Chair CEO COO COO COO MD Consumer MD OSGB MD Ventures CFO HRD NEDS Month Director Engineering Director Production	March	Year	2018
Corp Office ☐ Corp Services ☐ OSGB ☐ OS Ventures ☐ OS Consumer ☐ HR ☐ Data Office ☐ Strategy Office ☐	-		
Engineering Production			
		Į.	

Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by	Was gift hospitality retained/accepted/declined by recipient	Line manager's approval
25/04/2018		2211	NII	£	1 2		
25/04/2018		2211	Nil =	£	W W		
25/04/2018	Business Centre	2219	Nil ®	£			
	ð			£	:	e a	
		25		£	ж = - х		
i i			*	£			
7		<		£			



Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by/considered	Was gift/hospitality retained or declined by recipient? If not retained, please give explanation	Line manager's approval
		=		£		3	
		12		£			
				£	Ď		
2.			2				
	X .			£			
	2			£	×	>	
				£			

- Authoriser should be asked to initial this form monthly.
- Authorisation from line management must be obtained before any gifts or hospitality is accepted, offered or considered (or immediately upon return to the workplace). Gifts/hospitality may attract tax liability if worth more than £250 per annum from the same donor. More details are contained in the Staff handbook.
- Items less than £30 do not need to be recorded, unless aggregate amounts from the same donor exceed £30 over a three month period.





Chair CEO COO COO CSO MD Consumer MD OSGB MD Ventures CFO HRD NEDS Month Ma	larch Year	2018
Corp Office ☐ Corp Services ☒ OSGB ☐ OS Ventures ☐ OS Consumer ☐ HR ☐ Data Office ☐ Strategy Office ☐		
Engineering Production		

Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value Received from/offered by		retained/accepted/declined by	Line manager's approval
24/04/2018	Financial Planning and Analysis	1511	Nil	£0	s.		
24/04/2018	Central Finance	1511	Nil	£0		-	9 5
24/04/2018	Legal Services	3781	Nil	£0	×		
24/04/2018	Risk and Assurance	1812	Nil	£0	140		
24/04/2018	Procurement	1512	Nil	£0	8 ±	a /	
24/04/2018	Portfolio Management Office	1511	Nil	£			
	¥			£		ω: ×	



Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by/considered	Was gift/hospitality retained or declined by recipient? If not retained, please give explanation	Line manager's approval
		11		£	×		
			,	£			
			14	£			
				£			
	٨						
		2	3 0 0	£			
			,	£	10		
	."						

- 1 Authoriser should be asked to initial this form monthly.
- 2 Authorisation from line management must be obtained before any gifts or hospitality is accepted, offered or considered (or immediately upon return to the workplace).
- 3 Gifts/hospitality may attract tax liability if worth more than £250 per annum from the same donor. More details are contained in the Staff handbook.
- 4 Items less than £30 do not need to be recorded, unless aggregate amounts from the same donor exceed £30 over a three month period.

Authoriser's initials	// :
	Hu.
. /	Cu proje



Chair CEO COO COO COO MD Consumer MD OSGB MD Ventures CFO HRD NEDS Director Engineering Director Production	Month	March	Year	2018
Corp Office ☐ Corp Services ☐ OSGB ☒ OS Ventures ☐ OS Consumer ☐ HR ☐ Data Office ☐ Strategy Office ☐				
Engineering				

Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by	Was gift hospitality retained/accepted/declined by recipient	Line manager's approval
23/04/2018	OSGB Propositions	1004	Nil Return	£			
23/04/2018	Innovation and Outreach	1005	Nil Return	£			
23/04/2018	Partners and Government Engagement	1006	Nil Return	£			
23/04/2018	Product Management	1007	Nil Return	£	=	2	-
23/04/2018	Geovation	1023	Nil Return	£			2
i.			9 A	£			
				£	X	2 8	



Date	Recipient	Recipient Recipient's Description Estimated value Received from/offered by/		Received from/offered by/considered	Was gift/hospitality retained or declined by recipient? If not retained, please give explanation	Line manager's approval	
				£		6	
			. 4	£	· ·		
			4)	£	2		
	ž (40)		4	£			
		*		£		*	
		74	4 E1 E1	£	s v		

NOTES:

- Authoriser should be asked to initial this form monthly.
- Authorisation from line management must be obtained before any gifts or hospitality is accepted, offered or considered (or immediately upon return to the workplace). Gifts/hospitality may attract tax liability if worth more than £250 per annum from the same donor. More details are contained in the Staff handbook.
- Items less than £30 do not need to be recorded, unless aggregate amounts from the same donor exceed £30 over a three month period.





