Protocol on gifts and hospitality

This protocol has been adopted by the Council to give guidance to Councillors about registering gifts and hospitality.

- This Protocol relates to any offer, gift, favour or hospitality that is made, given, or afforded to you in your capacity as a Member whether you accept it or not. It is not intended to cover the ordinary social relationships which people enjoy with friends, provided that the friend is not applying to the Council for anything, seeking to do business with the Council, or involved in an ongoing business relationship with the Council.
- As a Member you must declare in writing to the Assistant Chief Executive

 Legal and Democratic within 28 days of being offered or receiving it any
 gift or hospitality. Such declaration will be recorded in a register which will
 set out the date of declaration, the date on which the Member received the
 hospitality, the name of the Member, the nature of the gift or hospitality, if
 a gift, what was done with it. The register will be countersigned by the
 Assistant Chief Executive Legal and Democratic.
- The Members' Code of Conduct at Appendix 12, Part 2 (1) (a) relates to
 offers (whether accepted or declined) of gifts over £25. Where an offer is
 made to a group of Members which cumulatively amounts to £25 and
 over, a representative of the members involved will declare that to the
 Assistant Chief Executive Legal and Democratic and it will be recorded in
 the Hospitality Register.
- The procedure set out follows what has always been the practice at this Council.
- Members need to be aware that the receipt of a cash gift or other form of
 hospitality might be a prejudicial interest and the rules in relation to
 prejudicial interests in the Code of Conduct would apply. That is to say
 that you must declare the interest, leave the room in which a decision was
 being taken, and not participate in any way in the decision making
 process.