



Morecambe Bay



Primary Care Collaborative

MBPCC Gifts and Gratuities Policy

Document Reference	POL030
Purpose	This policy is intended to help staff understand their responsibility and to ensure that a register of acceptances and refusals is maintained
Author	Graeme Redshaw Chief Operating Officer
Application/Scope	Organisation-wide
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Terms of Reference;

1. INTRODUCTION

2. POLICY STATEMENT

3. RECEIPT OF GIFTS AND GRATUITIES GUIDANCE

4. REGISTER OF GIFTS AND GRATUITIES

5. PROCEDURE NOTES FOR DECLARING GIFT AND GRATUITIES

6. IMPLEMENTATION AND COMPLIANCE OF THE POLICY

7. BREACHES OF POLICY

8. STAFF AWARENESS OF THE POLICY

9. REVIEW AND AUDIT OF THE POLICY

10. ADDITIONAL PROTOCOLS

10.1 Giving of Corporate gifts and Private collections

11. REFERENCES - UK Bribery Act 2010

12. APPENDICIES

11.1 Appendix 1 The register of gifts and gratuities.

11.2 Appendix 2 The declaration form



1. INTRODUCTION

1.1 Healthcare providers are required to have a Policy in place on the acceptance of gifts and gratuities.

As a public sector organisation, MBPCC has a duty to ensure that its resources are utilised effectively. Colleagues should not accept any gifts or gratuities offered to them. There is a limited set of exceptions, and the purpose of this policy is to set out the standards and procedures that staff should follow to protect both them and the organisation.

2. POLICY STATEMENT

2.1 This policy supports a culture of openness and transparency within MBPCC in the organisations business transactions.

2.2 MBPCC will ensure that all employees are aware of the existence of this policy. The following will be undertaken to ensure awareness:

- Introduction to the Policy during induction for new starters

3. RECEIPT OF GIFTS AND GRATUITIES GUIDANCE

3.1 The acceptance of gifts and gratuities, even on a modest scale, may arouse suspicion and needs to be capable of public justification. The following guidance should be followed in relation to gifts and gratuities.

3.1 Casual Gifts, including gifts from patients. Casual gifts by contractors or others, e.g., at Christmas time, must not be in any way connected with the performance of duties so as to constitute an offence under the Prevention of Corruption Acts. Items of low intrinsic value such as diaries, calendars, chocolates and other items of work related stationery and equipment may be accepted and need not be recorded in the Register. It is also acceptable to receive other small value items, for example from a patient or relative in appreciation of the treatment and care received, or seasonal items, if it is made clear to the offeror that it is accepted on behalf of the Team or Department (and indeed, is shared with colleagues) . In cases of doubt advice must be sought from your line manager and, in no case, must a gift be accepted without prior written approval of the Manager if the estimated value of the gift exceeds £25.00. If a gift falls outside of identified 'small value items' and arrives without



warning, it must be handed over to the appropriate Director who will decide whether the gift should be returned (or passed on to a charity or good cause) and will ensure that the donor is informed of what has happened.

3.2 Cash Under no circumstances must staff accept personal gifts of cash, even below the £25.00 limit.

3.3 Gratuities All offers of gratuities should be approached with caution. Modest hospitality, for example, a drink and sandwich during a visit or a working lunch is normal and reasonable and does not require approval of a manager. Offers of gratuities relating to theatre evenings, sporting fixtures, or holiday accommodation or other hospitality must be declined. There is an important difference between, for example, attendance in an official capacity at a function organised by a public body and accepting hospitality from a private individual or firm standing to benefit from the goodwill of the organisation. Particular care must be taken when dealing with contractors, developers and firms or individuals in a comparable position. No absolute dividing line can be laid down in relation to gratuities therefore agreement from the Chief Executive must be obtained before acceptance. It MUST be noted that under the UK Bribery Act 2010, any money, gift or consideration received by an employee from a person or organisation holding or seeking to obtain a contract will be deemed by the courts to have been received corruptly unless the employee proves the contrary.

