

Appendix A

5. Hospitality and Gifts

5.1 In undertaking their duties officers may be offered gifts or hospitality from persons or organisations having, or proposing to have, a contractual or client relationship with the Council. Such offers could be made to gain an advantage over another person or organisation or could be construed as such and therefore must not be accepted without prior approval from an appropriate Assistant Director.

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5.2 If officers receive a gift of any description then this must be made known to their Assistant Director who will decide on the course of action to be taken. Likewise only hospitality for which prior approval has been given by your Assistant Director should be accepted from outside persons or organisations. Small gifts, such as pens, calendars, diaries etc, provided they are not of material value, need not be declared.

5.3 The Gifts and Hospitality form must be completed and ANY gifts or hospitality agreed and accepted will be recorded in writing in the register maintained by each Director for their service areas. The Chief Executive and all Directors should record the receipt of any gifts or hospitality they receive in the register maintained by the Monitoring Officer.

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