

Glasgowlife™

**Gifts and Hospitality
Policy**

Change control

Date	Version	Author	Approved by	Comments
November 2022	V1.0	Elaine Lawrie	Jan Buchanan, Director of Finance and Corporate Services	Addition of change control table; Directors updated; Governance Team replace Jean Finlayson as contact for Hospitality and Gifts Register, forms updated as per GCC instruction

1. Introduction

This policy outlines expected conduct by Glasgow Life staff, Board members and contractors in relation to gifts and hospitality.

1.1 Key Principles Underpinning Hospitality and Gift Policy

This policy is based on the following general principles which underpin the Standards Commission for Scotland's standard code of conduct for staff and board members of public bodies. These are:

Duty

You have a duty to uphold the law and act in accordance with the law and the public trust placed in you. You have a duty to act in the interests of Glasgow Life and in accordance with the core functions and duties of Glasgow Life.

Selflessness

You have a duty to take decisions solely in terms of public interest. You must not act in order to gain financial or other material benefit for yourself, family or friends.

Integrity

You must not place yourself under any financial, or other, obligation to any individual or organisation that might reasonably be thought to influence you in the performance of your duties.

Objectivity

You must make decisions solely on merit and in a way that is consistent with the functions of Glasgow Life when carrying out public business including making appointments, awarding contracts or recommending individuals for rewards and benefits.

Accountability and Stewardship

You are accountable for your decisions and actions to the public. You have a duty to consider issues on their merits, taking account of the views of others and must ensure that Glasgow Life uses its resources prudently and in accordance with the law.

Openness

You have a duty to be as open as possible about your decisions and actions, giving reasons for your decisions and restricting information only when the wider public interest clearly demands.

Honesty

You have a duty to act honestly. You must declare any private interests relating to your public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

You have a duty to promote and support these principles by leadership and example, and to maintain and strengthen the public's trust and confidence in the integrity of the public body and its members in conducting public business.

Respect

You must respect employees of Glasgow Life and the role they play, treating them with courtesy at all times. Similarly you must respect members of the public when performing duties as a member of Glasgow Life staff, its governance structures, or as a contractor operating on its behalf.

You should apply the principles of this Policy to your dealings with Glasgow Life and other stakeholders. Similarly you should also observe the principles of this policy in dealings with the public when performing duties as a member of Glasgow Life staff, its governance structure, or as a contractor operating on its behalf

1.2 Bribery Act 2010

Glasgow Life staff, Board members and contractors are subject to Bribery Act (2010)

Bribery is the improper performance of a duty/function in return for an advantage. An advantage includes traditional cash bribes as well as non-cash bribes.

Bribery is a criminal offence. Individuals who are convicted face up to 10 years imprisonment and an unlimited fine. Organisations who fail to prevent bribery face unlimited fines.

It is a criminal offence:

- to make a bribe
- to accept a bribe
- to bribe a foreign public official or
- for an organisation to fail to prevent bribery.

1.3 Freedom of Information (Scotland) Act 2002

Glasgow Life staff, Board members and contractors are subject to the Freedom of Information (Scotland) Act 2002. This gives anyone the right to ask for any information held by a Scottish public authority.

Information on staff, board and contractor receipt of gifts and hospitality is a common Freedom of Information request and it is important we are able to respond to these requests.

2. Gifts, Hospitality Received, and Hospitality Offered – General Principles

You must not accept any offer by way of gift or hospitality which could give rise to real or substantive personal gain or a reasonable suspicion of influence on your part to show favour, or disadvantage, to any individual or organisation.

You should also consider whether there may be any reasonable perception that any gift received by your spouse or cohabitee or by any company in which you have a controlling interest, or by a partnership of which you are a partner, can or would influence your judgement.

You must not make any offer by way of gift or hospitality which could give rise to real or substantive personal gain or a reasonable suspicion of influence on your part to show favour, or disadvantage, to any individual or organisation.

The term “gift” includes benefits such as relief from indebtedness, loan concessions or provision of services at a cost below that generally charged to members of the public

The term “hospitality” includes, but is not limited to meals, admittance to ticketed events, travel packages, and other hospitality services extended to a staff member or their immediate family at no cost or at preferential rates by an interested outside individual, contractor or other party, whether or not the offer was extended in that staff member’s official capacity.

