

# Witham Town Council: Registration of Gifts & Hospitality Policy

## Policy Overview

This policy explains the protocol in which officers of the Town Council shall register any gifts or hospitality offered.

## Guidance on Declaring Gifts and Hospitality

All officers at Witham Town Council must register any gifts, favours, rewards or hospitality offered or given to them over the value of £25. A form for registering gifts and hospitality is attached to this policy and can also be downloaded from the shared files. Once completed the form should be given to the Town Clerk who will make a decision on whether the gift or hospitality can be accepted.

Offers of gifts or hospitality must be treated with caution whenever any suggesting of improper influence could arise. To prevent any improper behaviour or suggestion of improper behaving arising, employees must take great care when a gift or hospitality is offered. Under no circumstances should you accept gifts or hospitality which are extravagant nor those given by the same client or individual on a frequent basis.

Any employee accepting/offering money for doing or not doing anything or showing favour or disfavour to any person in their official capacity shall be subject to immediate dismissal.

## Special Dispensation

Employees should only accept/give offers of gifts or hospitality if there is a genuine need to impart information or represent Witham Town Council in the community and must comply with the provisions below:

- Employees shall be allowed to receive books, diaries, pens, pencils, and similar articles that would have also been sent to a large number of other companies, such as a promotional calendar at Christmas.
- Working lunches are permissible provided that the employee has the approval of the Town Clerk.
- The Town Clerk can represent Witham Town Council at functions, openings, launches and other similar functions with the agreement of the Assistant Proper Officer or Assistant Responsible Financial Officer.
- Employees may receive gifts on behalf of Witham Town Council from visiting dignitaries but must then declare these using the Officers Declaration of Gifts and Hospitality form. The decision as to whether the employee can personally retain the gift will be made by the Town Clerk.
- Any such other matters as the Town Clerk may approve from time to time.

Employees must still register the receipt/offer of any gift or hospitality above a value of £25 even if it is included in the list above. Employees are personally responsible for their actions in connection with any offer of a gift, favour, reward or hospitality and the completion of the register does not relieve them of the responsibility to justify their acceptance of such an offer.

Breaches of this duty will be taken very seriously and may result in disciplinary action.

**Agreed at Minute XX of Policy & Resources Meeting held XX-XX-XXXX**

**Review Date: 01/09/2020**

POLICY NO: WTC/004 - POLICY & RESOURCES

## Officers Declaration of Gifts or Hospitality

<b>Staff Name</b>	
<b>Date</b>	
<b>Particulars of how Offer or Receipt of Gift or Hospitality Arose</b>	
<b>View of Town Clerk</b>	
<b>Approval <i>Give/Denied</i></b>	
<b>Staff Signature and Date</b>	
<b>Town Clerk: Signature and Date</b>	