Chair ☐ CEO ☐ Coo ☐ CDO ☐ CSO ☐ MD Consumer ☐ MD OSGB ☐ MD Ventures ☐ CFO ☐ HRD ☐ NEDS ☐ MC Corp Office ☐ Corp Services ☐ OSGB ☐ OS Ventures ☑ OS Consumer ☐ Operations ☐ HR ☐	March March	Year	2018

Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by	Was gift hospitality retained/accepted/declined by recipient	Line manager's approval
	Strategic Partnering	1018	Nil retum	£			D
	Propositions & Business Planning	1016	Nil Return	£			D
	Bid Management & Operations	1015	Nil Return	٤			10
	Operations & Planning	1019	Nil Return	£			A
	OSI	8514	Nil Return	£		¥	10
	Go to Market	1014	Nil return	£		=	10
				£	я	ri ri	
				£			



Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by/considered	Was gift/hospitality retained or declined by recipient? If not retained, please give explanation	Line manager's approval
		*		£			
				£			
· M		. 1		£	<i>e</i> :		
				£			
-				£	H		
	18			£		, , , , , , , , , , , , , , , , , , ,	
		7	2				

NOTES:

- Authoriser should be asked to initial this form monthly.
- Authorisation from line management must be obtained before any gifts or hospitality is accepted, offered or considered (or immediately upon return to the workplace). Gifts/hospitality may attract tax liability if worth more than £250 per annum from the same donor. More details are contained in the Staff handbook.
- Items less than £30 do not need to be recorded, unless aggregate amounts from the same donor exceed £30 over a three month period.





Chair CEO COO CDO CSO MD Consumer MD OSGB MD Ventures CFO HRD NEDS Mont	March	Year	2018
Corp Office ☐ Corp Services ☐ OSGB ☐ OS Ventures ☐ OS Consumer ☒ HR ☐ Data Office ☐ Strategy Office ☐			
Engineering Production			
X V			

Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by	Was gift hospitality retained/accepted/declined by recipient	Line manager's approval
	BD/Sales	1020	nil return	£	A e		
	Marketing	1021	nil return	£			
	Consumer Ops	1022	nil return	£			
			=	£			
			9	£	ř.	X	
		6		£			
*:				£			



Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by/considered	Was gift/hospitality retained or declined by recipient? If not retained, please give explanation	Line manager's approval
				£		8	
	÷			£	8	9 54	
,			a :a : //	£			
				£			."
	5		v	£			-
	ii .			£			

- Authoriser should be asked to initial this form monthly.
- Authorisation from line management must be obtained before any gifts or hospitality is accepted, offered or considered (or immediately upon return to the workplace).
- Gifts/hospitality may attract tax liability if worth more than £250 per annum from the same donor. More details are contained in the Staff handbook.
- Items less than £30 do not need to be recorded, unless aggregate amounts from the same donor exceed £30 over a three month period.



Chair CEO COO CDO CSO MD Consumer MD OSGB MD Ventures CFO HRD NEDS Month Director Engineering Director Production	March	Year	2018
Corp Office ☐ Corp Services ☐ OSGB ☐ OS Ventures ☐ OS Consumer ☐ HR ☒ Data Office ☐ Strategy Office ☐			
Engineering Production	-		
<u>, </u>		ļ	

Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by	Was gift hospitality retained/accepted/declined by recipient	Line manager's approval
24/04/2018	HR Services	3416	Nil	£0			
				0	·	D	
24/04/2018	Business Partners	3416	Nil	£0		W	>
	V						
24/04/2018	Reward	1037	Nil	£0			
24/04/2018	OD	3416	Nil	£0		1	
24/04/2018	Resourcing	1036	Nil	£0	· ·	· ·	
24/04/2018	Internal Comms	2901	Nil	£0			
24/04/2018	Building and Property Services	3813	Nil	£0			93



Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by/considered	Was gift/hospitality retained or declined by recipient? If not retained, please give explanation	Line manager's approval
				£			
	14 41		1	£	С		
				£	=	92 11	
				£			b.
				£		5	
		4		~	70		
				£			

NOTES:

- 1 Authoriser should be asked to initial this form monthly.
- 2 Authorisation from line management must be obtained before any gifts or hospitality is accepted, offered or considered (or immediately upon return to the workplace).
- 3 Gifts/hospitality may attract tax liability if worth more than £250 per annum from the same donor. More details are contained in the Staff handbook.
- 4 Items less than £30 do not need to be recorded, unless aggregate amounts from the same donor exceed £30 over a three month period.

