Acts of 1906 and 1916 it is an offence for an member of staff of The Consumer Council in their official capacity to:

- Corruptly accept any gift or consideration as an inducement or reward for doing, or refraining from doing, anything in that capacity; or
- Show favour or disfavour to any person; or
- Receive money, gifts or consideration from a person or organisation holding or seeking to obtain a Government (including The Consumer Council) contract.

All of these are deemed by the Courts to have been received corruptly unless it is proven otherwise.

11. The [UK Bribery Act 2010](http://www.legislation.gov.uk/ukpga/2010/23/contents)³ permits the provision and receipt of gifts and hospitality provided they are **proportionate and reasonable**. Gifts or

³ See <http://www.legislation.gov.uk/ukpga/2010/23/contents>.

hospitality which are demonstrably disproportionate or unreasonable may be construed as bribes and thus unlawful. The offer or receipt of payments or goods to speed up an existing task or duty which would otherwise be carried out anyway, referred to as 'facilitation payments' under the Act, is also considered bribery and is thus unlawful.

12. Therefore, a breach of the rules of conduct on gifts and hospitality can not only lead to disciplinary action, but can also be a criminal offence.

GIFTS AND HOSPITALITY OFFERED TO OFFICIALS OF THE CONSUMER COUNCIL

General

13. NICS wide guidelines on the offer and acceptance of gifts and hospitality to NICS staff can be found in [DAO \(DFP\) 10/06](#).

14. This section outlines:

- The kinds of instances when gifts and hospitality can and cannot be reasonably accepted;
- The processes which should be followed to gain approval to accept gifts and hospitality; and
- The processes which should be followed to report gifts and hospitality offers (both accepted and refused) on Gifts and Hospitality Registers.

Acceptance of Gifts

15. The general principle is that **all gifts offered should be refused**. However, in some circumstances it is appropriate to accept inexpensive (under the value of £50) gifts.

16. Seasonal, promotional or trivial gifts (such as calendars, diaries, pens, etc.), may be accepted **provided they bear Company names and/or logos of the provider of the gift and have a value of less than £50**. They can be accepted **without need for approval or reporting**.

17. Other token gifts under the value of £50 may be accepted if presented by an organisation, **but the recipient must seek approval using Annex A and record the gift on The Consumer Council's Gifts and Hospitality Register (Annex C)**. However, the following types of gifts **may not** be accepted on any account:

- More expensive or substantial gifts valued at £50 or more;
- Lottery tickets;
- Cash;
- Gift vouchers;
- Gift cheques;
- Alcohol; and
- Cigarettes or cigars.

18. Staff from The Consumer Council involved in the procurement or monitoring of a contract should not accept any gifts from any source other than the trivial/inexpensive gifts outlined in Paragraph 16 above. This will ensure that no criticism can be made regarding bias to a particular company or supplier.

19. [DAO \(DFP\) 10/06](#) provides further NICS wide guidance on the specific rules in place for the acceptance of trade, loyalty or discount cards and gifts offered in recognition of work done.

Acceptance of Hospitality

20. The handling of offers of hospitality requires staff to exercise careful judgement. In all instances, offers should only be accepted when acceptance can be demonstrated to be in the public interest. In making such determinations, staff should consider whether the hospitality:

- Is likely to help business effectiveness;
- Places no obligation or perceived obligation on the recipient;
- Is not frequent, lavish or prolonged;
- Is unconnected with any decision affecting the organisation or the individual offering it;
- Can be justified; and
- Provides benefits to The Consumer Council, which outweigh any possible risks of misrepresentation of the hospitality.

21. **The main point is that, in accepting hospitality, staff of The Consumer Council need to be aware of, and guard against, the dangers of misrepresentation or perception of favouritism by a competitor of the host.** To this end, distinctions should also be drawn between 'conventional' and 'unconventional' hospitality.