- 2.1 You must never ask for gifts or hospitality.
- 2.2 You are personally responsible for all decisions connected with the offer or acceptance of gifts or hospitality offered to you and for avoiding the risk of damage to public confidence in Glasgow. You may be disciplined, dismissed or removed from Glasgow Life’s board for conduct and/or decisions in breach of this policy.
- 2.3 As a general guide, it is usually appropriate to politely refuse all offers except where a gift is personal and low value such as promotional pens, diaries and stationery, and cannot be used by Glasgow Life. In such cases it may be accepted by an individual. However, employees should accept no personal gifts unless declared to and approved by a member of their Service leadership team, or a director.
- 2.4 An exception is an expensive gift from a foreign visitor, which should generally be accepted since refusal might give offence. However, such gifts should not normally be accepted personally and should be treated in an appropriate fashion. Glasgow Life should retain ownership and safeguard the gifts or display them. Gifts of alcohol, hampers of food or other articles which could be misinterpreted by the public or assume a more serious importance in any form of future enquiry or investigation should not be accepted. There may, however, be limited circumstances when it would be appropriate to accept such gifts and pass them on to a charity which could include supporting Glasgow Life as a charity. If not in support of Glasgow Life Charitable status then the charity or recognised cause must be clearly and directly associated with Glasgow Life. In these cases the giver’s approval should be sought.
- 2.5 You must not accept any offer of a gift or hospitality from any individual or organisation which stands to gain or benefit from a decision Glasgow Life may be involved in determining, or who is seeking to do business with Glasgow Life, and which a person might reasonably consider could have a bearing on your judgement. If you are making a visit in your capacity as a member of Glasgow Life then, as a general rule, you should ensure that Glasgow Life pays for the cost of the visit.
- 2.6 You must not accept repeated hospitality or repeated gifts from the same source.
- 2.7 Examples of gifts and hospitality are included in Appendix 1.

3. Gift and Hospitality Received and Hospitality Offered Register

- 3.1 A register recording the receipt of gifts and hospitality received and hospitality offered is maintained by Glasgow Life. This register must also record gifts and hospitality which have been refused. Employees should notify a Director, or nominated authorising officer in their service area of all offers, whether accepted, declined or used for charitable purpose. This must be recorded in the Gift and Hospitality Received and Hospitality Offered Register within 7 days of the offer.
- 3.2 A Director must decide whether it is appropriate to accept the gift or hospitality or, if a gift, whether it is necessary to return it. Directors are listed in Appendix 2. Clearly any

gift returned to the sender should be accompanied by a courteously worded letter explaining why the gift or hospitality may not be accepted. The return of a gift or its presentation to charity must be recorded in the register.

- 3.3 The Gifts and Hospitality Received and Hospitality Offered Register is included in Appendix 3.
- 3.4 For the avoidance of any doubt, please speak to a Director before accepting any gift or hospitality.

Appendix 1 – Examples of Gifts and Hospitality Received and Hospitality Offered

In relation to gifts and hospitality Glasgow Life Staff, Board Members and contractors should reflect on the principles outlined in Section 1.1, the Bribery Act outlined in Section 1.2 and the Freedom of Information (Scotland) Act 2002 outlined in Section 1.3 above

Examples of gifts that may be accepted include:

- Small gifts of a promotional or advertising character, which are often given to a wide range of people, e.g. calendars, diaries, pens, charts and other similar articles.
- Small gifts given on the conclusion of a visit to factory, firm, community organisation or voluntary group of a type normally given by the organisation concerned, or where a contractor wishes to mark the completion of a new building, when such gifts are made to a number of people on the same occasion or as part of a normally accepted practice.
- Small gifts where refusal would cause needless offence and the giver is not seeking a decision or business from Glasgow Life but merely wishes to express thanks for advice, help or co-operation received.
- An exception is an expensive gift from a foreign visitor, which should generally be accepted since refusal might give offence. However, such gifts should not normally be accepted personally and should be treated in an appropriate fashion. Glasgow Life should retain ownership and safeguard the gifts or display them.
- Attendance in an official capacity at functions to which invitations have also been sent to representatives of other organisations.
- Attendance in an official capacity at functions arranged by public authorities.

