

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	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

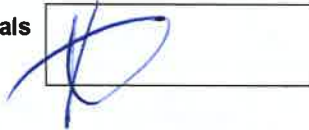
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				£			
				£			
				£			
				£			
				£			
				£			

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

Month April 2016

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
04/04/2016		6911	Dinner	£30	Andrew Loveless by [REDACTED]	Accepted	
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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				£			
				£			
				£			
				£			
				£			
				£			

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15/04/2016	Clive Mosey	1511	Dinner in Winchester on 17 th May	£70	[REDACTED]	Declined	
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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				£			
				£			
				£			
				£			
				£			
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12/05/2016	David Henderson	7311	Nil return	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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				£			
				£			
				£			
				£			
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30/04/2016		2201	Nil return	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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12/05/2016	Will Davies	3416	Nil return	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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14/04/2016	Nigel Clifford	2211	Software CEO & Chairman's Dinner	£75	[REDACTED]	Accepted	<i>WFM</i>
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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WGM