

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
02/06/2017	Nigel Clifford	2211	Summer Party at Victoria and Albert Museum	£150	Saxton Bampfylde	Accepted by Nigel	
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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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

KM

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	Director	5418	Nil	£			<i>AO</i>
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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				£			
				£			
				£			
				£			
				£			
				£			

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 Corp Office Corp Services OSGB OS Ventures OS Consumer Operations HR

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21 7 17	Chief Strategy Officer	1302	Nil return	£-0	-	-	
	Enterprise Architecture	1303	Nil return	£-0	-	-	-
21/07/2017	Policy & Engagement	1024	Nil return	£-0	-	-	-
21/07/2017	Strategy	1302	Nil return	£-0	-	-	-
21/07/2017	Research	7611	Nil return	£-0	-	-	-
21 7 17	Brand	1308	Nil return	£-0	-	-	-
21/07/2017	Foresight/Insight	1309	Nil return	£-0	-	-	-
				£	-	-	-

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				£-0			
				£			
				£			
				£			
				£			
				£			

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Authoriser's initials

RF

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		1306	Nil Return	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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				£			
				£			
				£			
				£			
				£			
				£			

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30/06/2017	David Henderson	1004	Nil Return	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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				£			
				£			
				£			
				£			
				£			
				£			

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20/07/2017	Clive Mosey	1511	Nil	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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				£			
				£			
				£			
				£			
				£			
				£			

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20/07/2017	Will Davies	3416	Nil	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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				£			
				£			
				£			

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21 7 17	Chief Data Officer <i>[Signature]</i> 25/7/17	1301	Nil return	£-0			<i>[Signature]</i>
21/07/2017	Data Architecture	1303	Nil return	£-0			
				£			
				£			
				£			
				£			
				£			
				£			

