

Gifts and hospitality which need not be registered

There are some circumstances where you may accept gifts and hospitality without the need to register the gift or hospitality. Some situations will require the exercise of your personal judgement. You should always be cautious, when additional services, privileges or advantages are offered, which might be related to your position as a Member. Remember – always register a gift or hospitality if it could be perceived as something given to you because of your position.

- (i) Official hospitality such as a civic reception or a working/business lunch in Council owned premises or hosted elsewhere, by a partner organisation of the Council.
- (ii) Civic hospitality provided by another public authority.
- (iii) Refreshment in connection with any meeting in the course of your work as a Member eg tea, coffee and other normal beverages and refreshments.
- (iv) Meals or refreshments funded by other public sector partners, as part of joint working/collaboration.
- (v) Meals or refreshments provided as part of a ceremony or event to promote/or launch a project or initiative.
- (vi) Meals or refreshments provided at design/progress meetings, by a consultant, contractor or advisor who is already appointed by the Council for that project, scheme or initiative.
- (vii) Drinks or other refreshment in the normal course of socialising arising consequentially from Council business eg inclusion in a round of drinks after a meeting.
- (viii) Tickets for sporting, cultural and entertainment events which are sponsored or promoted by the Council or bodies to which you have been appointed by the Council, and the tickets are offered in relation to that sponsorship or promotion.
- (ix) Small low value gifts, such as pens, calendars, diaries, flowers and other mementos and tokens.
- (x) Gifts and hospitality arranged and paid for wholly by your own political party.
- (xi) Gifts and hospitality not related or connected with your membership of the Council ie received by you outside the performance of your functions as a Member.
- (xii) Gifts and hospitality you may receive from family and friends eg birthday presents that are not related to your position as a Member.
- (xiii) Gifts given to the Council that you accept formally on the Council's behalf and are retained by the Council and not by you personally eg a commemorative goblet for display in the Chairman or Mayor's parlour.
- (xiv) Gifts given as prizes at exhibitions, conferences, seminars etc. as part of a free raffle or draw.
- (xv) Gifts and hospitality which you do not accept.
- (xvi) Gifts made directly to the Chairman's or Mayor's charity appeal.
- (xvii) Gifts which you donate to the Chairman or Mayor's charity, subject to you indicating this intention to the donor of the gift.
- (xviii) Gifts known to be available to all members of the Council eg badges and ties bearing the Council's coat of arms.
- (xix) Souvenirs and gifts from other public bodies intended as personal gifts eg arising from town-twinning and other civic events.
- (xx) Hospitality known to be available to all members of the Council eg Annual Meeting/Mayor making refreshments.
- (xxi) Hospitality ancillary to the Council business being conducted, such as an overnight stay for an 'away – day with a partner organisation of the Council'.
- (xxii) Hospitality ancillary to attendance at conferences, seminars and courses where the hospitality is corporate, rather than personal.
- (xxiii) Hospitality ancillary to attendance at functions where you represent the Council (opening ceremonies, public speaking events, conferences).

- (xxiv) Hospitality ancillary to attendance as Chairman or Vice-Chairman, Mayor or Deputy Mayor, at charity events, garden parties, fetes, schools, concerts etc.
- (xxv) Hospitality extended to you as an office holder rather than to you as an individual.
- (xxvi) Trips in the UK or abroad which are paid for by the Council or which involve reciprocity of payment with other local authorities, government bodies/departments or outside bodies/organisations, together with any hospitality associated with such visits and available to all participants.