



Report to: Governance, General Purposes & LGR Committee – 5 February 2026

Lead Officer: Francesca Whyley, Monitoring Officer

| Report Summary | |
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| Report Title | Gifts & Hospitality Annual Report |
| Purpose of Report | An annual report to update the Committee on the implementation of the Council's Gifts & Hospitality Policies. |
| Recommendations | That the Governance, General Purposes & LGR Committee note the report and the proposed actions for promotion of the Policy in 2026. |
| Reason for Recommendations | To keep Committee updated as to the operation of the Gifts & Hospitality Policy and to ensure it remains up to date and well promoted. |

1.0 Background

- 1.1 A Protocol for Members on Hospitality and Gifts is included in the Council's Constitution. The Protocol is clear that any gift or hospitality with a value in excess of £25 should be notified to the Monitoring Officer in line with the Member's Code of Conduct. Gifts or hospitality below this value do not always have to be recorded if they are insignificant and low value (eg biscuits, tea or coffee provision) but should be reported if they are significant whether or not they are accepted.
- 1.2 Members are required to register gifts and hospitality with the Monitoring Officer via Democratic Services. These details are then published on the relevant Members' web page together with their register of interests.
- 1.3 Having reviewed the Member's Protocol on Hospitality and Gifts there are no proposed amendments. The process for reporting gifts and hospitality by Members is being followed and information published correctly. Reminders should be sent to Members to ensure they maintain awareness of the requirements to declare gifts and hospitality.
- 1.4 There is a separate Gifts & Hospitality Policy for Officers. This is referenced in induction materials for all new starters and is available on the intranet. Officers are required to complete a form to declare offers of gifts and hospitality over £10 in value, these are then reviewed by Business Managers or Directors to determine whether the offers should be accepted or declined and then referred to Administrative Services for publication on the Council's website.

- 1.5 Having considered the Gifts & Hospitality Policy for Officers which was last revised in October 2024 the Policy remains fit for purpose and no changes are proposed at this time.
- 1.6 In order to ensure that Officers maintain awareness in relation to the Policy in respect of gifts and hospitality further work will be undertaken in 2026 to raise awareness of the Policy and procedure.

2.0 Proposal /Options Considered

- 2.1 It is proposed that Members note the detail within the report in relation to the implementation and operation of the Council's Gifts & Hospitality Policy.
- 2.2 It is proposed that Members note that further promotional work will be undertaken in 2026 with officers and Members to maintain awareness of the requirements to record offers of gifts and hospitality .

3.0 Implications

In writing this report and in putting forward recommendations, officers have considered the following implications: Data Protection; Digital & Cyber Security; Equality & Diversity; Financial; Human Resources; Human Rights; Legal; Safeguarding & Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

| Implications Considered Yes – relevant and included / NA – not applicable | | | |
|--|-----|----------------------|-----|
| Financial | NA | Equality & Diversity | Yes |
| Human Resources | Yes | Human Rights | NA |
| Legal | Yes | Data Protection | Yes |
| Digital & Cyber Security | NA | Safeguarding | NA |
| Sustainability | NA | Crime & Disorder | NA |
| LGR | NA | Tenant Consultation | NA |

Legal Implications

- 3.1 The Council should have a clear Policy and process setting out how Gifts and Hospitality can be reported and managed through the organisation. The relevant legislative considerations are included in the policy document. In relation to Members, the Code of Conduct requires Members to notify of gifts and hospitality in excess of £25.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

The current Gifts and Hospitality Policy is attached at **Appendix 1**

The Code of Conduct for Members and Protocol for Hospitality and Gifts can be found in the [Constitution](#)

The Gifts and Hospitality Register for Officers is available on the Council's [website](#)

Individual Councillor declarations of Gifts and Hospitality can be found on the Council's [website](#).