Esgobaeth Llandaf
Diocese of Llandaff
Mae Ffydd Yn Cyfrif | Faith Matters

Llandaff Diocesan Board of Finance (DBF)
Hospitality, Gifts and Fees Policy

September 2026

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1. Introduction

It is the responsibility of each member of LDBF staff to avoid being placed in a position that risks or appears to risk any perception that they have secured high-value gifts and or hospitality by virtue of their role.

Employees should not accept any gift or hospitality if acceptance could give the impression that they have been influenced while acting in the capacity of the role.

In exercising judgement as to whether to accept a gift or hospitality the question should be asked what public perception would be if the information was published, given the individual's role and circumstances.

2. Gifts

2.1. If an employee is offered any gifts (except gifts of money or gifts of a value higher than c. £50) as a result of carrying out their duties or occupying their role, they may accept them but should declare them to their line manager and keep a written record.

2.2. Gifts with a value higher than c. £50 offered as a result of carrying out duties or

occupying a role should only be accepted if they can be shared with a whole team, donated to charity, or raffled and the proceeds donated to charity, with a written record kept in all cases. Free holidays may not be accepted.

2.3. Gifts of money offered as a result of carrying out their duties or occupying a role should not be accepted by employees. They should inform anyone who wishes to give them a financial gift that they cannot accept it personally but that they may give to the Church in Wales in lieu.

3. Hospitality

3.1. Hospitality offered should only be accepted where there is a direct link to working arrangements and a genuine business reason can be demonstrated, for example attendance or speaking at a conference, which provides complimentary subsistence, travel and accommodation, or attending a drinks reception to network. Employees should declare these to their line manager and keep a written record.

3.2. It is recognised that, in the course of carrying out their duties, employees will need on occasion to ensure good relationships with existing and future contractors and stakeholders and that this may involve for example, the receipt of modest working lunches and dinners. These are acceptable where there is a genuine business reason.

4. Fees

4.1. If offered personal fees for speaking, lecturing, leading workshops etc., for an engagement resulting from their role or connections as a DBF employee, an employee should consult their line manager before accepting. It is recommended that these are invoiced and personal records kept. Employees will be responsible for declaring any tax related to these.

END OF POLICY

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