22. Conventional hospitality is modest hospitality provided in the normal course of business, often during morning or afternoon meetings. It can include tea/coffee, biscuits/scones, and modest working lunches (i.e. sandwich type lunches). It can normally be accepted by staff **provided it is limited to isolated occasions and its acceptance can be demonstrated to be in the interests of The Consumer Council.**

23. Invitations to events, such as annual conferences or dinners, can also normally be accepted **provided there is a clear link to official business of The Consumer Council and the hospitality received is likely to be reasonable and proportionate.**

24. Types of hospitality which should **not normally be accepted** include:

- Offers of conventional hospitality which are made on a frequent or recurrent basis (e.g. a weekly working lunch);
- Invitations to more expensive social functions where there is no direct link to official business (e.g. sporting events, the theatre, opera, ballet, etc.); and
- Invitations to events or social functions where the hospitality offered is expected to be extravagant (in such instances staff may consider attending the functions but refusing the hospitality).

25. In some occasional circumstances the acceptance of meals or tickets to public sporting, cultural or social events may be justifiable if demonstrably in The Consumer Council's business interest. It will be for the officer, and their Director, to demonstrate clearly that acceptance was in The Consumer Council's interest in approval forms.

Approval Requirements

26. Most types of gifts and hospitality, if accepted, will require approval. Approval requirements will depend on: the grade of the officer proposing to accept the gift or hospitality; and the nature of the gift or hospitality.

27. However, approval is **not required** to accept the following:

- Gifts which are seasonal, promotional or trivial (such as calendars, diaries, pens, etc), which bear Company names and/or logos of the provider of the gift and have a value of less than £50, as described in Paragraph 16; and
- Hospitality which is considered conventional, as described in Paragraph 22.

28. Approval is required for the acceptance of **all other types of gifts and hospitality**, using The Consumer Council's standard approval form provided at **Annex A**.

29. Staff up to and including Directors should seek approval to accept gifts and hospitality from the Chief Executive. The Chief Executive should seek approval to accept gifts and hospitality from the Chairperson.

30. In each case submitted to them, the Chief Executive or Chairperson should decide whether or not to approve the acceptance of the gift or hospitality, clearly indicating the decision and stating the reasons on the approval form. In the case of gifts which have already been received but cannot be accepted, the Chief Executive or Chairperson should indicate whether they are to be returned, disposed of or donated to a nominated charity. The Chief Executive or Chairperson must also ensure that the details of the case and his/her decision are recorded in the Gifts and Hospitality Register.

31. **Approval is not required to refuse the offer of a gift or hospitality.** However, staff of The Consumer Council should be sensitive to the potential for refusals to cause offence and/or harm working relationships. When it is deemed necessary to refuse or return gifts and hospitality offered, it should be done so in a cordial manner and the reasons in relation to Gifts and Hospitality

policy should be clearly explained. A template for the refusal/return of gifts and hospitality is included at **Annex B** and may be tailored according to circumstances as appropriate.

Reporting Requirements

32.The Consumer Council is required to maintain Registers of Gifts and Hospitality offered, whether accepted or refused. The purpose of these Registers is to counter any possible accusations or suspicions of breach of the rules of conduct by staff of The Consumer Council.

33.The Consumer Council must retain its Gifts and Hospitality Register, templates for which are provided at **Annex C**. These Registers must include, for each entry:

- The date the gift or hospitality was offered;
- Whom it was offered to;
- The ultimate recipient (if different);
- Who it was offered from (including any organisation they represent);
- A description of the offer;
- The reason for the offer;
- Details of contracts – current or potential;
- The estimated value of the offer;
- Action taken (accepted, refused, etc.) and the reason;
- Who made the entry on the Register;
- The date the entry was made; and
- Where necessary, a file reference for the completed approval form.

