

Audit Committee

20-11-2023 14:30 MS Teams

Key Details

Title of report and agenda item no.	Gifts & Hospitality Declarations 2022/23
Date of report	09 November 2023
Author(s) & e-mail	Emily Samphier (Governance Officer) elvoisin@cardiffmet.ac.uk Helen Crotty (Deputy Director of Finance) hcrotty@cardiffmet.ac.uk
Department	Finance
VCEG Sponsor	Chief Officer (Resources)
Executive Summary	The Audit Committee annually receives a report on the Gifts & Hospitality declarations received during the prior academic year.
Recommendations & options for decision	The Committee is asked to note the report.
Action required	Noting
Document type	Open
Index number	AUD17/11.23-24

Implications of Report

Financial	
Risk	The operation of a rigorous Gifts and Hospitality Policy when combined with the University's Anti-Bribery, Anti-Money Laundering and Counter Fraud and Corruption Policies reduces the risk of abuse of the gifts and hospitality process.
EDI	No direct equality and diversity impacts arise from this report
Strategy	
Other	

Approval Route

20-11-2023	Audit Committee
------------	-----------------

Length of Paper and Appendices: 3 pages

Gifts & Hospitality Declarations 2022/23

1 Introduction

The Gifts and Hospitality Policy is one of a suite of policies that reinforces the University's financial control. The others being the; Anti-Money Laundering, Anti-Bribery, Counter Fraud and Corruption policies and the Financial Regulations. In addition, the University follows the requirements of the Criminal Finance Act 2017.

The Gifts and Hospitality Policy sets out the conditions under which gifts and hospitality may be accepted by officers of the University and makes it a requirement for all members of the Senior Management Board to make an annual declaration of any gifts or hospitality that they have personally accepted. The policy was last updated June 2022.

2 Annual Declarations 2022-23

All members of VCEG individually, and Academic Board members for their reporting areas have made an annual declaration of gifts and hospitality for 2022/23 in accordance with the Gifts & Hospitality Policy.

A summary of the declarations is available to view in Appendix 1.

Gifts received include:

- Gift baskets
- Tickets to events
- Artwork
- Scent/perfume
- Attendance at events and conference including travel and accommodation (various)

This report is published on the external facing Finance webpage and as such is available for public viewing.

3 Recommendation

It is recommended that the report be noted.

Appendix 1 – Summary of Annual Declaration of Gifts and Hospitality for the Financial Year 2022-23

Management Board	Declaration Made	Gift/Hospitality Acceptances	Gift/Hospitality Offered
<u>VCEG</u>			
Vice-Chancellor	Yes	-	-
Deputy Vice-Chancellor	Yes	-	-
Chief Officer (Resources)	Yes	-	-
PVC (Research & Innovation)	Yes	-	-
PVC (Student Engagement)	Yes	-	-
University Secretary & Clerk to the Governors	Yes	-	-
<u>Schools</u>			
Dean CSAD	Yes	1	4
Dean CSESP	Yes	-	-
Dean CSM	Yes	-	-
Dean CST	Yes	1	-
Dean CSSHS	Yes	-	-
<u>Units</u>			
Director of Environment & Estates	Yes	2	-
Director of People Services	Yes	-	-
Director of Global Engagement	Yes	2	-
Director of Learning Enhancement	Yes	4	-
Director of Library & Information Services	Yes	1	-
Director of Marketing & External Relations	n/a	-	-
Director of Student Services	Yes	-	-
Director of Registry Services	Yes	1	-
Director of Research & Graduate Studies	Yes	-	-
Director of Sport	Yes	-	-
Director of Innovation	Yes	-	-
Director of Global Academies	n/a*	-	-