

NEW COLLEGE CORPORATION

Approved Policy for Corporation Members: Gifts and Hospitality

1. It is a requirement of Corporation Membership that Governors agree to abide by the Corporation's approved code of conduct for members. Conditions of the code of conduct include abiding by the principles of public life recommended by the Nolan Committee. These principles include a commitment to acting with integrity, avoiding any obligation to a third party which might influence a relevant decision, and acting with objectivity ensuring that all decisions involving contracts, benefits or awards are made on merit.
2. This policy on builds on these principles and sets out for Corporation Members a framework for dealing with offers of gifts and hospitality.
3. A Corporation Member in their role as Governor shall not seek gifts or hospitality from any outside body.
4. Corporation Members are responsible for their decisions connected with the offer or acceptance of gifts and hospitality, and for avoiding the risk of damage to public confidence in the Corporation or College.
5. Corporation Members must not accept any offer by way of gift or hospitality, which a member of the public might reasonably think could influence their performance of duties as a member of the Corporation or show favour, or disadvantage, to any individual or organisation.
6. Corporation Members should also consider whether a member of the public might reasonably think that they could be influenced in the performance of their duties as a member of Corporation by any gift received by their spouse, partner or close family member. 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.
7. It will normally be inappropriate to accept any offer of a gift from any outside body or individual except:
 - i. isolated gifts of a modest or trivial character, such as a pen or key ring, where the value of the gift is, or appears to be, less than £15;
 - ii. inexpensive seasonal gifts such as a calendar or diary where the value of the gift is, or appears to be, less than £15;
 - iii. where the gift is being offered to the College or Corporation reflecting customary exchanges between institutions or organisations and the gift is not to be held personally by the Corporation Member.

8. It will normally be inappropriate to accept any offer of hospitality from any outside body or individual except:
 - i. normal hospitality consistent with Corporation Membership, and which would reasonably be regarded as inappropriate to refuse;
 - ii. reasonable refreshments associated with attendance at events involving Corporation Membership.
9. Lavish or excessive refreshments of any form should be refused as should regular, frequent, annual or seasonal offers of hospitality from any one individual or body.
10. All gifts or hospitality offered to or received by Corporation Members from outside bodies or individuals must be recorded in a register of gifts and hospitality to be held by the Clerk, and which will be available for public inspection.
11. The register of gifts and hospitality will be reviewed annually by the Corporation upon the advice of the Audit Committee.