34.It is recognised that the exact value of gifts and hospitality offered may not always be known. Staff of The Consumer Council are expected to exercise careful judgement when determining approximate values for reporting purposes. In the case of gifts, staff should consider the price of similar items. In the case of hospitality, the following estimated values should be used to ensure consistency across The Consumer Council:

Description	Value (£)
Dinners (including formal black tie dinners)	60
Lunch	40
Casual Lunch	25
Breakfast / Buffet / Refreshments / Drinks	20

35.It is the ultimate responsibility of the Chief Executive to ensure that The Consumer Council's Registers are maintained and updated on an ongoing basis in accordance with this guidance. New offers of gifts and hospitality should, where necessary, be reported on the Register as soon as possible after decisions have been made regarding their acceptance or refusal. All Registers and accompanying approval forms should be securely maintained with read only access given to relevant staff from the Chief Executive's Office, the Finance Team, and Internal Audit staff to facilitate monitoring and periodic inspections.

36.Separate Registers will be maintained for The Chief Executive.

37.The majority of gifts and hospitality offered, **whether accepted or refused**, must be reported on The Consumer Council's Registers. Where approval is required, it is the responsibility of the receiving officer and the Chief Executive, or Chairperson, to ensure it is reported on the Register. Where

approval is not required, it is the responsibility of the officer receiving the gift or hospitality. Failure of relevant staff to report offers of gifts and hospitality could result in disciplinary action.

38. The following types of gifts and hospitality are the **only** types which **do not** normally need to be reported on Registers:

- Seasonal, promotional or trivial gifts (such as calendars, diaries, pens, etc), which bear Company names and/or logos of the provider of the gift and have a value of less than £50, as described in Paragraph 16; and
- Conventional hospitality as described in Paragraph 22.

39. Working lunches which consist of more than a sandwich-type lunch **do need to be reported** on relevant Gifts and Hospitality Registers.

Monitoring Arrangements

40. The Consumer Council's Gifts and Hospitality Register is monitored every six-months by the Chief Executive, Chairperson and Deputy Chairperson and is also audited at year end by the Northern Ireland Audit Office and published annually on The Consumer Council's website.

41. In order to keep The Consumer Council's Register up-to-date and to facilitate the annual monitoring outlined in Paragraph 40, The Chief Executive's Office will ensure The Consumer Council's Registers are kept up to date, to facilitate responses to information requests, including FoI requests.

42. The Consumer Council's Registers should be maintained and monitored on an ongoing basis by the Chief Executive's Office to ensure they are accurate, complete and up-to-date at all times, and that all relevant entries are

underpinned by appropriate approvals. The Consumer Council should be securely maintained along with any accompanying completed approval forms, with access provided to relevant staff in the Chief Executive Office, the Finance Team and Internal Audit staff to facilitate periodic inspections.

GIFTS AND HOSPITALITY OFFERED BY STAFF OF THE CONSUMER COUNCIL

General

43. The general principles which should be applied in the provision of gifts and hospitality by staff in The Consumer Council are outlined in [Appendix 1 of DAO \(DFP\) 10/06](#).

44. This section will:

- Outline the kinds of instances which would and would not normally justify the provision of gifts and hospitality;
- Outline the approvals processes to be followed when providing gifts and hospitality; and
- Outline the reporting processes which must be followed when providing gifts and hospitality.

Provision of Hospitality

45. It is acknowledged that in some instances cultivating and maintaining contacts with outside groups is essential, and the provision of hospitality in the course of doing so can clearly be within the public interest.

46. The primary consideration for the justification for expenditure on hospitality to be provided by The Consumer Council is that **the hospitality should be in the direct interest of The Consumer Council and should give no reasonable grounds to suspect that personal judgement or integrity has been**

compromised. The scale of the hospitality provided also must be **value for money** and proportionate to the needs of the occasion and to the status and number of guests. Hospitality should **not** normally be offered to:

- Visitors for whose time and services The Consumer Council is paying (e.g. consultants);
- Staff from The Consumer Council and NICS, except when they are attending a meeting or function primarily for non-Consumer Council and NICS staff; and
- Spouses and partners of Consumer Council staff.

