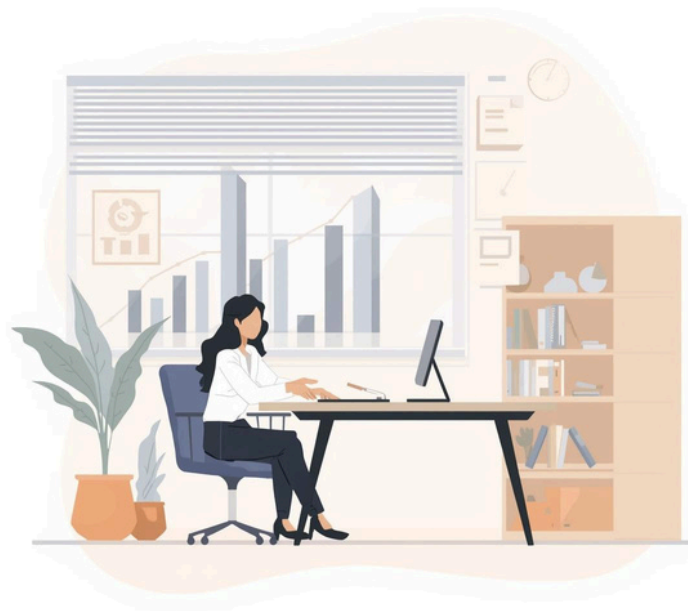


TUESDAY'S

TOP TIP



OUR WEEKLY DOSE OF SMART BUSINESS AND FINANCE TOP TIPS



Maintain and update a Gift and Hospitality Register

Why?

Integrity

- Set acceptable thresholds and guidance on refusals
- Record gifts received and given above an acceptable threshold.

Accountability and Transparency

- Ensure those in governance, senior leaders and budget holders are aware of the requirements to disclose gifts and hospitality
- Train staff on conflicts of interest
- Implement a conflict-of-interest policy

Useful Resources

- Cabinet Office – Code principles
- DfE – Governance handbook

Benefit

Maintaining a clear and up-to-date gift and hospitality register helps protect the school or trust's reputation by ensuring transparency and accountability in all interactions with suppliers, contractors, and stakeholders. Recording offers and decisions taken reduces the risk of conflicts of interest and prevents undue influence on procurement or governance decisions. This supports compliance with the Nolan Principles of Public Life and provides an auditable trail for internal and external audit.