

BSO

Acceptance of Gift & Hospitality Guidance

December 2025

1. PURPOSE:

1.1 The purpose of this guidance is to ensure that all staff within the Business Services Organisation (BSO) operate with the highest standards of integrity, impartiality and transparency when offered gifts, hospitality, awards or other benefits in connection with their work.

1.2 The objective is to:

- Protect staff and the organisation from any real or perceived conflict of interest;
- Maintain public confidence in the integrity of BSO's operations;
- Comply with relevant standards of public accountability and good governance.

2. SCOPE:

2.1 This Guidance applies to:

- BSO employees (permanent, temporary and agency);
- Secondees and contractors;
- Members of the BSO Board, to include Non-Executive Directors and Chair.

2.2 It covers all gifts, hospitality, awards or sponsorship offered, received or declined, whether tangible or intangible.

2.3 Gift and Hospitality Registers must be maintained by:

- **Each Directorate,**
- **Senior Executives** - for Chairperson, Chief Executive, Executive and Non-Executive Directors

All Executive and Non-Executive Directors should register any offers of gift or hospitality under this Register.

3. PROCESS FOR MANAGING OFFERS OF GIFT/ HOSPITALITY:

3.1 Any **gift or hospitality to the value £50 or above** (including multiple gifts from one source totalling £50+) must be recorded in the relevant **Gift and Hospitality Register**.

3.2 To record gift/ hospitality, please follow the steps outlined below:

- [1. Informing](#)
- [2. Approval](#)
- [3. Notifying](#)
- [4. Generating a Register entry](#)
- [5. Reporting](#)

STEP 1

Informing

Staff responsibilities:



- Notify your **Director** using the **Gifts and Hospitality Form**. [FOLLOW the LINK](#)
- Provide full details and submit the completed form promptly after the offer is made or received.

Gifts & Hospitality Form (GHF 1)	
<small>To Be completed By Recipient</small>	
Directorate	Division
<input type="text"/>	<input type="text"/>
Year	
<input type="text"/>	
Register Of Gifts / Hospitality / Awards	
Name of Recipient	<input type="text"/>
Name of Recipient if different (i.e. if gift or hospitality has been passed on to some else)	<input type="text"/>
Date of Offer	<input type="text"/>
Who Made the Offer	<input type="text"/>
Description of Offer	<input type="text"/>
Estimated/Actual Value of Offer £	<input type="text"/>
Action Taken (Ex. Accepted/Declined/Returned) Please provide details for this answer.	<input type="text"/>
Is there a current/potential contract with donor? If YES, please provide details	<input type="text"/>
Entered by	<input type="text"/>
Entered Date	<input type="text"/>
<input type="button" value="Submit"/>	

Examples of Offers (all must be documented on business area G&H Register whether accepted or declined):

Type	Action
Cash / Cash Equivalents (e.g. cash, lottery tickets, gift vouchers)	Must be declined
Non-Cash Gifts under £50 (calendars, diaries, flowers, chocolates)	May be accepted
Exceptional cases (refusal could clearly offend the donor)	Obtain consent from both your Director and Director of Finance
Lectures / Conferences / Broadcasts	Consider preparation time and resources (see Policy, Section 5.4).
Trade / Discount cards (unless BSO- negotiated)	Must be declined or returned
Hospitality from Third Parties	Accept only if offered to BSO as a whole; avoid perceptions of bias; consult Director of Finance , if in doubt.
Awards or prizes	Notify Director (see Policy, Section 7.1)
Sponsorship for courses / conferences	Allow if no conflict of interest or influence on purchasing decisions; must be reported to Director

STEP 2 **Approval**



Director responsibilities:

Complete Part 2 of the **Gift and Hospitality Form** and determine whether the offer should be:

- **Approved** – acceptance permitted;
- **Declined** – Returned to the donor with a suitably worded letter explaining why the gift cannot be accepted ([suggested template letter attached as appendix](#));
- **Used / disposed of by the BSO;**

- **Donated to a nominated charity**, (the donor may be advised of this option).

If in doubt, Director of Finance must be consulted.

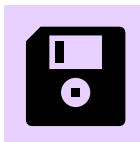
Gift & Hospitality Form (GHF2) <small>To be completed by the Approving Officer</small>	
The Decision made and the reason for this decision:	<input type="text"/>
Is the Gift being returned? If so a letter should be issued (Template attached to the BSO G&H Guidance)	<input type="text"/>
Has the gift been used or disposed of? If so, give details:	<input type="text"/>
Has the gift been donated to a nominated charity? If so, give details:	<input type="text"/>
Signature of Approver	<input type="text"/>
Date	<input type="text"/>
<input type="button" value="Submit"/>	

STEP 3 Notifying



Automatic notifications of each new entry to the Register will be sent to the relevant Director and Finance Governance Manger.

STEP 4 Generating a Register entry



- Once the decision is confirmed by the Director, the system will automatically generate a new entry in the Gift and Hospitality Register for the appropriate service area.
- Registers are restricted to the relevant area and maintained by the appropriate Directorate.

STEP 5 Reporting



- Annually, the Finance Governance Manager will produce a report for review by the Executive Leadership Team (ELT), summarising all gifts and hospitality registers.
- The Senior Executive Gifts and Hospitality Register will be published annually in line with good practice.

Appendix 1

Suggested Template for Return of Offer of Gift / Hospitality

(The content of this template should be tailored to suit each circumstance)

Contact name	Name of Business
Name of company	Manager/Head of
Division:	
Address of company	Office Address
	Date

Dear

The Business Services Organisation operates a Gift and Hospitality Policy to ensure high standards of propriety in the conduct of its business.

On account of public confidence, perception is as important as reality and because of this I am obliged to return your offer of INSERT: *Name of gift / hospitality*.

This is not in any way meant to offend or to imply that your [gift/hospitality] was offered in anything but the utmost good faith, but is designed to protect both individual members of staff and the Business Services Organisation. I hope you will accept our response in that spirit and that we can look forward to continued effective working relationships.

Yours