Chair CEO COO COO CSO MD Consumer MD OSGB MD Ventures CFO HRD NEDS Month Director Engineering Director Production	March	Year	2018
Corp Office ☐ Corp Services ☐ OSGB ☐ OS Ventures ☐ OS Consumer ☐ HR ☐ Data Office ☒ Strategy Office ☐			
Engineering Production Produ			

Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by	Was gift hospitality retained/accepted/declined by recipient	Line manager's approval
	Data Requirements & Partnering		Nil return	£			
	Strategy & Governance		Nil return	£			
	Information Architecture		Nil return	£		11	
	Data Science & Analytics		Nil return	£		· ·	
	9			£			
				£			
	2	2		£	4		ts dd



Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by/considered	Was gift/hospitality retained or declined by recipient? If not retained, please give explanation	Line manager's approval
				£	\$		
	si			£			
		=					
	v			£		. v	
					10		
				£			
				£	×		
				£			
						11	

- 1 Authoriser should be asked to initial this form monthly.
- 2 Authorisation from line management must be obtained before any gifts or hospitality is accepted, offered or considered (or immediately upon return to the workplace).
- 3 Gifts/hospitality may attract tax liability if worth more than £250 per annum from the same donor. More details are contained in the Staff handbook.
- 4 Items less than £30 do not need to be recorded, unless aggregate amounts from the same donor exceed £30 over a three month period.

Authoriser's initials		



Chair CEO COO COO COO MD Consumer MD OSGB MD Ventures CFO HRD NEDS Month Director Engineering Director Production	March	Year	2018
Corp Office			
Engineering ☐ Production ⊠		v	

Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by	Was gift hospitality retained/accepted/declined by recipient	Line manager's approval
	Operations Professional Services	1008	Nil	£			
	Production Supply Chain Management	5567	Nil	£		11	
	Field	5751	Nil	£	z.		
5	Remote Sensing Services	5791	Nil	£		:	
	Product Creation and Publication	5557	Nil	£	: P	â	
	Fulfilment and Supply	5562	Nil	£		8	
×	Quality Management	5591	Nil	£			



Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by/considered	Was gift/hospitality retained or declined by recipient? If not retained, please give explanation	Line manager's approval
=	Operations Gateway	5563	Nil	£			
	Operations Business Planning	5777	Nil	٤	*		
1	Business Change and Innovation	5593	Nil	£			
35				£			* 110
185	1	20 14		£	11	×	
				£	V	X	

NOTES:

- Authoriser should be asked to initial this form monthly.
- Authorisation from line management must be obtained before any gifts or hospitality is accepted, offered or considered (or immediately upon return to the workplace).

 Gifts/hospitality may attract tax liability if worth more than £250 per annum from the same donor. More details are contained in the Staff handbook.

 Items less than £30 do not need to be recorded, unless aggregate amounts from the same donor exceed £30 over a three month period.





Chair CEO COO COO CSO MD Consumer MD OSGB MD Ventures CFO HRD NEDS MODirector Engineering Director Production	onth	March	Year	2018
Corp Office ☐ Corp Services ☐ OSGB ☐ OS Ventures ☐ OS Consumer ☐ HR ☐ Data Office ☐ Strategy Office ☒				
Engineering Production				
	- 1			

Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by	Was gift hospitality retained/accepted/declined by recipient	Line manager's approval
	Foresight/Insight	1309	Nil return	£			3
	Press Office	2801	Nil return	£			
12/03/2018	Policy & Engagement	1024	Dinner	£30	IGN France - IGN Geospatial support for Olympics	Accepted b	MG
	Strategy	1302	Nil return	£			
,	Research	7611	Nil return	£			
	Brand	1308	Nil return	£			
s	Enterprise Architecture	1303	Nil return	£	×		



Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by/considered	Was gift/hospitality retained or declined by recipient? If not retained, please give explanation	Line manager's approval
				£	•		
				£			5
			e	£			
			c	£		^	
	7	7		£		2 2	
			v	£			

- Authoriser should be asked to initial this form monthly.
- Authorisation from line management must be obtained before any gifts or hospitality is accepted, offered or considered (or immediately upon return to the workplace). Gifts/hospitality may attract tax liability if worth more than £250 per annum from the same donor. More details are contained in the Staff handbook. Items less than £30 do not need to be recorded, unless aggregate amounts from the same donor exceed £30 over a three month period.

Authoriser's	initials
, o	

