

**Coast to
Capital**



**Gifts and
Hospitality
Policy**

Gifts and Hospitality Policy 2022

Version Control

Version	Reason for update	Publication Date
V1 – 2019	Included in 2020 Assurance Framework	January 2020
V2 – 2020	Reviewed as part of Governance Review – minor changes to bring in line with new Assurance Framework.	April 2021
V3 – 2022	Review of all policies and procedures (no substantial changes made)	

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 Directors including the Chair 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 Team 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 Team.

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 Directors will be on declining a gift or hospitality over the threshold to update their individual register of interest and share with the Governance Team who will update the relevant Gifts and Hospitality register.

The PA to the Chief Executive will update the Chief Executive's register of interest and Chief Executive Gifts and Hospitality register when the Chief Executive declines gifts or hospitality over the threshold.

Staff will inform their Line Manager and Governance Team of any gift or hospitality over the threshold declined. The Governance Team will update the relevant Gifts and Hospitality register and provide guidance on updating their individual register of interest if they have one.

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.

Date Approved: 07/09/2022

Approved by: Board

Next review date: September 2022