

SUMMARY GUIDE OF OFFERS AND ACCEPTANCE OF GIFTS AND HOSPITALITY

<p>On gifts staff should...</p>	<ul style="list-style-type: none"> • Decline anything that may affect your professional judgement. • All offers of gifts must be refused where they are made under the following circumstances: <ul style="list-style-type: none"> ➤ Gifts from suppliers or contractors doing business (or likely to do business) with the CCG. However, low cost branded promotional items may be accepted where they are under the value of £6 and do need not be declared. • Gifts from other sources e.g. patients, family, service users, non-contractual organisations that the CCG works with: <ul style="list-style-type: none"> ➤ Only accept gifts with a value over £50 on behalf of the CCG and declare these. ➤ The same applies to multiple gifts from the same source with a cumulative value of over £50. ➤ Modest gifts accepted under a value of £50 do not need to be declared. • Offers of any of the following must be refused under all circumstances: <ul style="list-style-type: none"> ➤ Cash (including gift vouchers) ➤ Paid holidays ➤ Use of company flats or facilities
<p>On hospitality staff should...</p>	<ul style="list-style-type: none"> • Decline anything that may affect your professional judgement. • 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, these can be accepted if modest and reasonable but individuals should always obtain senior approval and declare these. • Accept without declaring hospitality up to £25, declare hospitality between £25 and £75 and refuse hospitality over £75 (unless exceptional senior approval is given). • Modest offers to pay some or all of the travel and accommodation costs related to attendance at events may be accepted and must be declared. • Offers which go beyond modest, or are of a type that the CCG itself might not usually offer, need approval by senior staff, should only be accepted in exceptional circumstances, and must be declared.