

JOHN TAYLOR MULTI ACADEMY TRUST



Gifts and Hospitality Policy

Implementation date:	January 2016
Reviewed on:	July 2017, July 2019
Next review due:	July 2021
Policy owner:	Barbara Mahoney

The ESFA Academies Financial Handbook requires academy trusts to have a policy and register on the acceptance of gifts, hospitality, awards, prizes or any other benefit which might be seen to compromise their personal judgment or integrity; and should ensure that all members of staff are made aware of this. When giving gifts, the trust **must** ensure that the value of the gift is reasonable, is within the trust's scheme of delegation, the decision is fully documented, and has due regard to propriety and regularity in the use of public funds

Purpose

- This outlines John Taylor Multi Academy Trust's (JTMAT) policy with regard to the acceptance of gifts and hospitality by its staff from any third parties arising from duties undertaken on behalf of an individual school or the MAT.
- JTMAT is committed to ensuring that governance of the MAT and its schools is conducted in accordance with the highest standards of integrity, probity and transparency.

General Rules

- Staff must not receive gifts, hospitality or benefits of any kind from a third party which might be seen to compromise their personal judgement or integrity. Staff are asked to immediately report any offer or receipt of such gifts to the Business Director to be recorded in a Register of Gifts and Hospitality.
- Members, Directors, Governors and staff may accept the following gifts/hospitality without the need to seek the approval of the School or formally register receipt:
 - courtesy hospitality at business lunches/dinners or attendance in an official capacity at a public function;
 - incidental promotional gifts such as calendars, diaries or pens;
 - receipt of small items from suppliers or contractors as expressions of gratitude such as boxes of chocolate or individual bottles of drink (at a value of less than £25).
- NB: Care must always be taken to ensure that whenever such gifts/hospitality are accepted no obligation to the person or organisation in question is accepted. Furthermore, there should be no offer of gifts/hospitality by MAT staff to other persons or organisations by way of inducement for the supply of goods or services. In cases of doubt members should consult JTMAT Chief Operating Officer.
- The following examples of gifts/hospitality require approval and to be formally recorded by the Head of School or other designated person in the Register of Gifts and Hospitality.
- Attendance as a non-paying guest of a commercial organisation or individual at a non-work related cultural or sporting event (at a value of more than £25).

Unacceptable Gifts/Hospitality

The following are examples of offers of gifts/hospitality which should be refused by staff:

- gifts of money (not including donations to the School);
- free membership or subscriptions (e.g. sports clubs);
- foreign travel unless as a specific element of a business, academic or research activity approved by the School;
- free goods, services or equipment which are normally provided by a supplier to the School at a charge;
- large gifts from parents to staff;
- any offers of gifts and hospitality falling into any of the above categories should be reported immediately to the School Business Manager/Finance staff who will report to the Head of School and COO.

Role of School Business Manager/Finance staff in relation to the Gifts and Hospitality Policy

- Responsible for ensuring that any offer or receipt of gifts, hospitality or donations to staff is recorded in the School's Register of Gifts and Hospitality.
- Reporting any possible conflict of interests arising from the offer or receipt of gifts and or hospitality.

Role of the Audit and Compliance Committee

- To examine the MAT strategic risk register (annually).
- To receive a report on school gifts and hospitality registers (annually).