

Livewell Southwest

Acceptance of Gifts/Hospitality Policy

Version No. 5

Review: August 2025
Expires: January 2026

Notice to staff using a paper copy of this guidance

The policies and procedures page of Intranet holds the most recent version of this guidance. Staff must ensure they are using the most recent guidance.

Author: Human Resources/Governance

Asset Number: 878

Reader Information

Title	Acceptance of Gifts/Hospitality Policy v5
Asset number	878
Rights of access	Public
Type of paper	Policy
Category	Non-Clinical
Document purpose/summary	Guidance and advice for accepting gifts and hospitality
Author	Lynn Bluett, Corporate Secretary Revised by HR Department. Reviewed by Nina Gibson, Company Secretary, January 2022.
Policy Author's Manager	Dawn Slater, Director of People and Professionalism
Ratification date and group	January 2023. Virtual Policy Ratification Group
Publication date	21 st July 2023
Review date and frequency (one, two or three years based on risk assessment)	Three years after ratification, or earlier if there is a change in evidence.
Disposal date	The PRVG will retain an e-signed copy for the archive in accordance with the Retention and Disposal Schedule, all copies must be destroyed when replaced by a new version or withdrawn from circulation.
Target audience	All Livewell Southwest staff, volunteers and stakeholders
Circulation List	Electronic: Livewell Southwest (LSW) intranet and website (if applicable) Written: Upon request to the Policy Co-ordinator at livewell.livewellpolicies@nhs.net Please contact the author if you require this document in an alternative format.
Stakeholders	All LSW staff.
Consultation process	Via LSW Executive Team with advice from Audit South West
References/sources of information	Institute of Chartered Secretaries & Administrators (ICSA) Guidance. Governance Pages – www.governancepages.org.uk NHS England Managing Conflicts of Interest in the NHS Guidance for staff and organisations https://www.england.nhs.uk/wp-content/uploads/2017/02/guidance-managing-conflicts-of-interest-nhs.pdf
Equality analysis checklist completed	Yes
Is the Equality and	N/A

Diversity Policy referenced	
Is the Equality Act 2010 referenced	N/A
Associated documentation	LSW Fraud, Bribery & Corruption Policy. Declarations of Interest Policy. Sponsorship & Working with Industry Policy.
Supersedes document	V4
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Document Review History

Version No.	Type of Change	Date	Originator of Change	Description of Change
0.1	New policy	September 2014	Corporate Secretary	New policy
1	Minor amend	November 2014	Policy Ratification group	Ratified.
1.1	Minor amend	May 2015	Corporate Secretary	Amendments to reflect Locality Changes.
1.2	Minor amend	March 2017	Counter Fraud – Audit South West	Amendment to include secondary employment declaration.
1.3	Reviewed	December 2017	Corporate Secretary	Reviewed, format updates only.
2	Full Review	December 2018	HR Department	Revised declarations of interest paperwork to combine with requirements of appraisal declaration of interest.
3	Full Review	March 2019	HR Department	Separated the Declarations of Interest Policy from the Acceptance of Gifts/Hospitality Policy
4	Full Review	January 2021	Counter Fraud & Company Secretary	Reviewed and updated. Change of ownership to Company Secretary.
5	Reviewed	September 2022	Counter Fraud & Company Secretary	Reviewed and minor updates.

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Acceptance of Gifts and Hospitality Policy

1. Introduction

- 1.1 As a Community Interest Company, Livewell Southwest (LSW) must be impartial and honest in the conduct of its business and its employees must be beyond suspicion. The Bribery Act 2010 came into force on 1st July 2011 and it reforms the criminal law of bribery, making it easier to tackle this offence proactively in the public and private sectors. It is an offence under the Bribery Act 2010 for an employee to accept any inducement (bribe) or reward for doing, or refraining from doing, anything in his/her official role, or corruptly showing bias in the handling of contracts.
- 1.2 All staff and volunteers should not accept gifts or hospitality that may affect, or be seen to affect, their professional judgement.

