

Protocol for Accepting Gifts to the Swansea Bay Helping Hands Charity

Any gift made to the health board charity needs to be registered.

This could be a something donated to share with staff, either on a large scale, such as chocolates for all, or an item for specific team or ward, for example a television for a staff room. It could also be items for a giveaway, such as a raffle or quiz prize, or something which is shared with clinical services to support patients or service users, for instance, surplus stock from a supermarket.

When a gift is offered, this needs to be registered within seven days by a member of the fundraising team using the form at appendix one. It needs to specify what the gift is, its intended purpose, estimated value and whether it has been accepted, as it is recognised that it is not possible to accept all donations.

The form is to be returned to the head of corporate governance within that timeframe who will ensure it is included on the register of gifts to the health board charity. This will be reported bi-annually to the Audit Committee alongside the main gifts and hospitality register as well as annually to the Charitable Funds Committee.

Appendix 1

Swansea Bay University Health Board

Form for Registering Gifts to the Health Board Charity

This form should be completed by any member of the fundraising team who accepts or is offered gifts to the health board charity.

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| Name: | | |
| Position/Job Title: | | |
| Donor's Details | | |
| Description of Gift: | | |
| Intended Recipient: | | |
| Date of Offer: | | |
| Estimated Value: *must be completed* | £ | |
| Accepted/Declined Offer | Y/N | |
| If accepted, how was the donation used: | | |
| If declined, why: | | |
| Signed: | | Date: |
| Head of Fundraising Name: | | |
| Signature: | | Date: |
| Head of Corporate Governance Name: | | |
| Signature | | Date: |

Once completed, this form must be forwarded to sbu.boardservices@wales.nhs.uk for inclusion in the charity gifts register.