47. Conventional hospitality in the form of light refreshments (i.e. tea/coffee, biscuits/scones and sandwiches) may be justifiably provided at morning or afternoon meetings. Light refreshments provided to officials from NICS, officials from other ALBs or other public bodies, civil servants in an unofficial capacity (e.g. Trade Union representatives) or persons outside the Civil Service **may be charged to The Consumer Council.** However, meetings consisting solely of staff from The Consumer Council will **not** normally qualify for reimbursement, with the exception of:

- Staff training courses where it is not convenient to allow a break for participants;
- Board Meetings; and
- Recruitment, promotion boards or selection panels.

48. The provision of lunches or evening meals for visitors may in some cases be justifiable and charged to The Consumer Council. When considering the provision of lunches and evening meals the number of public sector participants should be kept to a minimum. The Consumer Council will **not** bear the cost of hospitality for public sector visitors unless they form a

necessary part of a total guest list which includes, in the main, non-public sector visitors.

49. The following rules relating to the cost of food and drink should be adhered to when guests are entertained at hotels or restaurants:

- a) The total cost per head including refreshments/beverages and any service charge or tip should not exceed £60 for dinner and £40 for lunch.
- b) The element for beverages should not exceed one third of the total bill. The purchase of any alcoholic drinks **cannot** be reclaimed unless agreed in advance by the Chief Executive.
- c) If no service charge is included in the bill, a tip of 10% would be reasonable, but this should be contained within the maximum cost specified at (a) above.
- d) Receipts to cover the expenditure **must** be obtained.

50. On rare occasions staff meetings of The Consumer Council only may justify hospitality if they have to take place during lunchtime. In these circumstances The Chief Executive may approve a modest working lunch (sandwich-type lunch) if it is considered cost effective and in the interests of efficiency.

Hospitality Approval Requirements

51. Heads of Section (Deputy Principals) may give prior approval for hospitality expenditure on light refreshments, as described in Paragraph 47, up to a limit of £25. Where this limit is breached (e.g. when the numbers involved are high), prior approval should be sought from the relevant Director or The Chief

Executive. All prior approval must be authorised and sent to the Chief Executive's Office and the Finance Team.

52. Directors may give prior approval for expenditure, as described in Paragraph 47, up to the value of £120. Should costs exceed £120 then approval must be sought from The Chief Executive. Where a Director is the host, it is not necessary to obtain prior approval from a more senior level. The Director should however complete a Prior Approval Form and ensure the justification for the expenditure is clearly explained. The prior approval should be sent to the Chief Executive's Office and the Finance Team.

53. Prior approval from The Chief Executive must be sought if entertaining at home, regardless of cost.

54. On the rare occasions where hospitality is deemed justifiable for working lunches with only staff from The Consumer Council, prior approval is required from the relevant Director and the Chief Executive using a Prior Approval Form. The payment procedure will be the same as that for the provision of hospitality but it should be stated on the requisition form that the expenditure relates to a working lunch.

Hospitality Reporting Requirements

55. It is **not** a requirement to enter light refreshments provided by The Consumer Council's staff, including modest working lunches (i.e. sandwich lunches), in Gifts and Hospitality Registers. Costs may however be collated by the Finance Team/Chief Executive's Office in respect of light refreshments on an ad hoc basis as required to verify compliance with hospitality policy.

56. **Staff of The Consumer Council must therefore ensure that the Chief Executive's Office and the Finance Team are made aware of purchase orders for hospitality and that they clearly describe the nature of the hospitality provided.** Details, including a description of what was ordered and for whom, and the date the hospitality was provided, should be inserted in the Purchase Order. It is not permissible to obscure the purpose of the expenditure on hospitality by subsuming such expenditure within other expense codes. Copies of all documentation should be held by The Consumer Council and be available for audit inspection.

57. **All other** hospitality provided, including more substantial working lunches and evening meals, **must** be reported on Gifts and Hospitality Registers.

Claims for Reimbursement

58. Where the cost of the hospitality has been met by the individual and he/she then wishes to seek reimbursement, a reimbursement form should be completed and submitted to their Line Manager and relevant Director/Chief Executive to initiate the payment process. It should be clearly evidenced that this is a hospitality reimbursement.

