

### **Gifts and Hospitality – Staff**

Employees should take great care when dealing with offers of gifts or hospitality. It is very easy for a member of the public to misinterpret gifts and hospitality and believe that you have taken this in exchange for action.

You should abide by the rules of the Council about the declaration of gifts offered to or received by you from any person or body seeking to do business with the authority or which would benefit from a relationship with the Council. You should not accept benefits from a third party unless authorised to do so by your Corporate Director.

You should not accept significant gifts of hospitality, particularly where they would benefit you personally. Examples would be tickets to sporting or social events, meals, bottles of alcohol, or boxes of chocolates. Where hospitality is provided as part of an event and is available to all participants this is generally acceptable. Equally it is generally acceptable to receive nominal gifts such as pens, diaries, or other small stationary items.

Should you be placed in a position where refusal of a gift would cause offence (this may be particularly relevant around Christmas and other festivals) it is suggested that consideration be given to passing the gift to the Council's Chairman for use in relation to his/her charity.

The registration of gifts and hospitality can be done by completing the form available via the intranet, the Council's website or by contacting the Member Services Team on [memberservices@fenland.gov.uk](mailto:memberservices@fenland.gov.uk)

If you are in any doubt, you should seek the guidance of the Council's Monitoring Officer before accepting any gifts or hospitality.

### **Gifts and Hospitality – Members**

Members must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £100 which you have accepted as a member from any person or body other than the authority by completing the form available via the Council's website or by contacting the Member Services Team on [memberservices@fenland.gov.uk](mailto:memberservices@fenland.gov.uk)

If you are in any doubt, you should seek the guidance of the Council's Monitoring Officer before accepting any gifts or hospitality.