

Yateley Town Council

Gifts and Hospitality for Employees



1.0 Purpose

1.1 This policy sets out the standards expected of all Yateley Town Council employees regarding the acceptance, refusal and declaration of gifts and hospitality.

1.2 It ensures compliance with the Bribery Act 2010, which makes it a criminal offence for any employee to request, agree to receive, or accept any gift or advantage intended to improperly influence their duties.

1.3 Employees must maintain the highest standards of integrity and avoid any behaviour that could bring the Council into disrepute.

2.0 Scope

2.1 This policy applies to all employees, agency workers, contractors, consultants and volunteers engaged by Yateley Town Council.

2.2 This policy is separate from the Councillor Gifts & Hospitality Policy.

3.0 General Principles

3.1 Employees must not accept any gift or hospitality that could influence, or reasonably be perceived to influence, their decision making.

3.2 Employees must not request or solicit gifts or favours.

4.0 Prohibited Gifts and Hospitality

4.1 Employees must never accept any gift or hospitality, regardless of value, from:

- Current or potential contractors or suppliers
- Organisations seeking a contract, grant, licence or permission
- Individuals or businesses hiring Council facilities, including pitch-holders, traders, stallholders or food vendors

4.2 This includes free food, discounts, samples or services.

5.0 Acceptable Low-Value Items

5.1 Employees may accept token items below £10 only if:

- They are not from prohibited sources
- They cannot reasonably be perceived as influencing the employee

5.2 Examples: low-value promotional items such as pens or keyrings.

6.0 Gifts and Hospitality That Must Be Refused

6.1 Employees must politely refuse offers such as:

- Free meals or drinks from anyone trading with the Council
- Invitations to hospitality events, receptions or entertainment from suppliers, contractors or traders
- Gifts delivered to the office from prohibited sources

6.2 Employees **may** attend community or civic events hosted by local groups where attendance forms part of their official duties, and where hospitality provided is modest and incidental.

6.3 If refusal is difficult (e.g. unsolicited delivery), the Town Clerk must be informed and items will be logged and returned or donated.

7.0 Declaration Requirements

7.1 Employees must declare:

- Any gift or hospitality over £10, accepted or refused
- Any series of small gifts from one source totalling over £10
- Any attempted bribery or inappropriate influence

7.2 Declarations must be made to the Town Clerk within 7 days.

8.0 Approval Requirements

8.1 Written approval from the Town Clerk is required before accepting:

- Hospitality related to meetings, training or events

8.2 No approval will be granted for hospitality from prohibited sources.

9.0 Bribery and Criminal Offences

9.1 Under the Bribery Act 2010, accepting an advantage intended to influence duties is a criminal offence.

9.2 Any suspected bribery must be reported immediately to the Town Clerk or Monitoring Officer.

10.0 Breaches

10.1 Failure to comply with this policy may result in disciplinary action, up to and including dismissal.

Amendment Record

Version 1: Agreed 23.02.26

Review Due: February 2028