

## **Gifts and Hospitality Policy - 2019**

### **Introduction**

The Coast to Capital Gift & Hospitality policy will be to decline gifts or hospitality exceeding £50. However, Coast to Capital will accept offers of free venues to deliver our Board meetings, Stakeholder events and team away days which is the only benefit in-kind we receive from partners.

### **Gifts and Hospitality Registers**

We manage four separate Gifts and Hospitality Registers:

- one for Board Members including the Chairman which is managed by the Governance Officer
- one for the Chief Executive which is managed by the PA to the Chief Executive
- one for Officers which is the responsibility of the team to ensure is kept up to date with the Governance Officer as a central contact point
- one Corporate Register which details the event spaces we are provided free of charge and is managed by the Governance Officer

These registers are updated monthly and published on our website.

### **Process**

Any gift declined over the £50 threshold should be noted in the individual's register of interest and included in the relevant Gifts and Hospitality register. Any gift below the £50 threshold does not need to be included in the registers.

The Gifts and Hospitality registers will start from 1 January of each year and a new one saved each year. Previous year's registers are kept for reference

The process for Board members will be on declining a gift or hospitality over the threshold to update their individual register of interest and share with the Governance Officer who will update the relevant Gifts and Hospitality register.

The process for the Chief Executive will be on declining a gift or hospitality over the threshold for the PA to the Chief Executive to update the Chief Executive register of interest and relevant Gifts and Hospitality register.

The process for staff will be to inform their Line Manager and Governance Officer of any gift or hospitality over the threshold declined who will update the relevant Gifts and Hospitality register and provide guidance on updating their individual register of interest if they have one.



The process for updating registers of interest should follow the agreed process. Only the current year's gifts or hospitality declined are recorded on the individual's declaration of interest forms.

It may be the case that the value of the gift or hospitality needs to be estimated. For ease, it is assumed that an invitation to an evening three course dinner with drinks is below the £50 threshold and can be accepted if appropriate.