

7-Minute Briefing: Gifts and Hospitality Policy

1. Why it matters

This policy ensures that all CRGPA staff understand their responsibilities regarding the acceptance and declaration of gifts and hospitality. It promotes transparency, integrity, and public trust in CRGPA's operations, and helps prevent conflicts of interest, bribery, and fraud.

2. Who It Applies To

The policy applies to all CRGPA employees (permanent, temporary, agency, contractors), students, secondees, volunteers, honorary contract holders, Alliance Board members, and committee participants.

3. Key Principles

- No gifts or hospitality should be solicited.
- Cash or cash-equivalent gifts (e.g., vouchers) must always be declined.
- All offers (accepted or declined) over £25 must be declared.
- Transparency is essential—records are subject to public scrutiny under the Freedom of Information Act.
- Acceptable examples: low-value branded items (e.g. Pens, notebooks) , modest hospitality (Sandwich), team-shared gifts all under £25.
- Unacceptable examples: cash, vouchers, lavish meals, theatre and sports gifts , gifts from suppliers

4. What you need to do

1. Inform your manager or director of any gift or hospitality offer.
2. Contact the Governance & Safety Team for advice
3. Complete the declaration form (available on Staffzone or at the back of the policy on PolicyStat).
4. Submit the form to: crgpa.safety@nhs.net

5. Roles and Responsibilities

- CRGPA Board: Overall accountability.
- Chief Executive: Ensures implementation and awareness.
- Managers: Introduces policy at induction and ensures compliance.
- Governance Team: Maintains the register and provides guidance.
- All Staff: Must declare all offers and avoid or declare conflicts of interest where possible.

6. Consequences of Breach

Breaches may result in disciplinary action, including dismissal, civil or criminal liability under the Bribery Act 2010 or Fraud Act 2006, and professional sanctions for regulated healthcare professionals.

7. Where to find more information

Contact the Governance & Safety Team.

- Visit Staffzone or the L Drive for the declaration form.
- Report suspicions of fraud to the NHS Counter Fraud Authority:
 - Online: <https://cfa.nhs.uk/reportfraud>
 - Phone: 0800 028 4060

8. Review & Monitoring

Reviewed every 3 years, monitored annually, audited twice yearly.