



Gifts and Hospitality Notification form

This notification form is to be read in conjunction with the Society's Gifts and Hospitality Policy, which can be found on colleague connect.

The following definitions are taken from the Policy:

"Gifts" include any item of value provided to a third party or their employees or received from a third party by us or our colleagues.

"Hospitality" includes any business entertaining, such as travel, accommodation, meals and invitations to events given to the Society and its colleagues by third parties or given by the Society to third parties.

This form must be completed in the following circumstances:

- Where giving or receiving a gift with a value of more than £30.
- Where two or more gifts with a value of less than £30 are being given or received within a six-month period to or from the same third party.
- Where giving or receiving hospitality (of any value)
- Declined gifts or hospitality must also be reported in the same way

The completed form should be emailed to the Society Secretary (Edward.parker@midcounties.coop) and copying in your Executive Team member.

Full name:	
Department:	

Does this notification relate to giving or receiving of gifts or hospitality?

(tick the necessary box):

Giving: Receiving:

What has been given/received?

(tick the necessary box):

Gift: Hospitality:



Has the gift/hospitality been accepted or declined

Declined

Accepted

Date received/given:

Estimated Value:

(Please note section 5.10 of the policy states when determining the monetary value, you must consider market value.)

Who is the third party who is giving or receiving the gift or hospitality?

What is the nature or purpose of giving or receiving the gift or hospitality?

Prior approval from Executive team member:

In accordance with the Gifts and Hospitality Policy, it is necessary to obtain approval from your Executive Team member when giving or receiving gifts or hospitality. Please tick to confirm whether you have obtained approval for the gift or hospitality detailed in this notification and provide evidence in your email to the Secretary.

Yes, I have obtained approval

No, I have not obtained approval

Declaration

Prior to completing this form, I have read and understood the Gifts and Hospitality Policy. I confirm that the giving or receiving of the gift or hospitality declared in this notification will not constitute an act of bribery or fraud and is not otherwise in breach of the Policy.

Signed by colleague:

Date:
