



GIG  
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Bwrdd Iechyd Prifysgol  
Betsi Cadwaladr  
University Health Board

## **DECLARATION OF GIFTS & HOSPITALITY**

**Return for the period 1 April 2023 to 31 March 2024**

### **GIFTS**

If you are offered any gift you need to complete the online gift form irrespective of whether the offer was declined. Outlined below are the key elements from the policy however all staff should routinely consult the OBS2 policy which can be accessed from the link below. This will ensure that you are fully informed of the various nuances and are fully compliant with the requirements.

NHS Employees are not permitted to accept any gift worth over £25. Where a gift is offered by e.g patients or their relatives, with an estimated value over £25, it should be politely declined and declared.

In some cases a gift estimated to be worth over £25 may have been delivered in the employee's absence and may be difficult to return or it may be felt that the bearer may be offended by a refusal. Under such circumstances the gift can be accepted and, where possible, the bearer advised that it will be utilised for the benefit of the Awyr Las charity e.g. used as a prize in a raffle. A Gifts declaration form explaining the action taken must be completed.

Any gift / hospitality received in excess of £25 (or several small gifts worth a total of over £100 received from the same or closely related source in a 12 month period) should be declared. Employees should exercise the utmost caution and discretion in accepting any offers of hospitality from organisations, patients or their relatives.

Gifts need to be declared even if they are declined. Where gifts have been left for a department e.g. Children's Ward a declaration still needs to be made and this should be completed by the Line Manager on behalf of the department indicating on the submission the nature of the gift e.g for the benefit of future patients on the ward.



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For further details and guidance please see sections 7.2 and 7.3 (Bequests/ Legacies/Wills) within the Standards of Business Conduct Policy OBS02 - [Standards of Business Conduct Policy](#)

## **HOSPITALITY**

If you are offered any kind of hospitality you need to complete the online hospitality form irrespective of whether the offer was declined. Outlined below are the key elements from the policy however all staff should routinely consult the OBS2 policy which can be accessed from the link above. This will ensure that you are fully informed of the various nuances and are fully compliant with the requirements.

Employees should ensure that they declare all offers of hospitality with an estimated value exceeding £25, whether accepted or declined. Hospitality is defined as the provision of beverages, meals, travel, entertainment, or entry to an event, conference or function, regardless of whether provided during or outside normal working hours.

Hospitality must be secondary to the purpose of a meeting. The level of hospitality offered must be appropriate and not out of proportion to the occasion; and the costs involved must not exceed the level which the recipients would normally adopt when paying for themselves, or that which could be reciprocated by the NHS. It should not extend beyond those whose role makes it appropriate for them to attend the meeting. These types of hospitality **MUST HAVE THE APPROVAL OF CHAIR (INDEPENDENT MEMBERS) OR CHIEF EXECUTIVE OFFICER (EXECUTIVE DIRECTORS) PRIOR TO ACCEPTANCE.**

For further details please see sections 7.4 – 7.9 of the [Standards of Business Conduct Policy](#)



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Please add details of any gifts or hospitality received or declined below:

Name:		Payroll Number:	
Position in BCUHB:		Directorate/ Dept:	

Name/Address of Company/or Individual making offer	Date of Offer	Nature of Gift / hospitality	Amount	Acceptance			Approved by (Name and Position)
				Accepted? Y/N	Rejected? Y/N	Date	

Please submit this form to: [bcu.obs@wales.nhs.uk](mailto:bcu.obs@wales.nhs.uk)

*Betsi Cadwaladr University Health Board is the operational name of  
Betsi Cadwaladr University Local Health Board*