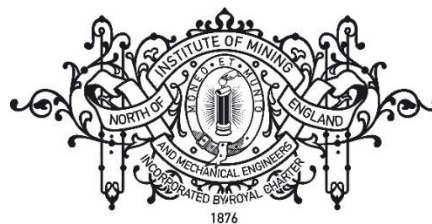


**NORTH OF ENGLAND INSTITUTE OF  
MINING AND MECHANICAL ENGINEERS**

**FOUNDED 1852  
ROYAL CHARTER 1876**



**(Policy) Declaration of Gifts**

**Approved by: Council**

**Date: May 2021**

**1. Objective and Aims**

To ensure that any conflicts of interests regarding members of Council and Committees are suitably declared to the Institute.

**2. Background**

Institute members have a legal and moral obligation to act in the best interests of the Institute and in accordance with the Institute's Royal Charter, Bye Laws and other relevant documents. In particular the guidance from the Charity Commission for conflicts of interest (CC29) must be followed.

This document should be read in conjunction with the NEIMME Declaration of Interests Policy.

**3. Background**

Types of gift to be registered may include the following:

- Receipt or offer of gifts/hospitality of benefit to the individual when acting on behalf of NEIMME – over and above any subsistence that would otherwise be reimbursed by NEIMME.
- Any gifts/hospitality offered by NEIMME Council members, or other relevant persons when acting on behalf of NEIMME

If you are unsure of what to declare, please contact the Hon. Secretary for guidance in the first instance.

**4. Register of Gifts**

All new Council members, or other relevant persons, will be required to complete their registration before taking up their duties, using the 'NEIMME Register of Gifts' form (see Appendix A). All individuals covered by this policy are required to update their register entry within one month of the change occurring or at the first meeting where the interest is relevant, whichever is earlier. Declarations of Gifts should be submitted directly to the Hon. Secretary in all cases. The maintenance of the register will be the responsibility of the Hon. Secretary.

The register is not in the public domain, but each section of the register will be available for inspection to all whose names appear in it. The register will be made available online to trustees via the Document Portal.

The Chair of Council, or of other relevant meetings, is required to ensure that any new gift declarations are forwarded for recording in the register.

## 5. Declaring a Gift

In meetings, Council members, and other relevant persons, should declare the receipt of a gift at the earliest opportunity.

## 6. Failure to Declare or Register a Gift

If anyone fails to declare a relevant registered interest at a meeting, the meeting Chair will declare that interest. To this end, meeting chairs are expected to familiarise themselves with the Institute's Register of Gifts. If there is a question as to whether a conflict of interest exists, then the meeting will decide by simple majority. In no case may the person concerned vote on the matter in question, nor be counted as a part of a quorum. Serious cases of non-disclosure of an interest will be dealt with by the Council.

## 8. Gifts and Benefits in Kind

Council members, and other relevant persons, should declare all personal gifts received and hospitality accepted or offered while on NEIMME business, or from people or organisations connected with NEIMME. This applies only to benefits which accrue solely or almost solely to the individual and which do not benefit NEIMME – over and above subsistence that would otherwise be reimbursed by NEIMME. Council members should also declare any gifts/hospitality which they offer to others when acting on behalf of NEIMME. All declarations should be submitted directly to the Hon. Secretary for inclusion on the Register of Gifts within one month of receipt or offer. Gifts which fall within what would otherwise be reimbursed by NEIMME (eg the offer to pay for a cup of coffee at a meeting while on NEIMME business) are not considered as benefits accruing to the individual and need not be declared.

Council members should not accept gifts with a significant monetary value or lavish hospitality without first seeking the approval of the Officers. Such gifts should be referred to the NEIMME Officers.

Council members should under no circumstances accept gifts or hospitality where this could be seen as being likely to influence the decisions of the Council or would be considered as bribery under the terms of the Bribery Act 2010. Council members, and other relevant persons, should under no circumstances offer gifts or hospitality that would be considered as bribery under the terms of the Bribery Act 2010.

## 9. Data Protection

The information provided will be processed in accordance with the current NEIMME Data Protection Policy. The information provided will not be used for any other purpose.

# Appendix A: Form of the 'NEIMME Register of Gifts'

## NEIMME Register of Gifts

Name	NEIMME Position	Date of Disclosure	Gift or benefit and date offered	Date accepted and Duration	From whom received	Approx monetary value	(E-)Signed