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| **OFFICERS RECORDING OF GIFTS OR HOSPITALITY** |

**Position Statement**

The Council will conduct itself in an honest, fair and open way, be seen to do so, and will protect employees from any suggestion that they have been improperly influenced.

As part of public service there is a fundamental expectation that everyone connected with the Council will conduct themselves in a way that ensures that the standards of service and the reputation of the Council are maintained.

Officers must use discretion when offered hospitality or gifts, and must not accept any cash offered to them. Any gift or hospitality worth more than £25 must be politely refused where possible. Everything with the exception of smaller work-related items such as calendars and desk diaries, must be reported to managers and recorded in the central ‘Record of Gifts and Hospitality’ held by Organisational Development on behalf of the Council’s Monitoring Officer

**Scope**

This Policy applies to all employees.

**Links to Other Relevant Topics**

[Code of Conduct](http://intranet.southampton.gov.uk/hrpayroll/policiesandguidance/disciplinary.aspx)

[Register of Employee outside Interests](http://intranet.southampton.gov.uk/hrpayroll/policiesandguidance/outsideinterest.aspx)

[Disciplinary Policy](http://intranet.southampton.gov.uk/hrpayroll/policiesandguidance/disciplinary.aspx)

**This Applies to:**

All Officers

**Who is an employee?**

An employee is any person with a contract of employment with the Council including permanent, temporary and fixed term employees. This includes people in any “employment relationship” with the Council, such as teachers, and agency workers who work for the Council but whose contract of employment may be with a third party, and consultants and contractors.

**Responsibility and Accountability**

It is the responsibility of all Council employees to declare any outside interests, gifts and hospitality. Managers will ensure that information is passed to Organisational Development (OD). OD will ensure records are monitored and maintained accordingly.

**Guidelines and Method of Registering**

Offers of gifts of a higher value than £25 must be brought to the attention of the relevant supervisor or manager and recorded on the appropriate form. Visits to exhibitions, demonstrations and conferences should be authorised, in advance, by a manager.

Acceptance of hospitality in the following circumstances can be approved:

* attendance at a general demonstration of office or other equipment;
* attendance at ceremonies associated with the opening of buildings;
* attendance at dinners or functions organised by societies or other bodies, and in some cases by contractors or associations of contractors.

In all such cases travelling expenses and the cost of overnight accommodation should be borne by the officer, and if approved by the line manager, recharged to the Council.

Where an outside organisation wishes to sponsor a City Council activity, the same conventions apply concerning acceptance of gifts or hospitality.

Apart from participating in concessionary schemes arranged by trade unions or other groups for their members, officers should not use contractors employed by the City Council to get materials or work done at cost, trade or discount prices.

For certain posts there are separate rules. Your manager will inform you if any

particular rules apply to your post.

Ultimately, improper behaviour may not just be a disciplinary matter, it could be a criminal offence.

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| **SOUTHAMPTON CITY COUNCIL RECORD OF GIFTS AND HOSPITALITY** |

Employees must provide written notification of the offer of any gift or hospitality over the value of £25 to the Council’s Monitoring Officer within 28 days of receipt. Written notification of any gift or hospitality must be sent to your Directorate Business Development Manager and included in the Register of Gifts and Hospitality. Please refer to guidance notes below for further information.

**REGISTRATION FORM**

**Your Name:**

1. **Details of gifts and/or hospitality offered/received:**

1. **Name and address of persons giving gifts/providing hospitality:**

**3. Date gift/hospitality offered**       **4. Accepted yes/no**

**5. Approximate value**

1. **If the gift has been given to another (e.g. Charity, Mayor’s Office) please give details**

**below:**

**7. Officer’s Signature**       **Date**

1. **Manager’s Signature**      **Date**

**To be completed by Directorate Business Development Manager**

**Registration No.**

**Form received and registered by**

**Date**

**Please send this to your Directorate Business Development Manager so that the form can be registered on the Officers Gifts and Hospitality Register. An acknowledgement will be sent to the employee within 48 hours of receipt.**

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| **GUIDANCE ON DECLARING GIFTS AND HOSPITALITY** |

**Register of Gifts and Hospitality**

1. Under the Council’s rules, employees must provide the Monitoring Officer with written notification of the existence of that gift or hospitality over the value of £25, within 28 days of being offered or receiving any gift or hospitality.
2. The responsibility to provide written notification is a matter for the individual employee and must be done personally and in writing.
3. Failure to provide written notice as required would be a failure to comply with the Code of Conduct and may lead to disciplinary action being taken under the current policy.

**What gifts and hospitality need to be declared?**

1. Any gifts or hospitality over the value of £25 received when an employee is acting in an official capacity.
2. Gifts which are received and passed on to a third party e.g. a charity or which are given to the Council should still be declared.
3. It is not necessary to declare purely personal gifts or hospitality received from relatives or friends, however, employees will need to consider a declaration where a friend or relative might have some connection with the Council. It is the responsibility of the employee to consider the need to make a declaration and discuss any concerns with their line manager.

**How to register gifts and hospitality**

7. Declaration of gifts and hospitality can be made on the Notification Form above.

8. Notification should be sent to the Directorate Business Development Manager who maintain the

register on behalf of the Monitoring Officer.