****Audit Committee

REPORT COVER SHEET

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| 20-11-2023 | 14:30 | MS Teams |

Key Details

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| 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](mailto:elvoisin@cardiffmet.ac.uk)  Helen Crotty (Deputy Director of Finance) | [hcrotty@cardiffmet.ac.uk](mailto: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

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Gifts & Hospitality Declarations 2022/23

# 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.

# 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.

# 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** | **Gift/Hospitality** | **Gift/Hospitality** |
|  | **Made** | **Acceptances** | **Offered** |
|  |  |  |  |
| **VCEG** |  |  |  |
|  |  |  |  |
| 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 | - | - |
|  |  |  |  |
| **Schools** |  |  |  |
|  |  |  |  |
| Dean CSAD | Yes | 1 | 4 |
| Dean CSESP | Yes | - | - |
| Dean CSM | Yes | - | - |
| Dean CST | Yes | 1 | - |
| Dean CSSHS | Yes | - | - |
|  |  |  |  |
| **Units** |  |  |  |
|  |  |  |  |
| 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\* | - | - |