

Date: 22/06/2016

FREEDOM OF INFORMATION REQUEST FOI/012830 – Gifts and Hospitality

I would like information on your organisation's gifts and hospitality register (or equivalent).

I would like a breakdown in the last five years, items which have been logged on your organisation's gifts and hospitality register by staff, detailing:

Date item was declared  
Description of item  
Reason for the gift/hospitality  
Value  
Whether the item was accepted or declined

Please see attached spreadsheet.

Additionally, does your organisation have a monetary limit on gifts (ie gifts worth under £50 are allowed) and can cash gifts ever permitted?

We revised our policy in the Trust in that from 2014/15 NO gifts of cash or cash equivalents can be accepted and any received should be directed to the Trust's charitable funds.

We encourage all gifts to be declared but our policy states and in the reminder to staff in 2015/16 this was reiterated.

5.4.3. Gifts can be accepted by staff if they are of low intrinsic value for example, calendars, post it pads, pens as well as small tokens of appreciation from patients or their relatives, (e.g. chocolates, flowers, toiletries etc.).

5.4.4. Guidance should be sought from senior management in all other cases as to whether or not the gifts can be accepted and whether or not they need to be declared. Gifts with a value in excess of £25.00 should always be declared, however gifts should also be declared if several low value gifts worth a total of over £100.00 are received from the same or a closely related source in a twelve month period. Also cases whereby several members of staff receive individually from the same source at the same time gifts / hospitality that has a total value in excess of £100.00 must be declared.

[ Extract from our standards of business conduct policy (including Declaration of Interests and Gifts and Hospitality) ]

FOR A COPY OF THE SPREADSHEET DETAILING THE ITEMS PLEASE E-MAIL [FOI@DGH.NHS.UK](mailto:FOI@DGH.NHS.UK) QUOTING REFERENCE 012830