

PART 5.1.2 ANNEX 7

GIFTS AND HOSPITALITY GUIDANCE

LEAFLET

## **A Guide to**

## **Gifts and Hospitality**

### **Gifts and hospitality – what do I have to do?**

- You must register any gifts or hospitality worth £50 or over.
- You must also register the donor (for example, the person, company or body) of the gift or hospitality.
- You only have to register gifts that you receive in connection with your official duties as a member. You do not have to

register other gifts and hospitality, such as birthday gifts from family.

- Ask yourself “Have I been given this because I am a member?” If the answer is “yes” then you must register the item.
- You should register an accumulation of small gifts you receive from the same donor over a short period that add up to £50 or more.
- You must register the gift or hospitality and its donor within 28 days of receiving it, and if an accumulation, when it gets to £50.

### **What happens if I do not know the value of the gift?**

It is suggested you register it anyway as a matter of good practice.

### **Do I have to register gifts or hospitality I do not accept?**

This will depend upon the circumstances. Para 10.3 of the model Code of Conduct requires that any significant gift or hospitality which has been offered and is declined should be registered. The LGA has produced helpful guidance to the model code including information in relation to gifts and hospitality.

### **What does “hospitality” mean under the Code?**

Hospitality can be defined as any food, drink, accommodation or entertainment provided free of charge or heavily discounted.

### **Do I have to register the interests of the donor of the gifts or hospitality?**

No. The Code only requires you to register the gift or hospitality worth £50 or over, received in connection with your official

duties, and the donor of that gift or hospitality.

## **What about official gifts or hospitality given to the Civic Mayor or Leader of the Council?**

- There are no special rules for those who serve as Mayor or Leader of the Council.
- Gifts that are clearly made to the authority do not need to be registered.
- Gifts made directly to a Mayor's charity appeal do not need to be registered.

**For further information please either contact Lorraine Browne, Monitoring Officer on 01245 606560 or visit the website: [chelmsford.gov.uk/councillor-financial-interests](http://chelmsford.gov.uk/councillor-financial-interests)**