

## 1. Gifts or hospitality

### 1.1 The Member Code of Conduct requires that you:

- (a) Register all offers of gifts or hospitality in the Council Register of Gifts and Hospitality (maintained by the Monitoring Officer). This can be done by sending the information using the attached form.
- (b) Register the receipt of any gifts or hospitality including those you have refused with an estimated value of £25 or more.
- (c) Register the date of offer, source and estimated value of the gift or hospitality.
- (d) Register the gift or hospitality within 28 days of its receipt/acceptance.

### 1.2 Tower Hamlets Council shall interpret gifts or hospitality to include:

- (a) Gift of any goods or services.
- (b) The opportunity to acquire any goods or services free of charge or at a discount or on other terms not available to the general public.
- (c) The offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural, sporting or other event on terms not available to the general public.
- (d) Common gifts include pens, diaries, calendars and other business stationery, key rings, articles of clothing, books, flowers and promotional items.
- (e) Common hospitality include lunches, dinners or refreshments.

### 1.3 The decision for the Member is whether or not it is appropriate to accept any gift or hospitality that might be offered. Consideration must be given to how it might be perceived by a member of the public. In deciding whether to accept any gift or hospitality, apply the following principles:

- (a) Do not accept a gift or hospitality as an inducement or reward for anything you do as a Member or if you believe it will put you under any obligation to the provider as a consequence.
- (b) Do not accept a gift or hospitality of significant value or the value of which is excessive in the circumstances.
- (c) Do not solicit any gift or hospitality and avoid giving any perception of doing so; do not accept a gift or hospitality, if acceptance might be open to misinterpretation.

### 1.4 If you are in doubt about what is proper, you should bear in mind:

- (a) DO err on the side of caution. If the thought of the acceptance of the gift or hospitality becoming public makes you uncomfortable, do not accept.
- (b) DO consult the Monitoring Officer if you are still unsure.

**Frequently Asked Questions:**

1. **What about gifts or hospitality below the £25 threshold?**  
You are encouraged to register with the Monitoring Officer, any gift or hospitality you receive which you estimate to be below the £25 threshold, but there is no obligation to make a disclosure at a Council meeting of the source.
2. **What if I decline the gift or hospitality?**  
There is a requirement under the Code of Conduct that any gifts or hospitality declined is to be disclosed if the estimated value is £25 or more.
3. **What about gifts not related to my role? Do I have to register Christmas, Eid or Birthday gifts from my friends or family?**  
You do not need to register gifts or hospitality which are not related to your role as a Member.
4. **What if I don't know how much the gift or hospitality is worth?**  
You may have to estimate the value of the gifts or hospitality.
5. **What if many members receive the same gift/hospitality?**  
Each member must file an individual declaration.
6. **What if I'm at a Council meeting and the donor of the gift or hospitality is affected by the discussion?**  
You need to consider whether to make a declaration of the gift or hospitality to the meeting for the purpose of complete transparency. The declaration will not mean that you cannot participate in the Council business; however, you may consider it appropriate not to participate depending on the circumstances.
7. **What if I get a series of gifts or hospitality adding up to £25 or more in value?**  
If you receive a series of gifts or hospitality from the same source that add up to £25 or more, then this must be registered.
8. **What about inappropriate gifts or hospitality offered?**  
It is a criminal offence for a person corruptly to give or offer any gift, reward or advantage as an inducement or reward to you for doing or forbearing to do anything as a member of the Council. You must immediately report to the Monitoring Officer any circumstances where an inappropriate gift or hospitality has been offered to you.

Notification of an Offer or Receipt of  
Gifts or Hospitality By a Member of  
the London Borough of Tower Hamlets



The Code of Conduct now requires that members declare offers of gifts or hospitality **accepted or declined** over the value of £25.00.

To: The Monitoring Officer

I, (full name)  GIVE NOTICE that

I have [been offered] [received ] the following [gift(s)] [hospitality] (*delete whichever does not apply*) over the value of £25.00

(a) Date(s) of [offer]/[receipt] of [gifts(s)]/[hospitality]		
(b) Nature of gift(s) and/or hospitality		
(c) Approximate value	£	
(d) Was the gift/hospitality accepted?	Yes	No
(e) Name(s) and addresses of donor(s):		
(f) Does the donor(s) of the gift or hospitality have or has had or is likely in the future to have dealings with the Council? <b>Yes      No      Don't know</b>  If yes, please specify:		
<b>Date of declaration:</b>		
<b>Name (please print)</b>		
<b>Signed:</b>		

**NOTE: This notification must be given by a member to the Monitoring Officer, within 28 days of declining any gift or hospitality or receiving any gift or hospitality, over the value of £25.00**