



The Codes of Conduct regarding Gifts and Hospitality

All gifts and hospitality that you are offered should be recorded in the Gifts & Hospitality Register, even if they are not accepted. By ensuring that all members are recorded in the Register, the council can demonstrate that it and its officers have acted properly. An entry in the Register may protect council members if there are any allegations of impropriety made against the council. The Gifts & Hospitality Register is held by Finance in a secure electronic folder.

If you are in any doubt about what to do you can speak to a member of Internal Audit who will be happy to advise.

Gifts

The council expects members to be open and responsible in dealing with hospitality and gifts. Although a gift may be well intended by the giver, it may be seen by others as an opportunity to make you as a council member act in a particular way or influence decisions you take on behalf of the council. Sadly, people are only too ready to believe that something underhand or unfair is happening (especially if they think they have been disadvantaged).

Members need to make a judgement when they are offered gifts. Small items (promotional pens, diaries, calendars, etc.) are a normal part of the business environment and may be accepted without a problem. More personal, but still low value token items (a small box of chocolates or bunch of flowers as a thank you for good service) are also fine to accept provided they are recorded in the Gifts & Hospitality Register. Any gifts which go beyond these levels should be refused and returned. Where it is not possible to return a gift received, it should be donated to the Mayor's Charity.

If you wish to donate a gift to the Mayor's charity, please take it to Human Resources with the completed form.

Hospitality

Members should not accept offers of hospitality unless they can clearly be seen to be in the furtherance of work. An example would be a working lunch where discussions continue from a morning meeting into the afternoon. If you do need to accept an invitation for lunch or hospitality, this should be approved through use of this form. Again, members need to make a judgement on whether to accept hospitality offered; a modest lunch bought for you following a lengthy meeting is acceptable, a slap up meal at a fancy restaurant is not.

There are circumstances where officers are invited to attend prestigious or promotional events on behalf of the council in the normal course of business. These are acceptable provided they are approved on this form again.

Making a Declaration

To make a declaration of receipt of a Gift or Hospitality please fill out the form on the next page and follow the instructions given at the bottom.

Any breach of the Code may result in Disciplinary action



Entry in Staff Gifts and Hospitality Register

Receiving Member Cllr. Jordan Meade

Date 20th July 2023

Supplier BULLDOG POLITICAL CONSULTING LIMITED

Address 81 High Street,

Cosham,

Hampshire,

PO6 3BL

(please mark)

Gift

Hospitality

Details of gift/hospitality

Ticket to attend the LGA Annual Conference in Bournemouth at a value of £855

Date offered/received 30th June 2023

Outcome (e.g. disposal of gift to Mayor's charity/refusal/used in office)

Attended the LGA Conference as furtherance of my work as a Councillor and Leader of the Opposition

This form should be completed electronically by the receiving Member then sent to the Committee Section to be reviewed. This should then be forwarded to Ryan Partridge in Finance via email attachment to be added to the secure Member Gifts and Hospitality Register folder. If gifts have been disposed of or returned, a receipt or notification letter should also be attached.