

Date: 17/07/2017

FREEDOM OF INFORMATION REQUEST FOI/013526 – hospitality register

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

For a copy of the spreadsheet please contact dgft.foi@nhs.net quoting the reference number a copy will be forwarded to you.

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

From our standards for business conduct policy revised in 2015/16

- 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.).
- 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.

For the avoidance of doubt, staff may not accept any gift of money