

CODE OF CONDUCT – GIFT & HOSPITALITY – GOOD PRACTICE GUIDE

Hospitality	Hospitality Low Value (£0 - £4.99)	Hospitality Medium Value (£5 - £24.99)	Hospitality High Value (£25 and above)
Civic hospitality	Acceptable	Acceptable	Submit a Gifts and Hospitality Notification form and seek guidance from the Monitoring Officer *
Breakfasts, buffets, lunches, dinners, normal/modest refreshments and drinks etc. provided by BDC	Acceptable	Acceptable	Submit a Gifts and Hospitality Notification form and seek guidance from the Monitoring Officer *
Breakfasts, buffets, lunches, dinners, normal/modest refreshments and drinks etc. provided by external persons	Seek guidance from the Monitoring Officer	Complete a Gifts and Hospitality Notification form	Seek guidance from the Monitoring Officer * as you may need to complete a Register of Members Interest form.
Breakfasts, buffets, lunches, dinners, normal/modest refreshments drinks etc. provided by external bodies where member is rep on that body	Acceptable	Complete a Gifts and Hospitality Notification form	Seek guidance from the Monitoring Officer as you may need to complete a Register of Members Interest form.
Breakfasts, buffets, lunches, dinners, etc. provided by external bodies where member is not a rep on that body	Acceptance	Seek guidance from the Monitoring Officer as you will need to complete a Gifts and Hospitality Notification form	Seek guidance from the Monitoring Officer * as you may need to complete a Register of Members Interest form.

*The Monitoring Officer will take into account the duration of the event.

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Gifts	Acceptable	Complete a Gifts and Hospitality Notification form	Seek guidance from the Monitoring Officer * as you may need to complete a Register of Members Interest form.
Discount vouchers	Acceptable	Complete a Gifts and Hospitality Notification form	Seek guidance from the Monitoring Officer * as you may need to complete a Register of Members Interest form.
Tickets to Events (sports, theatre, other entertainments)	Acceptable	Seek guidance from the Monitoring Officer as you will need to complete a Gifts and Hospitality Notification form	Seek guidance from the Monitoring Officer * as you may need to complete a Register of Members Interest form.
Holiday offers	Seek guidance from the Monitoring Officer	Seek guidance from the Monitoring Officer as you will need to complete a Gifts and Hospitality Notification form	Seek guidance from the Monitoring Officer * as you may need to complete a Register of Members Interest form.
Seminars offered by third-parties free or subsidised	Seek guidance from the Monitoring Officer	Seek guidance from the Monitoring Officer as you will need to complete a Gifts and Hospitality Notification form	Seek guidance from the Monitoring Officer * as you may need to complete a Register of Members Interest form.

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Gifts which are difficult to return	Acceptable	Seek guidance from the Monitoring Officer as you will need to complete a Gifts and Hospitality Notification form	Seek guidance from the Monitoring Officer * as you may need to complete a Register of Members Interest form.
Gifts which would cause offence to return	Acceptable	Seek guidance from the Monitoring Officer as you will need to complete a Gifts and Hospitality Notification form	Seek guidance from the Monitoring Officer * as you may need to complete a Register of Members Interest form.
Cash	Unacceptable	Unacceptable	Unacceptable