



28-11-2022

14:00

Teams

Key Details

Title of report	Gifts and Hospitality Declaration 2021-2022
Date of report	18 November 2022
Author(s) & e-mail address	Helen Crotty hcrotty@cardiffmet.ac.uk
Department	Finance
VCEG Sponsor	David Llewellyn – Chief Officer (Resources)
Executive Summary and Recommendations	The presentation of the Gifts and Hospitality Declaration is a standing item at the autumn Audit Committee. There are no significant or material items to report and the committee is asked to note this report
Action required	Noting
Document type	Open
Index number	<i>For admin use</i>

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
Other	

Approval Route

28-11-2022	Audit Committee only
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Length of Paper: 4 pages



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Gifts and Hospitality Declarations

MEETING OF THE AUDIT COMMITTEE – 28 NOVEMBER 2022

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1 Introduction

- 1.1 In order to comply with the provisions of the Bribery Act 2010, the University strengthened its financial processes and procedures through the introduction of two new policies: the Anti-Bribery Policy and the Gifts and Hospitality Policy.
- 1.2 Today 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.
- 1.3 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 2021-22

- 2.1 All members of VCEG individually, and Academic Board members for their reporting areas have made an annual declaration of gifts and hospitality for 2021/2022 in accordance with the Gifts & Hospitality Policy.
- 2.2 A summary of declarations by School and Departments is available to view in Annex 1
- 2.3 This report is published on the external facing Finance webpage and as such is available for public viewing.

3 Recommendation

- 3.1 It is recommended that this report be noted

4 Annex 1 – A Summary of Annual Declaration of Gifts and Hospitality for the Financial Year 2021-22

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	n/a*	-	-
<u>Schools</u>			
Dean CSAD	Yes	-	-
Dean CSESP	Yes	-	-
Dean CSM	Yes	1	-
Dean CST	Yes	-	-
Dean CSSHS	Yes	-	-
<u>Units</u>			
Director of Environment & Estates	Yes	-	-
Director of People Services	Yes	-	-
Director of Global Engagement	Yes	-	1
Director of Learning Enhancement	Yes	-	-
Director of Library & Information Services	Yes	1	-
Director of Marketing & External Relations	Yes	-	-
Director of Student Services	Yes	-	-
Director of Registry Services	Yes	-	-
Director of Research & Graduate Studies	Yes	-	-
Director of Sport	Yes	-	-
Director of Innovation	Yes	-	-
Director of Global Academies	n/a*	-	-