



13 December 2018

Information Rights & Compliance Team
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Our Ref: FOI 3087

Thank you for your request concerning our gift and hospitality register for the last two years.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

- 1. I would like a breakdown for the last two years (eg. April 2016 to March 2018, or calendar years if appropriate to your organisation), items which have been logged on your organisation's gifts and hospitality register by staff.**

I request the following details: Date item was declared, Description of item, Reason for the gift/hospitality, Value, Whether the item was accepted or declined, Role of staff member the gift was received by, e.g. nurse, Agenda for Change band 5 or above, or doctor, foundation year 1 and above.

Please see attached our Gifts and Hospitality Registers.

Our register includes:

- Name* and Post held
- Hospitality (Description/Estimated Value/Reason)
- Date Registered

*We have applied S40(2) to the identity of the individual receiving the gift.¹

- 2. Additionally, does your organisation have a monetary limit on gifts (ie gifts worth under £50 are allowed) and can cash gifts ever be permitted?**

Our Standards of Business Conduct Policy has clear guidelines regarding the acceptance of gifts. Gifts over a value of £20 should either be tactfully declined or notified to the company secretary who will maintain a register of gifts. Gifts of money or participation in games of chance, such as the National Lottery are not acceptable as gifts to individuals or groups of employees under any circumstances.

Should you require further clarification, please do not hesitate to contact me.

¹ Absolute Section 40(2) FOI Act 2000 - Personal Data has been applied. This is because by releasing this information could identify individual(s) and constitute a breach of the Data Protection Act (2018).

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

Sue Smith

Sue Smith
Information Rights Officer

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).

