

# 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	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

# Ordnance Survey register of gifts and hospitality

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
				£			
				£			
				£			
				£			
				£			
				£			

**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



# Ordnance Survey register of gifts and hospitality

Chair  Director  DG  NED  Corp Office  FIN & CS  GeoPlace  IS  OPS  OSI  OSL  P&I   
 SMD  Marketing/Communications  Commercial  HR

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
05/05/2016	Andrew Loveless	6911	Dinner	£30	[REDACTED]	Accepted	
				£			
				£			
				£			
				£			
				£			
				£			
				£			

# Ordnance Survey register of gifts and hospitality

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
				£			
				£			
				£			
				£			
				£			
				£			

**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



# Ordnance Survey register of gifts and hospitality

Chair  Director  DG  NED  Corp Office  FIN & CS  GeoPlace  IS  OPS  OSI  OSL  P&I   
 SMD  Marketing/Communications  Commercial  HR

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
10/6/2016	Clive Mosey	1511	Nil	£00			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

# Ordnance Survey register of gifts and hospitality

Chair  Director  DG  NED  Corp Office  FIN & CS  GeoPlace  IS  OPS  OSI  OSL  P&I   
 SMD  Marketing/Communications  Commercial  HR

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
08/06/2016	David Henderson	7312	Nil return	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

# Ordnance Survey register of gifts and hospitality

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
				£			
				£			
				£			
				£			
				£			
				£			

**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



# Ordnance Survey register of gifts and hospitality

Chair  Director  DG  NED  Corp Office  FIN & CS  GeoPlace  IS  OPS  OSI  OSL  P&I   
 SMD  Marketing/Communications  Commercial  HR

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
31/05/2016		2201	Nil return	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			



# Ordnance Survey register of gifts and hospitality

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
				£			
				£			
				£			
				£			
				£			
				£			

**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



# Ordnance Survey register of gifts and hospitality

Chair  Director  DG  NED  Corp Office  FIN & CS  GeoPlace  IS  OPS  OSI  OSL  P&I   
 SMD  Marketing/Communications  Commercial  HR

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
08/06/2016	Will Davies	3416	Nil return	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

# Ordnance Survey register of gifts and hospitality

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
				£			
				£			
				£			
				£			
				£			
				£			

**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



# Ordnance Survey register of gifts and hospitality

Chair  Director  DG  NED  Corp Office  FIN & CS  GeoPlace  IS  OPS  OSI  OSL  P&I   
 SMD  Marketing/Communications  Commercial  HR

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
				£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			



## Ordnance Survey register of gifts and hospitality

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
				£			
				£			
				£			
				£			
				£			
				£			

### 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

VLFM