Appendix 2 – Hospitality Offered by Glasgow Life Staff, Board members or contractors

In relation to gifts and hospitality offered Glasgow Life Staff, Board Members and contractors should reflect on the principles outlined in Section 1.1, the Bribery Act outlined in Section 1.2 and the Freedom of Information (Scotland) Act 2002 outlined in Section 1.3 above.

Hospitality offered within Glasgow Life premises

- From time to time it may be appropriate for employees to host a reception for a number of individuals, a small lunch or dinner or for refreshments within Glasgow Life premises and which is provided from Glasgow Life's budget. These must be recorded in the Hospitality register.

In such circumstances:

- the reception must be relevant to the business of Glasgow Life.
 - where employees are involved, a Director's approval should be previously obtained in writing and recorded.
 - all reasonable steps should be taken to ensure that costs are kept to a minimum and that they are appropriate to the occasion.
 - each Director must register details of the purpose and aims of functions together with the guest lists for future reference as required. Such details will be available in the Hospitality Register for inspection by the Director of Finance and Corporate Services.
- Wherever possible meetings between employees should take place within Glasgow Life venues or premises. However, in exceptional circumstances when such a meeting necessitates being held over lunch or dinner or when some other form of hospitality is necessary then all reasonable steps must be taken to ensure that costs are kept to a minimum. This also applies to meetings held with individuals or representatives of outside bodies to discuss Glasgow Life business over lunch or dinner.
 - Expenses claims for lunches, dinners and other similar hospitality must only be made by the Officer if the subject(s) under discussion relates to Glasgow Life business.
 - Discussions should not relate to matters where individuals seek personal gain or for party political matters. If there is any doubt about the propriety of a particular claim, or whether or not a subject relates to personal gain or party political matters, advice should be sought from a director and retained on file. In such circumstances a note of the content of meetings and discussions should be taken by the GL staff, Board Members or contractors.
 - When submitting a claim, employees should include details such as names and position of the individual(s) for whom hospitality has been provided, together with the purpose and aim(s) of the meeting. The provision of alcohol if necessary in a business context should at all times remain modest for

guests and staff. These details will be kept in a register for future reference as required.

Appendix 3 – Directors

A Director or nominated authorising officer must decide whether it is appropriate to accept the gift or hospitality or, if a gift, whether it is necessary to return it. Directors and nominated authorising officers are:

- Susan Deighan, Chief Executive
- Jan Buchanan, Director of Finance and Corporate Services
- Billy Garrett, Director of Culture, Tourism and Events
- Andrew Olney, Director of Libraries, Sport and Communities

Gifts and hospitality offered to the Chief Executive will be reviewed by the Director of Finance and Corporate Services.

Appendix 3

**GLASGOW LIFE
CODE OF CONDUCT FOR EMPLOYEES, BOARD MEMBERS
CONTRACTORS AND FIXED TERM CONSULTANTS**

RECEIPT/OFFER OF HOSPITALITY & GIFTS

Please note that all fields must be completed

Service Division	<i>Area or team within the service</i>	
Date Offered	<i>Date the gift, hospitality or event was offered (DD/MM/YY)</i>	
Effective Date	<i>Date the gift, hospitality or event was used or consumed e.g. date of meal or date event was attended (DD/MM/YY)</i>	
Offered by	<i>Name of the individual or organisation or GL section offering the gift, hospitality or event. Full details must be provided</i>	
Offered to	<i>Name of the officer, individual or organisation the gift, hospitality or event was offered to</i>	
Description of Gift / Hospitality / Event	<i>Requires to be a full enough description to adequately describe the gift, hospitality or event offered</i>	
Value (Actual or estimated value if > £100)	<i>If the value of the gift is known to be greater than £100, the actual value (or the estimated value) must be recorded. If less than £100 this should be indicated or an estimate provided</i>	
Accepted / declined	<i>All gifts, hospitality & events must be recorded even if it is declined</i>	

Signature: _____

Date: _____

Head of Service Authorisation _____ Date: _____

Director's Authorisation: _____ Date: _____

- **Gifts/Hospitality should only be accepted after approval is received – Please forward the Governance Team at governance@glasgowlife.org.uk (copying in your Head of Service and the Business Support Officer for your service) within 7 days of receipt, following which you will be notified of the Director's decision.**

Appendix 4 – Register of Gifts and Hospitality



Gifts Hospitality
Register Template.xls»