2. Purpose

- 2.1 This policy aims to protect the integrity of the organisation's decision-making process, to enable our stakeholders to have confidence in our integrity and to protect the integrity and reputation of volunteers, apprentices, staff and committee members.
- 2.2 Employees must:
- Ensure that the interests of patients and clients remain paramount at all times.
 - Be impartial and honest in your work.
 - Use any funds entrusted to you to the best advantage of the service, always ensuring value for money.
- 2.3 Employees must not:
- Abuse your official position for personal gain, or to benefit your family or friends.
 - Do anything to promote or give advantage to private business or other interests, in the course of your work.
 - Retain any funds given in error, i.e. overpayments of salary/expenses.

3. Definitions

- Casual gift: Small tokens of gratitude (excluding money and gift vouchers), this can include gifts up to the value of a working lunch (which is considered to be up to £25 in value).
- Multiple gifts: Multiple gifts from the same source over a 12 month period should be treated in the same way as single gifts over £25 where the cumulative value exceeds £25.
- Hospitality: Hospitality must only be accepted when there is a legitimate business

reason and it is proportionate to the nature and purpose of the event. Particular caution should be exercised when hospitality is offered by actual or potential suppliers or contractors.

Conflict of interest: A set of circumstances by which a reasonable person would consider that an individual's ability to apply judgement or act, in the context of delivering, commissioning, or assuring taxpayer funded health and care services is, or could be, impaired or influenced by another interest they hold. A conflict of interest should be declared by the individual to avoid potentially damaging circumstances for the individual, stakeholders, or the organisation. More information is available in the Declaration of Interest policy

4. Duties & Responsibilities

- 4.1 The **Board** is responsible for ensuring the impartiality and honesty of the business and its employees.
- 4.2 The **Chief Executive** is ultimately responsible for the content of all policies, implementation and review.
- 4.3 The **Company Secretary** is responsible for working with and in support of the Chair and Chief Executive to meet their own obligations to ensure that the Company is adequately prepared to comply and can secure on-going compliance with its regulatory framework. The Company Secretary ensures a centralised record of declarations of gifts and hospitality is maintained, which can be shared with other departments where appropriate (for example with Procurement).
- 4.4 **Managers** should:
- Make staff aware of the procedure for accepting gifts and hospitality (refer to Appendices).
 - Ensure that gifts and hospitality are appropriately declared and recorded in the centralised gift register.
- 4.5 **Employees** should adhere to the reporting process (refer to Appendices A-B) within this document. Employees are responsible for identifying and declaring, at the earliest opportunity (within 28 days of the event occurring), any gifts and/or hospitality.

Any offer of gifts and/or hospitality which is declined must be declared to the Corporate team for inclusion in the Company register.

5. Casual Gifts

- 5.1 Employees may:

- Accept small tokens (up to £25) of gratitude, such as flowers, biscuits or chocolates (excluding money or gift vouchers) from patients or their relatives.
- Accept small tokens of low cost branded promotional aids such as stationery.

5.2 Employees must **not**:

- Ask for gifts / donations.
- Accept a gift of money personally. Anyone wishing to donate money must be referred to the:
 - Ward Manager.
 - Clinical Manager.
 - Cashier (Local Care Centre, Mount Gould) open Monday - Thursday, 09.00 – 12:15

They can then advise the person wishing to give money how to donate to the relevant charitable fund. Alternatively, if the individual wishes to donate to The Livewell Foundation then they can do so via the foundation website -

<https://www.livewellfoundation.org.uk/default.aspx>

5.3 Employees must:

- Politely refuse casual gifts from contractors (with the exception of standardised advertising articles such as diaries and calendars).
- On receipt of casual gifts/small tokens, employees to complete a compliment form (either individually at the time or as part of the monthly return) and send to the Customer Services Department for inclusion on their database.
- Declare any other gifts in accordance with Appendix A

6. Substantial Gifts/Donations

6.1 Where a significant financial gift or donation is proposed by any individual benefactor or an agency on behalf of an individual, whether the individual wishes to remain anonymous or has a high profile locally or nationally, the LSW Board will acknowledge and confirm its agreement to accept the gift or donation.

