

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	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

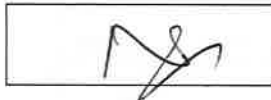
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				£			
				£			
				£			
				£			
				£			
				£			

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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08/08/2016	Andrew Loveless	6911	Trimble Dimension 2016 Conference Fee	£1000	Trimble	Accepted	
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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				£			
				£			
				£			
				£			
				£			
				£			

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05/08/2016	Clive Mosey	1511	Big Regional Debate	£80	PWC	Declined	
				£			
				£			
				£			
				£			
				£			
				£			
				£			

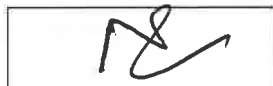
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				£			
				£			
				£			
				£			
				£			
				£			

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09/09/2016	David Henderson	7312	Nil return	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			


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				£			
				£			
				£			
				£			
				£			
				£			

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31/08/2016	Nick Giles	2201	Nil Return	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			


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				£			
				£			
				£			
				£			
				£			

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09/09/2016	Will Davies	3416	Nil return	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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17/08/2016	Nigel Clifford	2211	Awards ceremony and reception	£100	Royal Scottish Geographical Society	Declined	VGM
01/08/2016	Nigel Clifford	2211	Trimble Dimensions convention	£1000	Trimble	Passed to another staff member	VGM
01/08/2016	Nigel Clifford	2211	Big Regional Debate	£80	PWC	Declined	VGM
				£			
				£			
				£			
				£			
				£			

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				£			
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