

## Report to F&R

### HotSW Gifts and Hospitality Policy

#### 1. Introduction

Following the release of the Review of Local Enterprise Partnership Governance and Transparency led by Mary Ney back in October 2017, government has decided that all offers of gifts and/or hospitality over £50, whether accepted or not, must be declared and recorded to ensure openness and transparency.

#### 2. Current Policy

The HotSW does not currently have a Gifts and Hospitality policy in place.

#### 3. Proposal

That F&R approve the implementation of the attached Gifts and Hospitality Policy for all employees and members of the HotSW LEP.

A brief summary of the policy is as follows:

- All employees/members must declare any gifts and/or hospitality over £50 regardless of whether it is accepted or not.
- Gifts and/or hospitality should only be accepted if it is beneficial to the HotSW.
- If an employee is unsure on whether the gift and/or hospitality offered is beneficial then the CEO of the HotSW shall be the ultimate arbiter, and the chair the arbiter of the CEO.
- Declarations should be made to individual's employers and the HotSW.
- Declarations can be made either via email to [LEPAdmin@somerset.gov.uk](mailto:LEPAdmin@somerset.gov.uk) providing the requirements outlined in the policy or via a submission form on the HotSW website.
- Somerset County Council will maintain the centralised Register of Gifts and Hospitality.