59. Claims should be approved by the Line Manager and relevant Director/Chief Executive responsible for granting prior approval.

Provision and Approval of Gifts

60. The regulations governing expenditure on official gifts are contained in [Annex 4.12 of Managing Public Money Northern Ireland \(MPMNI\)](#).⁴ Token

⁴ See <https://www.finance-ni.gov.uk/sites/default/files/publications/dfp/a.4.12-gifts.pdf>.

gifts made by The Consumer Council and its employees are dealt with in [DAO \(DFP\) 05/03](#).⁵

61. The Consumer Council does not normally provide gifts to visitors, including those from other UK Government Departments. It is however recognised that there may be exceptional occasions where it is appropriate for a gift or token of appreciation to be presented on behalf of The Consumer Council (e.g. during international study visits). When considering the presentation of a gift to a third party, guidance should always be sought in the first instance from the Chief Executive/Chairperson, from whom prior approval should be gained using the Gift Requisition Form attached at **Annex D**.

62. The following general principles should be observed when considering the presentation of a gift to a third party:

- Gifts should only be offered when in the business interests of The Consumer Council;
- Gifts should not normally be presented to visiting Civil Servants;
- Gifts offered on behalf of The Consumer Council should normally promote Northern Ireland tourism and industry; and
- Individual corporate gifts should not exceed the value of £50.

63. In exceptional circumstances, items may be purchased directly with the prior approval of the Chief Executive/Chairperson. Full details of any items purchased directly must be provided within the purchase order.

Reporting Requirements

⁵ See <https://www.finance-ni.gov.uk/sites/default/files/publications/dfp/daodfp0503.pdf>.

64.All corporate gifts presented to third party individuals or organisations must be reported on Gifts and Hospitality Registers. Responsibility lies with the requisitioning officer and Chief Executive to ensure The Consumer Council's Register is updated. The Register should be retained for audit purposes and periodic inspections.

ROLES AND RESPONSIBILITIES OF STAFF OF THE CONSUMER COUNCIL

65.The roles and responsibilities of staff in relation to Gifts and Hospitality are summarised below.

Staff	Roles and Responsibilities
Chief Executive	<ul style="list-style-type: none"> - Maintain personal Gifts and Hospitality Register of all relevant offers made and received; and - Undertake six-monthly review of The Consumer Council's Gifts and Hospitality Register for provision to the Chairperson and Deputy Chairperson, and NIAO and publication.
Directors	<ul style="list-style-type: none"> - Maintain The Consumer Council's Gifts and Hospitality Register of all relevant offers made and received to and by staff in their Teams; and - Ensure The Consumer Council's Gifts and Hospitality Register is complete, accurate and up-to-date at all times and all relevant entries are underpinned by appropriate approvals.
All The Consumer Council Staff	<ul style="list-style-type: none"> - Ensure familiarity with this guidance; and - Report all offers of gifts and hospitality made and received in accordance with this guidance, seeking approvals where necessary.
Chief Executive's Office	<ul style="list-style-type: none"> - Maintain The Consumer Council's Gifts and Hospitality Register, and personal Registers of the Chief Executive; - Every six months prepare The Consumer Council's Register for the Chief Executive's, Chairperson's and Deputy Chairperson's review, provision to NIAO and publication;

		<ul style="list-style-type: none"> - Provide advice and guidance to staff as required; and - Maintain The Consumer Council's guidance on Gifts and Hospitality.
Internal Services	Audit	<ul style="list-style-type: none"> - Periodically audit compliance with The Consumer Council's Gifts and Hospitality policy.

