

Trust Board meeting: Thursday 1 November 2012
TB2012.109

Title	Register of Gifts and Hospitality – Routine 6 month report
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Status	A paper for noting
History	This is a six monthly report to the Board

Board Lead	Eileen Walsh, Head of Assurance			
Key purpose	Strategy	Assurance	Policy	Performance

Summary

1	The Trust's Policy relating to gifts and hospitality requires that all staff declare all and any relevant matters.
2	This paper provides an update on the returns received from members of the Board and TME so far during the present financial year.

Introduction

1. The Trust Board requires that all staff declare all and any acceptances of gifts, hospitality, consultancies, sponsorship and support for travel, education and training in the course of their employment. Executive and Divisional Directors are responsible for ensuring that the Trust policy is implemented throughout their areas and this involves circulating the policy, which incorporates the form used to make declarations, and ensuring that staff are aware of the need to make declarations in accordance with the policy.
2. Staff would be expected to declare any gifts, hospitality, etc as soon as these are received. Nil returns are not required under the policy, and as such no declaration implies that no acceptances have been made.

Trust Management Executive (TME) returns

3. The Board and TME have been asked, on this occasion, to provide either a return as required under the Policy or a nil return. Details of returns are set out in Appendix A.

Recommendations

4. The Board is asked to note the contents of this paper and its appendix.

Helen Potton

Interim Head of Corporate Governance

Eileen Walsh

Head of Assurance

10 October 2012