6.2 Any publicity or media coverage will require appropriate consent and chaperoning arrangements where individual patients, their families or carers are included. This will be arranged through the Corporate team and Communications team.

7. Hospitality

7.1 The delivery of services across the health community relies on working with a range of partners, including industry and academia. As a result, staff will be sometimes appropriately receiving hospitality. Staff receiving hospitality should always be prepared to justify why it has been accepted and be mindful that even hospitality of a

small value may give rise to perceptions of impropriety and might influence behaviour.

7.2 Hospitality means offers of meals, refreshments, travel, accommodation and other expenses in relation to attendance at meetings, conferences, education and training events etc.

7.3 Employees may:

- Accept modest hospitality (up to £25) provided it is reasonable in the circumstances. This may be simply a cup of tea but in general it is limited to the extent of a working lunch or equivalent.
- Meals and refreshments over the value of £75 should be refused unless (in exceptional circumstances) senior leader approval is given. A clear reason should be recorded on the Company register as to why it was permissible to accept.
- Where hospitality is offered by actual or potential suppliers/contractors, this can be accepted if modest and reasonable but must be declared. This can include offers of some or all travel and accommodation costs related to attendance at events but must be declared.
- Offers of hospitality which go beyond modest or are of a type that the organisation itself might not usually offer, need approval by a Head of Service and should only be accepted in exceptional circumstances. A clear reason should be recorded in the organisations's register of gifts & hospitality as why it was permissible to accept travel and accommodation of this type i.e. offers of first class travel (including domestic travel) and offers of foreign travel and accommodation.

7.2 Employees must declare all other offers of hospitality or entertainment on behalf of LSW using the attached form and in accordance with Appendix A.

8. Commercial Sponsorship of Attendance at Courses/Conferences

8.1 Employees must:

- Obtain written permission from your manager to attend a course or conference under commercial sponsorship. Permission will be refused if acceptance could compromise or be perceived as compromising future decisions in any way.

8.2 For full details of principles and standards expected when working with sponsors, please refer to the Sponsorship and Working with Industry Policy.

9. Preferential Treatment in Private Transactions

9.1 Employees must not:

- Seek or accept preferential rates or benefits in kind for private transactions

carried out with companies with which you have had (or may have) official dealings on behalf of LSW.

10. Monitoring Compliance

Failure to comply with the contents of this policy may result in disciplinary action. Please refer to the Disciplinary Policy for further details. The effectiveness of this policy will be monitored through the HR Department.

The Company Secretary will use the Association of Pharmaceutical Industries (ABPI) data to ensure Company compliance in respect of pharmaceutical payments and benefits in kind made to healthcare organisations and professionals.

All policies are required to be electronically signed by the Lead Director. Proof of the electronic signature is stored in the policies database.

