

1. Introduction

- 1.1 The policy is designed to safeguard the use of public funds, and to protect and enhance the reputation of the Kent & Medway Economic Partnership (KMEP).

2. Application of this Policy to KMEP Board Members

- 2.1 No board member of KMEP (including the Chairman) shall receive an allowance or is entitled to claim expenses, engage in hospitality or receive gifts from or on behalf of KMEP.
- 2.2 With regard to Local Authority Board Members, each Partner Authority shall be responsible for meeting any expenses to which any Member, or officer appointed by them, as their representative, is entitled to as a result of their attendance at KMEP meetings.

3. KMEP's budget for subsistence and hospitality

- 3.1 KMEP's budget for subsistence and hospitality is £0.

4. Acceptance of gifts

- 4.1 Our board members do not accept significant personal gifts from contractors, clients or outside suppliers, as this could be viewed as a compromise to their impartiality.
- 4.2 Some minor articles may be accepted when appropriate, and when this happens, these must be authorised by the KMEP Secretariat and recorded on a gifts and hospitality register. Offers of hospitality are only accepted if there is a genuine need to impart information or represent KMEP in the business community and where any decisions are not and will not be compromised.
- 4.3 Offers to attend purely social or sporting functions are accepted only when these are part of the life of the business community or where KMEP should be seen to be represented. They are also recorded in advance of the event in the hospitality and gifts register.

5. Final comment

- 5.1 KMEP is deeply grateful to its board members for giving up their time, skills, knowledge and expertise for free.

KMEP REGISTRATION OF RECEIPT OF GIFTS AND HOSPITALITY

In accordance with the law, as reflected in the KMEP's Subsidence and Hospitality Policy, I hereby register that I have recently received the following gifts and/or hospitality over the value of £100 in my capacity as a Board Member of the Kent and Medway Economic Partnership (KMEP).

Description of Gift or Hospitality	
Date of Receipt (NB: You must register gifts and hospitality within 28 days of receipt)	
Board Member's Name:	
Board Member's Signature:	
Date when form completed:	

When completed and signed, please return this form to the KMEP Secretariat.