Appendix four

**Golden Jubilee Foundation**

**Register for Gifts and Hospitality received in line with the requirements of the following:**

* Ethical Standard in Public Life (Scotland) Act;
* Public Services Reform Act;
* Bribery Act; and
* Association of British Pharmaceutical Industry requirements.

This form requires to be completed for all instances where gifts or hospitality have been received by any member of staff of the Golden Jubilee Foundation. This is served to protect staff in their duties and provides for a register of gifts and hospitality. The form is not an approval form but simply records the information and any specific issues will be followed up by the finance and/or procurement team.

All staff have a responsibility to complete this form if a gift or hospitality is provided.

**The completed form should be sent to lily.bryson @gjnh.scot.nhs.uk.**

**Attached to this form is draft guidance on what is meant my each heading and should be read in conjunction with completion of the form. Note staff should note that if they are unclear on any aspect please contact Lily Bryson on 0141-951-5086.**

**Register of Gifts and Hospitality**

|  |  |
| --- | --- |
| **Name:** |  |
| **Position held with National Waiting Times Centre Board:** |  |

**Gift Received**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Gift including value if known** | **Date of receipt** | **Name of Company/Individual providing gift** | **Additional comments** |
|  |  |  |  |
|  |  |  |  |

**Hospitality Received**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Hospitality including value if known** | **Date of receipt** | **Name of Company/Individual providing gift** | **Additional comments** |
|  |  |  |  |
|  |  |  |  |

Do you have authority within the Board to authorise purchase of goods or services? YES/NO (if yes please provide details)

Are you receiving financial payment from any company who provides goods/services to the Board for any reason? YES/NO

(if yes please provide details)

|  |  |
| --- | --- |
| **Date of Preparation:** |  |

|  |  |
| --- | --- |
|  |  |

|  |  |
| --- | --- |
| **Signed:** |  |

# Appendix one

# SPECIFIC GUIDANCE

It is common practice in business for hospitality to be offered. This can range from “working lunches” to dinners, to offers of tickets for sporting or cultural events. When deciding whether or not to accept an offer made by a Supplier, the following should be adhered to:

1. Invitations made in a representational role (i.e. where the person invited is a representative of the department and does not have any personal involvement in dealing with the organisation that made the Invitation) may generally be accepted.
2. Hospitality that includes overnight accommodation paid for by a Supplier should not normally be accepted unless it is part of the representational invitation. Exceptionally it may sometimes be appropriate to accept overnight hospitality where there is no convenient alternative to the Supplier’s accommodation and where the offer arises in connection with an official working visit. The matter should be referred to the respective Executive Director for approval.
3. Invitations to lunches or dinners with representatives from Suppliers or prospective Suppliers may normally be accepted so long as the purpose of the lunch or dinner is to discuss Board business and acceptance is considered to be in the interests of the Board/Department.
4. Invitations of a social kind from Suppliers with whom the Board has business, and in particular invitations to sporting or cultural events, should normally be declined. Such invitations should only be accepted, if acceptance can be shown to be necessary in the interests of the organisation, and if the invitation is occasional and not one of several repeated invitations from the same source. The matter should be referred to the Executive Director for approval prior to acceptance.
5. Transport should not normally be accepted unless it is part of the representational invitation, as travel and subsistence allowances are expected to cover such expenditure. But local transportation, for example a company car from the nearest station to a factory may be used. Exceptionally, it may sometimes be appropriate to accept other offers of transport where they form part of a wider offer to Supplier’s customers, and where the offer arises in connection with an official visit.
6. Offers of holidays must always be refused, and details of the offers reported immediately to line management.
7. No individual should be seen favouring one particular Supplier or organisation. But the acceptance of hospitality from a number of separate Suppliers or organisations does not necessarily remove suspicion of favour.

# GIFTS

In general Board employees should not accept gifts, nor should gifts be accepted by the relatives or associates of Board employees. The following is to be adhered to:

1. Trivial Gifts. Seasonal gifts such as diaries and calendars, and other inexpensive “desk top” items can be retained. In general, gifts with a retail value of over £25 should not be accepted, and gifts with a retail value of less than £25 should only be accepted where they are occasional and where acceptance would not give rise to public concern.

**Further detail of this with examples is shown on the attached table.**

**Draft Summary Guidance on Acceptance of Gifts and Hospitality**

|  |  |  |  |
| --- | --- | --- | --- |
| GIFT/ HOSPITALITY | **Acceptable\*\*** | **Approval Required** | **Declarable** |
| Low value promotional gifts such as: Diaries/Calendars under £25 | **Yes\*** | **No** | **No** |
| Token gifts given at a courtesy visit/ VIP visit | **Yes\*** | **No** | **Yes** |
| Infrequent working breakfast | **Yes\*** | **No** | **Only if considered greater than £25 in value** |
| Infrequent working lunch | **Yes\*** | **No** | **Only if considered greater than £25 in value** |
| Biscuits, chocolates, flowers etc from patients/relatives/friends of patients | **Yes\*** | **No** | **Only if considered greater than £25 in value** |
| Formal dinners/evenings | **In some situations** | **Yes** | **Yes** |
| Visits to view equipment paid for by outside companies | **In some situations** | **Yes** | **Yes** |
| Other forms of commercial sponsorship including drug company sponsorship for example to attend a conference, study leave | **In some situations** | **Yes** | **Yes** |
| Gifts to friends/relatives of GJ staff | **No – to be declined \*\*** | **Should be declined** | **Yes, regardless of value** |
| Holiday accommodation | **No – to be declined \*\*** | **Should be declined** | **Yes** |
| Casual gifts offered by contractors and/or potential suppliers under £25 | **Yes (so long as it does not create a sense of obligation)** | **If any doubt approval should be sought** | **Yes** |
| Gifts/ equipment offered by contractors/ potential suppliers over £25 (such as concert/ sporting event tickets) | **No – to be declined\*\*** | **Should be declined** | **Yes** |
| Other promotional gifts | **In some situations** | **Yes** | **Yes** |
| Invitations to sporting or cultural events | **No – to be declined\*\*** | **Should be declined** | **Yes, regardless of value** |
| Gifts of cash or gift vouchers (any amounts) - persons offering cash should be advised of the existence of Endowment Funds as an alternative. | **No – to be declined\*\*** | **Should be declined** | **Yes, regardless of value** |

* \* Acceptable where the gift/ hospitality does not create a sense of obligation or constitute an incentive or bribe.
* \*\* Where it is felt that declining the gift will cause offence, approval should be sought on how best to handle receipt of the gift – for example by submitting it to a team fund and /or raffling the gift etc. Under such circumstances, the fear of causing offence should not create a conflict of interest for the recipient.