

GIFTS & HOSPITALITY PROCESS FOR RECORDING FOR ELECTED MEMBERS

Step 1 – Declaration & Completion of Electronic Form

- All gifts and hospitality received by Elected Members should be declared to staff in the Member and Civic Support Unit by completing an electronic 'Gifts and Hospitality Form'.
Note: *This form should be completed within 7 working days by all Elected Members on receipt of any gift or hospitality regardless of whether under or over £25.00.*

Step 2 – Supporting Evidence

- The Elected Member will also be asked to provide any supporting evidence alongside the completed form to ensure there is a proper audit trail i.e. receipt, correspondence (email/letter from donor), photograph.
Note: *Elected Members may decide to donate their gift/hospitality and if this is the case, this will also be noted i.e. in the case of donating to the Mayor's Charity this will also be logged separately and reported to the Mayor's Charity Committee.*

Step 3 – Completion of the Council's Centralised Register

- Member and Civic Support staff will immediately complete the Council's centralised Gifts and Hospitality Register in line with what has been included on the submitted form by the Elected Member.

Step 4 – Sign off by Manager in Democratic Services

- Member and Civic Support staff will submit a copy of the form to the Executive Office Manager in Democratic Services asking to note the declaration and complete, sign and date Part 2 of the Form.

Step 5 – Submission to Assistant Director for Legal Services (Over £25.00)

- The Executive Office Manager will send this back to Member and Civic Support staff who will update the central Register, save a copy of the Gifts and Hospitality Form on file and submit a copy to the Monitoring Officer / Assistant Director for Legal Services (if over the value of £25.00) copied to the Senior Management Secretary in the service.

Step 6 – Completion of Section 10 of Register of Members' Interests Form & Publication

- The Monitoring Officer / Assistant Director for Legal Services will ensure Section 10 of the Register of Members' Interests Form (Notification of Disclosable Pecuniary Interests) for the Elected Member is updated (only if over the value of £25.00) and ensure this is published on the Council's ModGov pages.
- Member and Civic Support Staff will ensure that the signed Gifts and Hospitality Forms and all associated paperwork are saved electronically in the Member and Civic Support Office in accordance with the Council's corporate systems.

Step 7 – Publication of the Register on the Council's Website

- Member and Civic Support Staff will ensure that the Council's Register for Gifts and Hospitality for Elected Members is published on the Council's ModGov pages which can be accessed through the Council's website for openness and transparency.

Vicky Hartley, Executive Office Manager – March 2021