

COLNEY HEATH PARISH COUNCIL

- ✉ Postal Address: Highfield Park Visitor Centre, Hill End Lane AL4 0RA
- ☎ Telephone: (01727) 825 314
- 💻 Website: <https://colneyheathparishcouncil.gov.uk>
- ✉ E-mail: clerk@colneyheathparishcouncil.gov.uk



GIFTS AND HOSPITALITY POLICY

1. Policy

Colney Heath Parish Council is clear that the following Policy does not prohibit normal, reasonable and appropriate hospitality (given and received) to or from third parties but an employee is prohibited from accepting a gift from or giving a gift to a third party, unless the following requirements are met:-

- it is not made with the intention of influencing a third party to obtain or retain business or a business advantage or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours or benefits;
- it is lawful;
- it is given in the Parish Council's name and not the employee's name;
- it does not include cash or a cash equivalent such as gift certificates or voucher;
- it is reasonable and appropriate in all the circumstances and agreed as such by the Clerk;
- taking into account the reason for the gift, it is of an appropriate type and value and given at an appropriate time;
- it is given openly, not secretly; and
- it is not be offered to, or accepted from, Government officials or representatives, politicians or political parties, without the prior approval of the Clerk.

The Parish Council appreciates that the practice of giving business gifts varies between countries and regions and what may be normal and acceptable in one region may not be in another and the intention behind the gift should always be considered. The test that should be applied is whether in all the circumstances the gift or hospitality is reasonable, proportionate and justifiable. It is not acceptable for an employee or someone on their behalf to:-

- give, promise to give, or offer, a payment, gift or hospitality with the expectation or hope that a business advantage will be received, or to reward a business advantage already given;
- give, promise to give, or offer, a payment, gift or hospitality to a Government official, agent or representative to "facilitate" or expedite a procedure;
- accept payment from a third party that the employee knows or suspects is offered with the expectation that it will obtain a business advantage for them;

COLNEY HEATH PARISH COUNCIL

- ✉ **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
- ☎ **Telephone:** (01727) 825 314
- 💻 **Website:** <https://colneyheathparishcouncil.gov.uk>
- ✉ **E-mail:** clerk@colneyheathparishcouncil.gov.uk



- accept a gift or hospitality from a third party if the employee knows or suspects that it is offered or provided with an expectation that a business advantage will be provided by the Parish Council in return;
- threaten or retaliate against another employee who has refused to commit a bribery offence or who has raised concerns under this Policy; or
- engage in any activity that might lead to a breach of this Policy.

Any employee who breaches this Policy will face disciplinary action in accordance with the Parish Council Disciplinary Procedure which could result in dismissal for gross misconduct.

2. Review

This Policy will be reviewed periodically by the Council, as appropriate, to assess its effectiveness or as required by legislation and any appropriate changes will be made in consultation with employees.

This policy was adopted 27th February 2023 for a period of 4 years or until legislation changes.