

CTC Gifts & Hospitality Policy – Approved 18 June 2021

Introduction

A gift is given without expectation of receiving anything in return and may include hospitality or services.

It is important that the recipient of any offers of hospitality or gifts should not allow themselves to be influenced or be perceived by others to have been influenced in making a business decision because of accepting a gift / hospitality.

Councillors

Any Member of the Council who receives gifts or hospitality over £50 should inform South Norfolk Council, and the Town Clerk.

Staff

Under the Local Government Act (LGA)1972 s117 (2) it is an offence for an officer of a local authority to accept any fee or reward, other than their proper remuneration.

From time to time, employees will be offered gifts or hospitality by Costessey Town Council's customers, hirers or business associates.

This Policy has been created to enable a consistent response to the receipt of small gifts without causing offence to the giver.

Gifts to the Office

Small gifts of chocolates, biscuits and occasionally bottles of wine, are often delivered to the office by community groups, hirers, clients, contractors, and Councillors. These are usually of low value and shared between the office and grounds staff.

Items which cannot be consumed on the premises eg bottles of wine, should be either donated to a charity / event / care or children's home, or raffled between the staff, bought by a staff member etc, and any proceeds donated to Costessey Parochial Charity

Gifts to Individuals

Any gifts to an individual member of staff should either not be accepted or else donated / shared as per the Gifts to the Office section above