



The TRUE Learning Partnership

THE TRUE LEARNING PARTNERSHIP GIFTS AND HOSPITALITY POLICY

Receipt of Gifts, Hospitality, Entertainment and Other Services

TTLP does not accept any gifts, awards, prizes or any other benefit which might be seen to compromise its personal judgement or integrity. All members of staff have been made aware of this.

Trustees, governors and members of staff do not accept excessive, frequent or regular gifts, hospitality, entertainment or other services from existing or prospective suppliers or any person wishing to use TTLP's services or facilities. When considering whether to accept such offers, they consider whether they could affect their independence or cause concern to others that they might affect their independence.

Only isolated gifts of a trivial nature, or inexpensive seasonal gifts (such as diaries or calendars) should be accepted. Gifts should not be accepted if they appear to be disproportionately generous or could be construed as an inducement to affect a business decision. In relation to conventional hospitality (lunches, outings, tickets for events, etc) these may be accepted provided that it is normal and reasonable in the circumstances.

Invitations should not be accepted:

- Where there is no reasonable business justification for doing so
- Where an invitation is disproportionately generous
- Where the invitation could be seen as an inducement to affect a business decision.

Any gift or hospitality other than of a nominal value (up to £50) should be reported for entry into the Register of Gifts and Hospitality.

TTLP maintains a Register of Gifts and Hospitality offered and whether these were accepted or rejected. Trustees and members of staff are required to inform the trust of such offers as they arise.

Token gifts given to staff by pupils as a form of thanks are acceptable provided these are not excessive or inappropriate.

In the event that there is uncertainty over whether or not the acceptance of a gift or hospitality is appropriate, the matter is discussed with the CFO or CEO.

Expenditure on Gifts and Hospitality

The Trust Board approves any expenditure on gifts and hospitality. The trust maintains a log of these. Such expenditure is only authorised if the Trust Board can demonstrate that they have taken into account the principles of probity, regularity and value for money.

Expenditure on hospitality from public funds is only incurred in the provision of education. Hospitality is generally only provided in the workplace and usually restricted to tea/coffee, biscuits, soft drinks or sandwiches.

REVIEW

Date of Policy: January 2020

Review date: The Policy will be reviewed in 3 years unless operating experience and/or changes in legislation require an earlier review.



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