

## OFFICERS' DECLARATION OF OFFER OR RECEIPT OF A GIFT OR HOSPITALITY

### When to use this form

Use this form when you receive, or are offered, any gift or reward that may be seen to have been offered to you because you work for the Council.

### How to use this form

The Officer declaring the offer or receipt of a gift must complete sections 1 and 2 of this form and submit the form to their line manager and, if applicable, take the gift received to their line manager.

Sections 3 to 6 (as applicable) of this form must be completed by the Officer's line manager. The line manager must seek advice from their Chief Officer, or from the Monitoring Officer, if they are unsure about what to do in response to the offer or receipt of the gift. There are also guidance notes on page 4 to assist managers to complete this form.

<b>Section 1</b>
Name of Officer:
Officer's Job Title:
Date of receipt or offer or gift:
Details of the person who made the offer or gift if known:
<b>Section 2</b> Details of the offer/gift:
<ol style="list-style-type: none"> <li>1. What was offered or received?</li>   <li>2. What is its estimated value?</li>   <li>3. How was it offered or received (e.g. by post/in person/by telephone)?</li>   <li>4. Were any other persons present when it was offered or received and if so who?</li> </ol>

5. How did you respond to the offer or receipt of the gift?

6. Was the offer made, or gift given, or do you suspect it was made, or given, in an attempt to influence any Council business? Please provide full details and/or give reasons you consider it was made or given to influence Council business:

7. If the answer to question 6 is no, was the offer otherwise made in connection with Council business? Please provide full details:

Officer submitting the declaration of an offer or receipt of a gift or hospitality:-

Signed ..... Date of signature .....

Print name.....

**Section 3 This section is for completion by the relevant Officer's line manager.**

**You are required to tick one box**

- (a) I consider the offer made or gift delivered has been given in an attempt to influence Council business (complete section 4 below) **OR**
- (b) I do not consider the offer was made or gift delivered in an attempt to influence Council business but was connected with Council business (complete section 5 below) **OR**
- (c) I do not consider the offer was made or gift delivered in an attempt to influence Council business nor was it connected with Council business (complete section 6 below)

**4. Mangers who have chosen option 3(a) please provide reasons below and set out what actions you will, or have, taken to deal with the matter.**

I believe the offer made or gift delivered has been given in an attempt to influence Council business because:

**Action taken/to be taken:**

**5. Mangers who have chosen option 3(b) please provide reasons below and set out what actions you will, or have, taken to deal with the matter.**

I do not consider the offer was made or gift delivered in an attempt to influence Council business but was connected with Council business because:

**Action taken/to be taken:**

6. Managers who have chosen option 3(c) please provide reasons below and set out what actions you will, or have, taken to deal with the matter.

I do not consider the offer was made or gift delivered in an attempt to influence Council business nor was it connected with Council business because:

Action taken/to be taken:

Officer's line manager

Signed .....

Date of signature .....

Print name.....

#### GUIDANCE NOTES FOR MANAGERS COMPLETING THIS FORM

1. It is a serious criminal offence for Officers to corruptly receive or give any gift or reward for doing, or not doing, anything or showing favour, or disfavour, to any person in their official capacity. The Bribery Act 2010 also creates criminal offences for any individual who either offers or receives a financial or other advantage intending the advantage to be rewarded by the improper performance of a function or activity. If an allegation is made it is for the Officer to demonstrate that any such rewards have not been corruptly obtained. It is therefore important that if you consider an offer of a gift has been made, or a gift has been delivered to an Officer in an attempt to influence Council business, that you deal with the matter appropriately so as to protect the Officer and the Council from allegations of wrongdoing. If appropriate, make sure the matter is reported to the police to investigate. **If you are unsure of what to do then contact your Chief Officer or the Monitoring Officer so that the matter can be dealt with appropriately and the action can be properly recorded in this form.**
2. It may be that the offer is made, or gift delivered, without any intention of influencing Council business, but simply to thank the Officer for their work. In this way the offer or gift is still connected with Council business and it may not be appropriate to accept the gift. It may be that the gift should be returned or donated to a charity if it is not appropriate to return it. **If you are unsure of what to do in these circumstances then contact your Chief Officer or the Monitoring Officer so that the matter can be dealt with appropriately and the action can be properly recorded in this form.**

**END OF FORM**