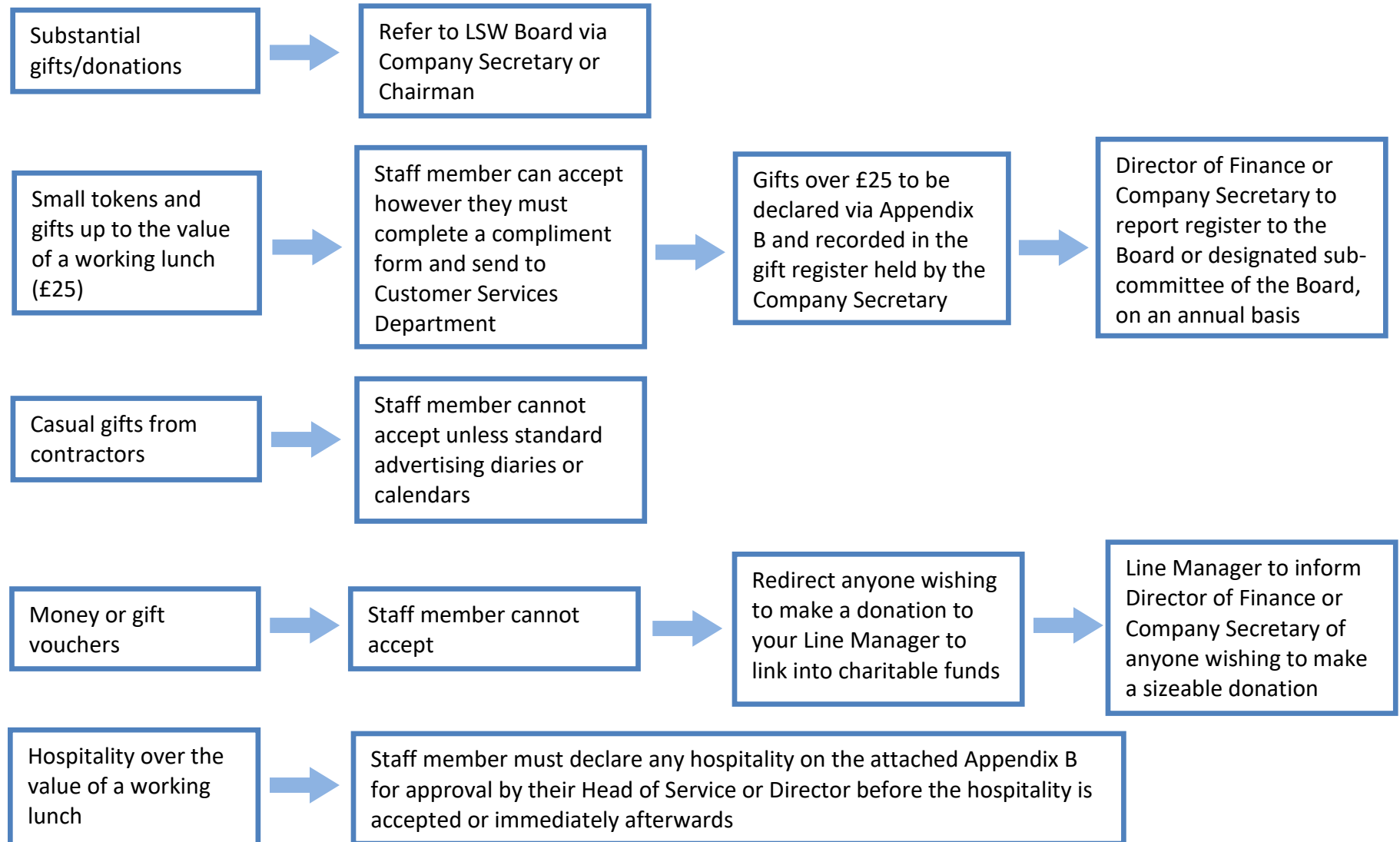
The Lead Director approves this document and any attached appendices. For operational policies this will be the Head of Service.

The Executive signature is subject to the understanding that the policy owner has followed the organisation process for policy Ratification.

Signed: Director of People and Professionalism

Date: 20th July 2023

Appendix A – Acceptance of Gifts and Hospitality Flowchart



Appendix B

NOTIFICATION OF GIFTS AND HOSPITALITY

Employee details	
Surname:	
First name(s):	
Job title:	
Employment base:	
Details of person/organisation from whom gift or hospitality was offered or received	
Surname:	
First name(s):	
Organisation name & address:	
Type of gift / hospitality and description	
Date of offer/receipt:	Value:
Signature of person who received/is going to receive gift or has declined the offer:	
Date:	
Name of Assistant Director / Executive Director:	
Authorising Signature:	
Date:	

Please send the completed form to: livewell.giftsandhospitality@nhs.net

For Corporate Office Use:	
Date received:	
Approved on behalf of Chief Executive:	