

Health Professions Council
29 March 2007

GIFTS AND INDUCEMENTS POLICY

Executive Summary and Recommendations

Introduction

The Finance and Resources Committee agreed a gifts and inducements policy for HPC employees last year. The attached policy is based on that document but has been adapted for Council and Non-Council Committee members.

Decision

The Council is asked to agree the gifts and inducements policy to be implemented with immediate effect.

Background information

None

Resource implications

None

Financial implications

None

Appendices

None

Date of paper

9 March 2007

Gifts and Hospitality Policy

Introduction

Organisations such as the Health Professions Council must observe high standards of corporate governance and must be able to demonstrate objectivity and integrity. The policy on gifts and hospitality is intended to support this aim, to provide assurance that the HPC's decisions are not biased and are not seen to be biased by the offer of gifts and hospitality.

The gifts and hospitality policy must be read in conjunction with section 5 of the Members' Code of Conduct. Failure to comply with the policy may lead to the member being in breach of the Code.

- 1.0 Members must not seek, receive or obtain, in respect of any services provided by or on behalf of the HPC, any gift, hospitality, discount, rebate, commission or other inducement or corrupt payment (whether in cash or in kind) which is not authorised by the HPC's policy.
- 2.0 Excessive amounts of entertainment accepted by members or given by members to others, is forbidden.
- 3.0 Other than by way of a token nature, members are not permitted to accept, without the prior permission of the President, any gifts, hospitality, discounts, rebates, commission or favours in relation to the HPC's business from any person or business with whom members come into contact.
- 4.0 All gifts, other than those of a token nature, must be declared using the gifts and hospitality register.

Excessive amounts of entertainment may include (but are not limited to) offers of days out at events, offers of gifts such as baskets of goods and/or attending functions which involve non-HPC related events.

Gifts of a token nature may include items such as flowers, pens, tee-shirts, diaries, calendars, bottles of wine, or functions that are related to HPC activities.

No gifts should be accepted under any circumstances at the time of business transactions or contract awards.

Members should not accept private discounts if they buy products for their personal use from an HPC supplier.

Members may be asked to attend or speak at conferences on behalf of HPC. HPC will not usually charge a speaker fee however it is acceptable for the organiser to reimburse the members' direct travel costs.

A Gifts and Hospitality Register is kept by the Secretary to Council. Gifts should be registered with the Secretary to Council within seven days of receipt of the same by using the attached Gifts and Hospitality Form.

GIFTS AND HOSPITALITY FORM

Name of Member

Company who supplied gift and HPC relationship with them:

Reason for Gift or Inducement:

Gift or Inducement:

Approximate Value of Gift or Inducement (if Known):

Signature of Member

Date:

Signature of President:

Date:

Secretary to Council

Date:

Please Note: This form must be forwarded to Secretary to Council; it will be retained on your Council Membership file and details of the gift received by you will be recorded in the Gifts and Hospitality Register.