

Gifts and Hospitality Register

What you need to do:-

- 1) Complete the entry within a reasonable period of the offer of a gift or hospitality. Members have 28 days to do this.
- 2) Complete all columns on the form including whether gift or hospitality accepted.
- 3) Give an approximate value of the offer. You can say "de minimis" or "less than £10" if the gift is small.
- 4) Name the donor, including where the Authority provides hospitality.
- 5) Name the individual who received the offer.
- 6) It must be clear from the entry whether the offer is accepted or refused.
- 7) A reason for acceptance **must** be given and the Assistant Director's authorisation (signature) obtained.
- 8) Assistant Directors should not authorise their own acceptance of gifts and hospitality. The CEO, a Director or another Assistant Director should be asked to authorise. Directors should have acceptance authorised by the Chief Executive Officer.
- 9) The approved form is attached. It should be used in all circumstances.

Deleted: Head of Service

Deleted: Head of Services

Deleted: Head of Service

Deleted: authoorsed

Each year on behalf of the Standards Committee your Director/Assistant Director will be asked to confirm that gifts and hospitality have been recorded and the forms kept. In addition the Monitoring Officer will check, annually, the declarations of gifts and hospitality that have been made throughout the preceding year.

Deleted: Head of Service

Deleted: this Register has

Deleted: kept

Deleted: used

Deleted: annually

Deleted: preceeding

Deleted: each Register to ensure it is available and being used

August 2013

Formatted: Font: (Default)
Arial

Formatted: Tabs: Not at
15.24 cm