LIST OF ANNEXES

ANNEX A – ACCEPTANCE OF GIFTS / HOSPITALITY APPROVAL TEMPLATE

ANNEX B – RETURN OF OFFER OF GIFT / HOSPITALITY

ANNEX C – GIFTS AND HOSPITALITY REGISTER TEMPLATE

ANNEX D – GIFT REQUISITION FORM

ANNEX E – QUICK REFERENCE GUIDE

ANNEX A - ACCEPTANCE OF GIFTS / HOSPITALITY APPROVAL TEMPLATE

The Consumer Council - RECEIPT OF GIFT / HOSPITALITY

THIS FORM MUST BE COMPLETED IN RELATION TO ALL RELEVANT GIFTS OR HOSPITALITY WHICH ARE ACCEPTED ON BEHALF OF THE CONSUMER COUNCIL APART FROM THOSE OUTLINED IN PARAGRAPH 27 OF THE GIFTS AND HOSPITALITY GUIDANCE. FORMS MUST BE AUTHORISED AS PER PARAGRAPH 29. THIS APPROVAL MUST BE INCLUDED IN GIFTS AND HOSPITALITY REGISTERS ALONGSIDE THE

1. DETAILS OF WHO THE GIFT WAS OFFERED TO.

Name: _____ Grade: _____
Team: _____ Job Title: _____
Division: _____ Contact: _____
Ultimate recipient (if different from _____

2. INFORMATION ON GIFT(S) OR HOSPITALITY. *To be completed by recipient only.*

(a) Source of gift(s) / hospitality: _____

(b) Description & estimated value of
gift(s) / hospitality: _____

(c) Why was this offer made? _____

(d) Date of offer: _____

(e) Is there a current/potential contract with the donor? Yes ☐ If yes give details:

(g) Please indicate reasons for acceptance of offer:

NAME AND

SIGNED: _____

DATE: _____

ANNEX A - ACCEPTANCE OF GIFTS / HOSPITALITY APPROVAL TEMPLATE

3. CHIEF EXECUTIVE/CHAIRPERSON AUTHORISATION.

Please tick as appropriate:

- ☐ I approve the acceptance of gift(s)/hospitality described above
- ☐ I do not approve acceptance of gift(s)/hospitality described above

(a) Reasons why approval has/has not been granted

(b) Is gift being returned? ☐ Yes ☐ No

If so a letter should be issued.

(c) Has the gift been used or disposed of? ☐ Yes ☐ No

If so please give details:

(d) Has the gift been donated to a nominated charity? ☐ Yes ☐ No

(e) Has the Gifts & Hospitality Register been updated? ☐ Yes ☐ No

SIGNED:

GRADE:

PRINT NAME

DATE:

ANNEX B – RETURN OF OFFER OF GIFT / HOSPITALITY

RETURN OF OFFER OF GIFT / HOSPITALITY

(The content of this template should be tailored to suit each circumstance.)

Contact Name:

Name of Business

Name of Company:

Manager / Head of Division

Address of Company:

Office Address

Date

Dear

The Consumer Council operates a Gift and Hospitality Policy to ensure high standards of propriety in the conduct of its business.

On account of public confidence, perception is as important as reality and because of this I am obliged to return your offer of **[INSERT: Name of gift / hospitality]**.

This is not in any way meant to offend or to imply that your **[gift/hospitality]** was offered in anything but the utmost good faith, but is designed to protect both individual members of staff and The Consumer Council. I hope you will accept our response in that spirit and that we can look forward to continued effective working relationships.

Yours

ANNEX C- THE CONSUMER COUNCIL'S GIFTS AND HOSPITALITY REGISTER TEMPLATE

Name:				Year:							
REGISTER OF GIFTS / HOSPITALITY / AWARDS ETC											
Date of Event or Gift Offered	Offered to	Ultimate recipient (if different)	Offered From	Description of Offer	Reason for Offer	Details of Contracts - current or potential	Est. / actual value of offer £	Action Taken i.e. Accepted / Declined / Returned	Entered by	Entered Date	Chief Executive/ Chairperso n Approval Date

ANNEX D – GIFTS TO THIRD PARTIES APPROVAL TEMPLATE

The Consumer Council - GIFT REQUISITION FORM

PLEASE READ THE CONSUMER COUNCIL'S GUIDANCE ON GIFTS AND HOSPITALITY PRIOR TO COMPLETING THIS FORM. THIS FORM MUST BE COMPLETED IN RELATION TO ALL GIFTS TO THIRD PARTIES. FORMS MUST BE AUTHORISED AT DIRECTOR LEVEL OR ABOVE AND

1. APPLICANT DETAILS *To be completed by requisitioning officer*

Name:	_____	Grade:	_____
Team:	_____	Job Title:	_____
Email:	_____	Contact No:	_____

2. INFORMATION ON GIFT(S) REQUESTED.

- (a) Proposed Recipient(s) _____
- (b) Nature & Date of _____
- (c) Please indicate reasons for provision of gift.

