

Ordnance Survey register of gifts and hospitality

Chair CO Director DG FIN & CS GeoPlace IS NED OPS OSI OSL P&I SMD

Month

Year

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
	Director	5418	Nil	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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				£			
				£			
				£			
				£			
				£			
				£			

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.

Authoriser's initials



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 SMD Marketing/Communications Commercial HR

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19/03/2016	Andrew Loveless	6911	Rugby Match - Harlequins V Worcester Warriors at Twickenham	£60	[REDACTED]	Accepted	
23/03/2016	OS/PWC Ernst & Young.	6911	Evening meal for Andrew Loveless, Neil Ackroyd. [REDACTED]	£49	Andrew Loveless	Accepted	
				£			
				£			
				£			
				£			
				£			
				£			

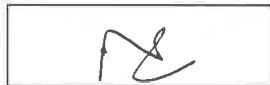
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Month **March**

Year **2016**

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
01/04/2016	Clive Mosey	1511	Dinner	£70	[REDACTED]	Accepted	
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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20/04/2016	David Henderson	7311	Nil return	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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				£			
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31/03/2016			Nil return	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			


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22/03/2016	Will Davies	3416	Breakfast, 18 holes of golf, 2 course meal	£48	[REDACTED]	Declined	
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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