



Gifts & Hospitality Policy

The Richard Huish Trust



Lead reviewer	Chief People Officer
Approving board/ committee	People & Performance Committee
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1. Introduction

The Richard Huish Trust (the Trust) was established by Richard Huish College to provide governance oversight to those academies that are part of the Trust. These include:

- i. Pyrland School
- ii. West Buckland Primary
- iii. North Curry CofE Primary
- iv. Nerrols Primary and Nursery
- v. North Town Primary
- vi. Lyngford Park Primary
- vii. Richard Huish College

As a general guideline, business gifts and hospitality should not be accepted by any member of staff, Richard Huish Trust (RHT) Members, Trustees (Directors) and Local Governing Body Governors, except as provided for below.

2. Policy Aims

The intention of the policy is to ensure that the Trust and its member academies and schools can demonstrate that no undue influence has been applied or could be said to have been applied by any supplier or anyone else dealing with the academy or school.

3. Policy Scope

Each Trust member organisation should be able to show that all decisions are reached on the basis of value for money and for no other reason. Any consideration of whether or not the principles of this policy have been breached will be determined by reference to this provision.

Any breach of this Policy could lead to disciplinary action and may constitute gross misconduct.

4. Policy Principles

Employees, Trust Members, Trustees and LGB governors shall not use their authority or office for personal gain and shall seek to uphold and enhance the standing of the Academy by:

1. Maintaining an unimpeachable standard of honesty and integrity in all their business relationships.
2. Complying with the letter and spirit of the law, and contractual obligations, rejecting any business practice that might be deemed improper.
3. At all times in their business relationships acting to maintain the interests and good reputation of the Trust and each member organisation.
4. Anyone who becomes aware of a breach of policy must report this immediately to their manager or the Governance Specialist who will instigate investigations as necessary.
5. Any personal interest that may impinge or might reasonably be deemed by others to impinge on an employee's impartiality or conflict with the duty owed to the Trust in any matter relevant to an employee's duties (such as conflicting business interests) should be declared in writing. Any member of staff who is aware of any business dealings conferring personal gain or involving relatives or associates of members of staff must supply details of such transactions for entry into the Register of Business Interests. A declaration of interest form is available from the Governance Specialist. The register of interests for Members, Trustees and Governors is maintained by the Governance Specialist and published on the Trust or local school website.

6. Employees are permitted to accept gifts, rewards or benefits from members of the public or organisations the Trust or any of its member organisations has official contacts with only where they are isolated gifts of a trivial character (such as diaries or calendars) and have a value less than £25. Gifts should not therefore be accepted if they appear to be disproportionately generous or could be construed as an inducement to affect a business decision.
7. Where purchased items include a “free gift”, such gifts should be either used for Trust business or handed to the relevant Academy or School to be used at charity raffles etc.
8. In relation to conventional hospitality (lunches, outings, tickets for events etc.) provided that it is normal and reasonable in the circumstances they may be accepted. Such invitations should not be accepted where there is no reasonable business justification for doing so, where an invitation is disproportionately generous, or where the invitation could be seen as an inducement to affect a business decision.
9. Any hospitality received by employees, during the normal course of business, greater than £50 in value should be discussed with the line manager for approval and reported to the HR Team responsible for maintaining the Gift and Hospitality Register. For Trust Directors, Members and LGB governors, this will be the Governance Specialist.
10. The register of business interest entries for gifts and hospitality that exceed these thresholds will be reviewed at least annually by the Trust Finance and Audit Committee or sooner if the individual register owner feels it necessary.

5. Associated Policies

RHT Anti-Fraud Policy

RHT Anti-Bribery and Corruption Policy

RHT Code of Conduct for Staff and Trustees

RHT Whistleblowing Policy

RHT Disciplinary Procedure