(d) Source of Gift / Hospitality:

(e) Description & Estimated Value of Gift(s)

3. CHIEF EXECUTIVE/CHAIRPERSON AUTHORISATION.

I authorise ☐ / do not authorise ☐ the purchase of the gift(s) described above. *Tick as*

(a) Reasons why approval has/has not been granted

SIGNED:	_____	GRADE:	_____
PRINT NAME:	_____	DATE:	_____

ANNEX E QUICK REFERENCE GUIDE FOR OFFERS MADE TO THE CONSUMER COUNCIL STAFF

Note: This is *not* an exhaustive list

Type of Gift / Hospitality Offered / Received	Normally Appropriate to Accept?	Approval Required?	Reporting Required
1. Seasonal, promotional or trivial gifts (such as calendars, diaries, pens, etc) which bear Company names and/or logos of the provider of the gift and have a value of less than £50	Yes	No	No
2. Other token gifts under the value of £50	Yes	Yes – if accepted	Yes – record in relevant Gifts and Hospitality Register whether accepted or refused
3. Expensive gifts (£50 or more)	No	N/A	Yes – record offer and reason for refusal in relevant Gifts and Hospitality Register
4. Lottery tickets, cash, gift vouchers, gift cheques, alcohol and cigarettes / cigars	No	N/A	Yes – record offer and reason for refusal in relevant Gifts and Hospitality Register
5. Trade or Discount Cards or Air Miles through which an individual Officer might personally benefit from the purchase of goods or services at a reduced rate	No	N/A	Yes – record offer and reason for refusal in relevant Gifts and Hospitality Register

ANNEX E QUICK REFERENCE GUIDE FOR OFFERS MADE TO THE CONSUMER COUNCIL STAFF

6. Gifts of any kind other than no. 1 from a supplier / contractor offered to staff involved in procurement or monitoring of a contract	No	N/A	Yes – record offer and reason for refusal in relevant Gifts and Hospitality Register
7. Modest conventional hospitality (e.g. tea/coffee, biscuits/scones, sandwich lunches)	Yes	No	No but working lunches other than sandwich lunches do need to be reported to ensure they do not become frequent or repetitive.
8. More formal lunch or dinner by prior invitation	Yes	Yes – if accepted	Yes – record in relevant Gifts and Hospitality Register whether accepted or refused
9. Hospitality offered to a team	Yes	Yes – if accepted	Yes – record in relevant Gifts and Hospitality Register whether accepted or refused
10. Trade promotion on a company's premises	Yes	Yes – if accepted	Yes – record in relevant Gifts and Hospitality Register whether accepted or refused
11. Annual dinner of a professional Institute or Association where the officer is a guest of the Institution or Association or of a particular consultant, supplier or contractor	Yes	Yes – if accepted	Yes – record in relevant Gifts and Hospitality Register whether accepted or refused
12. Commemorative or similar occasion (e.g. to celebrate an anniversary)	Yes	Yes – if accepted	Yes – record in relevant Gifts and Hospitality Register whether accepted or refused

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organised by a contractor, consultant or supplier			
13. Leisure events, complementary tickets, sporting events and weekend breaks or holidays	No – these are examples of hospitality which may not be accepted other than in exceptional circumstances when acceptance can be demonstrated to be in the best interests of The Consumer Council	N/A In exceptional circumstances, approval must be gained from the Chief Executive.	Yes – record offer and reason for refusal in relevant Gifts and Hospitality Register