

AUDIT & RISK COMMITTEE

3 October 2024

Register of Gifts & Hospitality Update

1.0 PURPOSE OF PAPER

For information

- 1.1 This report provides the Committee an update on the gifts and hospitality offered during the period 15 May and 15 September 2024.

2.0 EXECUTIVE SUMMARY

- 2.1 There has been one offer of hospitality received during the reporting period.

3.0 RECOMMENDATION(S)/ACTION(S) REQUIRED

- 3.1 It is recommended the Committee note there has been one addition made to the Register of Gifts during the reporting period.

4.0 BACKGROUND

- 4.1 The Audit & Risk Committee provides assurance to the Board that “appropriate measures” are in place for a key number of governance and control activities. This includes the governance and oversight of the Register of Gifts which is maintained in accordance with the Financial Regulations.
- 4.2 The Financial Regulations and the Anti-Bribery policy require any gifts or hospitality of value, in excess of £20, to be approved by either the Principal or Vice Principal and recorded in the register.
- 4.3 The Terms of Reference for the Audit & Risk Committee require any updates to the Register of Gifts to be reported to the Committee and is a standing item on the Committee agenda plan.

5.0 GIFTS AND HOSPITALITY UPDATE

- 5.1 There was one offer of gifts/hospitality during the period 15 May and 15 September 2024. This is shown in the table below.

Date	Staff member	Company	Gift/Event	Value	Authorised by
04/06/24	Robert Hewitt	Forbo	Blairgowrie Golf	£100	K Robb, VP Fin & Corp

6.0 IMPLICATIONS AND CONSIDERATIONS

6.1 Financial Implications

There are not financial implications from this report.

6.2 Learner Implications

There are no direct learner implications from the contents of this report.

6.3 Staff Implications

The contents of this report provide assurance the procedures are being followed by staff.

6.4 Equality and Diversity Implications/Equality Impact Assessment

There are no direct equality or diversity implications from the contents of this report.

6.5 Sustainability/Environmental Implications

There are not direct sustainability or environmental implications from the contents of this report.

7.0 RISK COMMENTARY

- 7.1 The monitoring and reporting of gifts and hospitality ensure the College is adhering to its Anti-Bribery Policy and reducing the risk of bribery or corruption within the College. The move to logging all offers into the Self Service portal will improve the system for staff to log any offers and for increase analysis of the offers received.

8.0 CONCLUSION

- 8.1 There has been one offer of hospitality received during the reporting period.

Kirsty Robb, Vice Principal Finance & Corporate Services

Previous Board or College Committee Approvals: Audit & Risk Committee 29 May 2024

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