

Reference Number: FOI202324/118
From: Private Individual
Date: 09 June 2023
Subject: Policy for staff receiving gifts and gratuity

Q1 I would like to know what is the policy for staff receiving gifts and gratuity. Is there a monetary limit on what they are permitted to receive?

A1 This falls under our Managing Conflicts of Interest Policy and is listed in section 10.1. Please find below an excerpt:

10.1 Gifts

Staff should not accept gifts that may affect, or be seen to affect, their professional judgement.

Gifts from suppliers or contractors:

- Gifts from suppliers or contractors doing business (or likely to do business) with the organisation should be declined, whatever their value.
- Low cost branded promotional aids such as pens or post-it notes may, however, be accepted where they are under the value of £6 in total, and need not be declared.

Gifts from other sources (e.g. patients, families, service users):

- Gifts of cash and vouchers to individuals should always be declined.
- Staff should not ask for any gifts.
- Gifts valued at over £50 should be treated with caution and only be accepted on behalf of LHCH as a charitable donation to LHCH and not in a personal capacity. These should be declared by staff.
- Modest gifts accepted under a value of £50 do not need to be declared.
- A common sense approach should be applied to the valuing of gifts (using an actual amount, if known, or an estimate that a reasonable person would make as to its value). Multiple gifts from the same source over a 12 month period should be treated in the same way as single gifts over £50 where the cumulative value exceeds £50.

10.1.1 What should be declared

- Staff name and their role with the organisation.
- A description of the nature and value of the gift, including its source. Date of receipt.
- Any other relevant information (e.g. circumstances surrounding the gift, action taken to mitigate against a conflict, details of any approvals given to depart from the terms of this policy). The online declaration system provides comprehensive guidance and prompts.