

# GIFTS & HOSPITALITY ANNUAL REPORT

Reporting Officer: Lloyd White, Head of Democratic Services

## SUMMARY

This report provides a summary of gifts and hospitality accepted by staff during the 2009/10 financial year. The report is considered annually by the Council's Corporate Management Team and is submitted to Members as part of the annual monitoring of ethical standards within the authority.

**RECOMMENDATION: That the report be noted.**

## INFORMATION

The Council's Golden Rules on gifts and hospitality require Corporate Directors to keep a register of declarations made by staff and for an annual report to be made to Management Team.

## GIFTS & HOSPITALITY 2009/10 – GENERAL SUMMARY OF FINDINGS

### Deputy CEO – Total of 32 declarations

- 8 declarations of gifts and 24 of hospitality.
- 3 offers were declined; this included a gift of a leather wallet.
- 1 gift accepted was an Ipod Touch which valued at £200; this was donated to the Mayor's charity.
- 2 offers of alcohol were accepted. One was a bottle of wine as a thank you gift and was donated to the Mayor's charity. Another was a glass of wine consumed at a dinner event.
- 1 offer of gift which was accepted was a £50 Debenhams gift voucher. This was kept by the officer with the authority of the Deputy Chief Executive.

### Finance & Resources – Total of 29 declarations

- 19 declarations of gifts and 10 of hospitality.
- 3 offers were declined, these were all hospitality.
- 2 offers of alcohol were accepted and donated to the Mayor's charity.
- The majority of gifts were thank you, token gifts (e.g. chocolates).

### Education & Children's Services – Total of 25 declarations

- 23 declarations of gifts and 2 of hospitality.
- All offers were accepted.
- 1 offer of alcohol was accepted and donated to the Mayor's charity.
- The majority of gifts were thank you, token gifts.
- 1 gift of a £10 Marks & Spencer voucher was accepted as a thank you gift. The recipient did not realise it was in the card until they opened it at home.
- 1 gift of a necklace valued at £10 was accepted.

### Environment & Consumer Protection – Total of 45 declarations

- 23 declarations of gifts and 22 of hospitality.
- 38 offers were accepted, 7 declined.
- 1 offer of alcohol was declined.

- 1 gift of £20 was declined but the person was very insistent. This was donated to the Mayor's charity.
- 1 gift of a £10 Marks & Spencer voucher was accepted as a thank you gift, this was not authorised by the Head of Service.
- The majority of the gifts were desk calendars, etc or thank you, token gifts.
- The majority of hospitality were networking events.

**Adult Social Care, Health & Housing – Total of 40 declarations**

- All declarations were gifts.
- All offers were accepted.
- There were 5 declarations of alcohol; all were donated to the Mayor's charity.
- There was a £5 Starbucks voucher accepted; this was donated to the Mayor's charity.
- The majority of gifts were thank you, token gifts.

**Planning & Community Services – Total of 59 declarations**

- 37 declarations of gifts and 22 of hospitality.
- 4 offers were declined; 3 of these were hospitality and 1 gift.
- The majority of gifts were thank you, token gifts.
- A £10 Marks & Spencer's gift card was returned to the sender with a note explaining the council policy on this.
- A small crystal ornament to the value of £30 was accepted and given to a charity shop.
- 1 offered of alcohol was accepted and donated to the Mayor's charity.