

Date: 01/11/2018

FREEDOM OF INFORMATION REQUEST 014442 – Hospitality register

Under the Freedom of Information Act, I am requesting information on your organisation's gifts and hospitality register (or equivalent).

I would like a breakdown for the last two years (eg. April 2016 to March 2018, or calendar years if appropriate to your organisation), items which have been logged on your organisation's gifts and hospitality register by staff.

I request the following details:

- Date item was declared
- Description of item
- Reason for the gift/hospitality
- Value
- Whether the item was accepted or declined
- Role of staff member the gift was received by, e.g. nurse, Agenda for Change band 5 or above, or doctor, foundation year 1 and above.

Please see copy of spreadsheet below

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

Extract from Declaration of Interest Policy

All gifts of money including gift vouchers must be treated as charitable donations.

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 (including gift vouchers and other such monetary equivalents) for personal gain. All gifts of money towards or departments, without exception, must be treated as a charitable donation to the Trust and should be accepted in accordance with established endowment arrangements and paid into the relevant charitable account / fund.

Role	Date	Description of Gift/Hospitality	Reason	Value (£)	Was the Gift/Hospitality Accepted (Y/N)
Board member	15/08/2016	Dinner	Meeting	15	Y
Board member	17/01/2017	Lunch	Meeting	30	Y
Board member	27/03/2018	Refreshments	Meeting	Not specified	Y
Board member	28/04/2018	Refreshments	Meeting	Not specified	Y
Consultant	29/09/2016	Lunch	Meeting	200	Y
Consultant	04/08/2016	Lunch	Meeting	50	Y
Consultant	17/01/2017	Lunch	Education meeting	Not specified	Y
Consultant	16/01/2018	Dinner	Presented at meeting	Not specified	
Various medical staff	21/04/2016	Refreshments	Anaesthetic education meeting	72.72	Y
Various medical staff	17/05/2016	Refreshments	Anaesthetic education meeting	44.4	Y
Various medical staff	23/05/2016	Refreshments	Anaesthetic education meeting	152.88	Y
Various medical staff	03/10/2016	Refreshments	Anaesthetic education meeting	83.97	Y
Various medical staff	22/11/2016	Refreshments	Anaesthetic education meeting	150	Y
Various medical staff	26/01/2017	Refreshments	Anaesthetic education meeting	170.32	Y
Various medical staff	27/02/2017	Refreshments	Anaesthetic education meeting	172.14	Y
Various medical staff	28/03/2017	Refreshments	Anaesthetic education meeting	150	Y
Trust	01/12/2016	Bottle Prosessco	Raffled for Trust charity	50	Y
Trust	16/12/2016	5 hampers	Raffled for Trust charity	90	Y
Trust	Mar-17	Raffle prizes	Committed to Excellence awards	Not specified	Y
Trust	03/03/2017	Sponsored event	Committed to Excellence awards	19050	Y
Trust	15/12/2017	Kindle fire tablet	Staff benefit gift	Not specified	Y
Trust	13/03/2018	Venue costs and refreshments	Education	Not specified	Y
Trust	04/05/2018	Hand gel samples	Education	Not specified	Y

Communications department	16/12/2016	Box chocolates	Thank you gift to hospital	30	Y
Communications department	12/01/2017	Box chocolates	Thank you gift to hospital	40	Y
Governance admin	20/04/2018	Dinner	Society annual dinner	40	Y
Band 7 Nurse	22/12/2017	Hamper forward staff	Gift from patient	Not specified	Y
Quality Lead	09/10/2017	Mouse pads, pens, post-its	Education	Not specified	Y
Payroll	02/04/2017	Gift voucher	Thank you gift	20	Y