



CSS 16

Gifts and Hospitality

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STANDARD: GIFTS & HOSPITALITY

APPLICABILITY:

- All Affected Properties and Staff

The Facilities Management Team (FMT) MUST have procedures in place to ensure all FM staff are fully aware of the principles and procedures concerning Gifts & Hospitality offered to or by staff in association with their official activities.

This is mandatory for all staff working within HMPPS and includes consultants, contractors and agency staff.

Principles

The general principle is that gifts and hospitality must only be accepted in exceptional circumstances. These occasions must only occur, and be associated with, staff acting in their official capacity.

FM Staff must not accept gifts or hospitality or receive other benefits from anyone which might reasonably be seen to compromise personal judgement or integrity.

Inappropriate acceptance of gifts and /or hospitality could result in disciplinary action.

(i) Gifts & Hospitality

- Gifts include tickets to events, vouchers, rewards and prizes and items loaned or bought at below their market value.
- Hospitality includes the provision of refreshments, meals and invitations to functions and other venues where the other party pays some or all of the costs.

(ii) Acceptance of Gifts FM Staff must refuse gifts unless they are :

- For the delivery of a lecture or broadcast
- Trivial or inexpensive, occasional or seasonal e.g. pocket diary, calendar, working lunches.

(iii) Acceptance of Hospitality

- Working lunches
- Annual dinner of a professional or representative association which HMPPS is in regular contact, provided the invitation is from the body itself and not an individual member.

Reporting of Gifts and Hospitality

Staff must report any kind of gift, hospitality or offer made to them directly to their line manager who will decide on the propriety of acceptance.

The Line manager MUST complete “reporting of gifts/hospitality form” in all cases regardless as to whether the decision is to accept or reject and e mail to the Head of Corporate Services. A local register must be maintained.

<http://intranet.justice.gsi.gov.uk/global/forms/downloads/finance/hospitaliy-register.xls>

FM Staff must be mindful that within Public Service, acceptance of money, gifts, even when not seen as corrupt, can still represent a breach of discipline.

FM Staff Should Ensure:

- Conduct must not foster the suspicion of any conflict between official duty and private interest.
- Actions whilst acting in an official capacity must not give the impression that a gift/hospitality may have had an influence in showing favour or disfavour.
- Gifts/hospitality must be refused if either the individual or the department is any doubt about the propriety of acceptance.

Provision of Gifts and Hospitality

Facilities Management Organisations may come into contact with outside organisations where it is normal practice to offer hospitality and sometimes gifts to promote useful contacts and working relationships.

The general principle is that gifts and hospitality must only be provided in exceptional circumstances and are appropriate to the circumstances. It should not be offered as a purely reciprocal gesture.

Public funds should not normally be used to pay for refreshments. When providing in house hospitality e.g. meetings, conferences no alcohol is to be paid for from departmental funds.