

LISTER HOUSING CO-OPERATIVE LTD

POLICY OF GIFTS AND HOSPITALITY AND THE STANDING DOWN OF COMMITTEE MEMBERS

GIFTS & HOSPITALITY RECEIVED

1. All gifts shall be recorded in the Office 'Gifts' book whether received by the staff or by a Committee member. No gifts of money shall be accepted by anybody.
2. If someone wishes to make a donation to the Co-operative then that is acceptable. The donor of significant gifts or of money shall be given a receipt.
3. Minor gifts such as a box of chocolates, a bottle of wine, an invite to lunch may be retained by the recipient or split between colleagues - depending on how the donor intended the gift to be used.
4. Major gifts and invitations should be treated with caution and you should liaise with the Director before accepting. It is imperative that the acceptance of a gift does not compromise the impartiality of the Co-operative nor give the wrong impression. It may often be safer to refuse a major gift.
5. Where the Committee is considering a matter and a member of staff or of the Committee has received a gift recently from the individual or company concerned then they must declare that gift to the Committee. The Committee should decide whether that person should continue to take part in the rest of the discussions on the topic.
6. Gifts of a personal nature should not be accepted except where particular offence would result. Any gifts accepted should be documented fully in the register.
7. Gifts or invitations offered but not accepted should be logged in the register.
8. The approval of one's line manager must be sought in advance for acceptance of significant hospitality and that offers of significant hospitality for the Director be approved by the Chair and vice versa.
9. This policy shall be reviewed regularly and a summary list of all declared gifts be supplied to the Committee at each review.

GIFTS AND HOSPITALITY GIVEN

10. No gifts or hospitality shall normally be given by the Co-operative. An exception shall be small gifts given in the event of the leaving after long service/retiral or death of a Committee or staff member. In these circumstances such gifts shall only be made in accordance with the employees conditions of service and the detailed guidance from EVH.

THE STANDING DOWN OF MANAGEMENT COMMITTEE MEMBERS

12. The Management Committee has agreed in April 2003 a policy to give small gifts to thank long standing Committee members who stand down. This gifts are deemed by the Lister Committee to be of 'de minimis' i.e. minimal value, to comply with the guidance issued by Communities Scotland in Guidance Note 2003/02.

13. The gifts shall be as follows:

Management Committee member for 4 years or more / Office bearer for 2 years + £ 15

Management Committee member for 8 years or more / Office bearer for 4 years + £ 30

Management Committee member for 12 years or more / Office bearer for 6 years + £ 45

Only one award would be made, in the highest category in which the person is eligible. All Committee service, whether co-opted/appointed/full would be eligible and breaks of a year or less would not undermine the principle of continuous service (though not count as such).

The gift can be money or it can be an actual item purchased to this value. A person who has been on the Committee, has come off the Committee, and then in the future rejoined the Committee, can get more than one award (provided there is a year gap at least from one Committee period to another).

Period of service carried out before this policy was introduced shall count towards any award.

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