



# **REGISTRATION OF GIFTS AND HOSPITALITY**

**JUNE 2019**

## **REGISTRATION OF GIFTS AND HOSPITALITY**

### **OFFICERS**

Officers must register with the Director of Corporate Resources each gift, favour, reward or hospitality offered by a person or organisation that is doing or seeking to do business with London Councils.<sup>1</sup>

#### **Paragraph 2.3 of London Councils' Financial Regulations states: -**

"The Finance Officer<sup>2</sup> shall maintain a register in which officers shall enter each gift, favour, reward or hospitality offered by a person or organisation doing or seeking to do business with the organisation".

As such employees MUST register the receipt/offer of any gift or hospitality. The Finance Officer has a standard form for employees that must be completed in order for the receipt/offer to be registered.

Offers of gifts or hospitality (this refers to both gifts or hospitality received by and offered to third parties) must be treated with caution whenever any suggestion of improper influence could arise. To prevent any improper behaviour, or suggestion of improper behaviour arising employees must take great care when a gift or hospitality is offered/received. Gifts or hospitality offered/received should not be extravagant and nor should they be taken from or given to the same client or individual on a frequent basis.

The Director of Corporate Resources has a standard form with a guidance note for officers that must be completed in order for an offer to be registered. A copy of the officers' form is contained in Appendix A. This is also available on the intranet.

### **MEMBERS**

Pursuant to their local authority's Code of Conduct for Members, Members will have a similar duty to register gifts and hospitality with their local authority's Monitoring Officer. Nevertheless, London Councils requires Members to also register with the Director of Corporate Resources any offer of a gift or hospitality that is:

- a) over the value of £25; and
  - b) is from a person or organisation that is doing, or seeking to do business with London Councils,
- within 28 days of receiving that offer.

Members and officers are personally responsible for their actions in connection with any offer of a gift, favour, reward or hospitality and the completion of the register does not relieve them of the responsibility to justify their acceptance of such an offer.

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<sup>1</sup> Paragraph 2.3 of Schedule 7 (Financial Regulations) of the London Councils Leaders' Committee Governing Agreement 2001 (as amended) and paragraph 2.14 of the Code of Conduct for Employees

<sup>2</sup> The Director of Corporate Resources

The Director of Corporate Resources has a standard form for Members that must be completed in order for an offer to be registered. A copy of the Members' form is contained in Appendix B.

Breaches of this duty will be taken very seriously and may result in disciplinary action for officers and a formal complaint being made to the relevant authority, for Members.

## **Appendix A**

### **OFFICERS DECLARATION OF RECEIPT OR OFFER OF GIFTS AND/OR HOSPITALITY**

<b>Name</b>	
<b>Date</b>	
<b>Particulars of how Offer or Receipt of Gift or Hospitality arose</b>	
<b>Who is offering the Gift or Hospitality and what is the value?</b>	
<b>Benefit to the committee from accepting or offering the Gift or Hospitality</b>	
<b>View of Director/Corporate Director/Chief Executive (delete as appropriate)</b>	
<b>Approval Given/Denied</b>	
<b>Staff Signature &amp; Date</b>	
<b>Director/Corporate Director/Chief Executive (delete as appropriate)</b>	
<b>Signature and Date</b>	
<b>For CMB only: description for publication purposes</b>	

**Please send to Frank Smith, Director of Corporate Resources**  
**(frank.smith@londoncouncils.gov.uk)**

## **Appendix B**

### **Guidance on declaring gifts and hospitality**

London Councils employees must register any gifts, favours, rewards or hospitality offered or given to them by a person or organisation which is doing or seeking to do business with London Councils. A form for registering gifts and hospitality can be downloaded from the intranet. Once completed, the form should be sent to the Director of Corporate Resources.

Before accepting any gift or hospitality, approval must be obtained in advance from the relevant Director, Corporate Director or the Chief Executive.

Offers of gifts or hospitality must be treated with caution whenever any suggestion of improper influence could arise. To prevent any improper behaviour or suggestion of improper behaviour arising, employees must take great care when a gift or hospitality is offered. You should not accept gifts or hospitality which are extravagant nor those given by the same client or individual on a frequent basis.

London Councils has a special process to deal with gifts received at Christmas. Given that it is common practice for gifts to be offered at this time, gifts are collected by the Director of Corporate Resources and raffled and the proceeds are donated to a designated charity.

Any employee accepting/offering money for doing or not doing anything or showing favour or disfavour to any person in their official capacity shall be subject to immediate dismissal.

### **Special Dispensation**

Employees should only accept/give offers of gifts or hospitality if there is a genuine need to impart information or represent London Councils in the community and must comply with the provisions below:

- Employees shall be allowed to receive books, diaries, pens, pencils, calendars and similar articles provided that the overall value of the gift is not more than £20
- Working lunches are permissible provided that the employee has the approval of their Director/Chief Executive
- The Chief Executive and Directors shall be entitled to attend working lunches and functions as representatives of London Councils
- Employees can represent London Councils at functions, openings, launches and other similar functions with the approval of the relevant Director
- Employees may receive gifts on behalf of London Councils from visiting dignitaries and must then declare these using the declaration of receipt or offer of gifts and/or hospitality form.
- The decision as to whether the employee can personally retain the gift will be made by their Director/Chief Executive
- Any such other matters as the Chief Executive and the Director of Corporate Resources may approve from time to time.

Employees still must register the receipt/offer of any gift or hospitality even if it is included in the list above.

Employees are personally responsible for their actions in connection with any offer of a gift, favour, reward or hospitality and the completion of the register does not relieve them of the responsibility to justify their acceptance of such an offer.

Breaches of this duty will be taken very seriously and may result in disciplinary action.

## **Appendix C**

### **MEMBERS' DECLARATION OF AN OFFER OR RECEIPT OF GIFTS AND/OR HOSPITALITY**

I,

Name \_\_\_\_\_

Position \_\_\_\_\_

In accordance with the Registration of Gifts and Hospitality Protocol, I wish to inform the Director of Corporate Resources of the \*offer / receipt of the following:

#### **\*Gifts**

Description:

Donor:

#### **\*Hospitality**

Description:

Donor:

#### **\*Other**

Description:

Donor:

Signature:

Date:

\*Delete as necessary

**Please send to Frank Smith, Director of Corporate Resources**  
(frank.smith@londoncouncils.gov.uk)