



CITY OF ELY COUNCIL GIFTS AND HOSPITALITY POLICY

DEFINITION

The City of Ely Council is a public body. This policy demonstrates to the public that the Council conducts its business in an open and transparent manner and that relevant interests of Members and staff do not influence the Council's decision-making process.

REQUIREMENTS

1. This policy will ensure that Members and staff remain free of any conflict of interest with their acceptance of tips, gifts and hospitality from parties to whom they are associated through business with the Council. Members should use this policy in conjunction with the Code of Conduct.
2. The Clerk to the Council will maintain a register which, if requested, will be open to the public for inspection.
3. The Chairman of the Council will sign off the register annually.

HOSPITALITY

1. The Council may provide hospitality in connection with its business affairs. The hospitality may be provided to:-
 - ❖ Members
 - ❖ Council Staff
 - ❖ Volunteers
 - ❖ Parishioners
 - ❖ Representatives from organisations visiting the Council on business or for training.
2. The hospitality provided will not exceed the provision of refreshments or lunch and will only be provided on occasions where it is deemed to be necessary, ie when the Council holds a training session, Grants Presentation evening, volunteers undertaking work for the Council etc.
3. The Council is obliged to ensure it uses the public funds entrusted to it in a responsible and lawful manner. It is the Council's responsibility to ensure value for money with all its expenditure.
4. Any gifts or hospitality costing more than £100.00 which is offered to another organisation or individual must be recorded in the appropriate register kept by the Clerk to the Council.
5. The budget for hospitality will be determined by the Council and will be subject to annual review.

INTEGRITY

Council employees and members should not use their official position to receive, agree or accept or attempt to obtain payment or other consideration for doing, or not doing anything, or showing favour, or disfavour, to any person. Employees and members should not receive benefits of any kind from a third party which might reasonably be seen to compromise their personal judgement or integrity. Under the Bribery Act 2010, staff may be required to prove that the receipt of payment or other consideration from someone seeking to obtain a contract is not corrupt.

INDUCEMENTS

1. Gifts, other than items of very small intrinsic value such as business diaries, calendars etc shall not be accepted. Gifts which exceed the value of £25.00 shall not be accepted. Items for personal use shall not be accepted. All gifts must be recorded in the gifts and hospitality register which is held by the Clerk to the Council.
2. Modest hospitality is an accepted courtesy of a business relationship. The recipient however must be conscious of the need to avoid a position where he or she might appear to be influenced in making a decision by such hospitality.
3. Where an employee or member finds themselves in a situation where they are uncertain if it would be appropriate to accept an offer of a gift or hospitality, the offer should be declined or advice sought from the Clerk to the Council.
4. Personal inducement in any form from suppliers of goods or services must never be accepted. Any such offers must be reported to the Clerk to the Council.

GIFTS AND HOSPITALITY REGISTER

1. The register is located at Sessions House, Lynn Road, Ely and is available on request.
2. Anyone wishing to make an entry into the register should contact the Clerk to the Council, who will take details of the gift or hospitality given and record these in the Register.

This policy will be reviewed on an annual basis.

Reviewed and approved 22nd May 2023

Signed
Cllr C Phillips - Chairman of the Council