4. REGISTER OF GIFTS AND GRATUITIES

4.1 MBPCC has established a Register of Gifts and Gratuities, which is held with Human Resources. A copy of the register is available and can be found appended to this policy document.

4.2 All staff are required to report the receipt of gifts and gratuities over the value of £25.00 and the offer of such, regardless of whether they are accepted or not.

The following information will be recorded within register:

- The person or organisation making the offer
- The member of staff to whom the offer was made
- The gift or gratuity offered or declined
- The estimated value of the gift or hospitality.

5. PROCEDURE NOTES FOR DECLARING GIFT AND GRATUITIES

5.1 If after referring to the above guidance, it is necessary for a member of staff to declare an acceptance or refusal of gifts or hospitality, the following steps should be taken to ensure full compliance with this policy:



- Inform your manager or HR In Cases of doubt Ask for guidance on acceptance or refusal of the gift or gratuities
- Contact HR to inform them of acceptance or refusal
- Supply full detail of the gift / gratuity and estimated value on the appended declaration form HR will ensure the entry is completed on the Gifts and Gratuities Register and that it is returned to you for signature by your manager. The completed entry, including signature, must be returned to HR to be held within the register.

6. IMPLEMENTATION AND COMPLIANCE OF THE POLICY

6.1 Responsibilities of the organisation must ensure staff are aware of the policy and the process to be followed. Directors and staff must be aware that failure to comply with this policy is a disciplinary matter, which could result in dismissal.

6.2 Responsibilities of all employees All Staff, including Non-Executive Directors, MUST be aware of the existence of this policy and, where necessary be familiar with the detailed provisions.

7. BREACHES OF POLICY

7.1 Non-compliance with the above requirements will be deemed as a disciplinary matter and MBPCC disciplinary procedure will be followed in such cases. If it is proven that actual fraud has taken place, then criminal charges may be brought.

8. STAFF AWARENESS OF THE POLICY

8.1 Staff will periodically be reminded of the policy and register at least annually. This will be done via the monthly focus policy plan.

9. REVIEW AND AUDIT OF THE POLICY

9.1 MBPCC will review the policy on an annual basis by.

9.2 Details of the register will be presented for review to the Quality and Safety Committee twice yearly.

10. ADDITIONAL PROTOCOLS

10.1 Giving of Corporate gifts and Private collections



MBPCC resources cannot be used to purchase gifts for birthdays, weddings and births. However, it is recognised that there may be exceptional cases which merit expenditure, and, in such circumstances, the Chief Executive may authorise a floral tribute, or a modest corporate gift.

Due to the distributed nature of our teams, small collections for simple gestures like a team card, are difficult and time consuming to arrange. In such circumstances, a Head of Department can use their discretion in funding simple gestures on behalf of their team and claiming these back on expenses. Any such discretionary spend will not exceed £20 per annum per Head of Department, anything beyond this requires authorisation by the Chief Executive as outlined in the paragraph above.

MBPCC allow the use of private collections for teams as they see fit and encourage Head of Departments to ensure these operate smoothly and privately to avoid any issues.

11. REFERENCE - UK Bribery Act 2010

[Bribery Act 2010 guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

12. APPENDICIES

11.1 Appendix 1 The register of gifts and gratuities.

11.2 Appendix 2 The declaration form

REGISTER OF GIFTS AND GRATUITIES

To be filled in by colleague and Person or body making
the offer

Name of colleague to whom the offer was made

Gift or Gratuity offered



Circumstances in which the offer was made

Action taken by the colleague, e.g. declined accepted etc.

Action taken by colleagues Manager

Signed Colleague

Date

Signed HR

Date

RECEIPT FOR ACCEPTANCE OF GIFTS, GRATUITIES

Received from:

Date

Gift or Gratuity Offered



Signed

Date

Designation HR Manager