**Councillors**

**Registration of Gifts and Hospitality Received considered to be worth £50 or more**

Name: ………………………………………………..

Signature………………………………………………

Date: ……………………………………..

**Please return this form to Governance Services, Town Hall, Barking IG11 7LU (****democraticservices@lbbd.gov.uk****)**

|  |  |
| --- | --- |
| 1. **Description of gift or hospitality received and the date**
 |  |
| 1. **Provided by**
 |  |
| 1. **Estimated value of gift or hospitality received**
 |  |
| 1. **Purpose of gift or hospitality received**
 |  |
| 1. **Method of disposal of gift**
 |  |
| 1. **Any other comments**
 |  |

**Guide to Completing the Gifts and Hospitality Form**

You must register, within 28 days, any gifts or hospitality with a value of £50 or more that you receive in connection with your official duties as a councillor. This information is required to be published to the Council’s website. Also, an accumulation of small gifts you receive from the same source over a short period that add up to £100 or more should also be registered.

**Is the gift or hospitality connected to my official duties as a Councillor?**

You should ask yourself, would I have been given this if I was not a Councillor? If you are in doubt as to the motive behind a gift or hospitality, it is recommended that you register it or, for further guidance, contact deirdre.collins@lbbd.gov.uk or alan.dawson@lbbd.gov.uk.

You do not need to register gifts and hospitality which are not related to your role as a councillor, such as gifts from your friends, family, work colleagues etc, or gifts which you do not accept.

**How to complete the form**

1. **Description of gift or hospitality received and the date -**
2. **Provided by –** This would be the name of the company or individual that provided / paid for your gift or hospitality.
3. **Estimated value of gift or hospitality received -**
4. **Purpose of gift or hospitality received -**
5. **Method of disposal of gift -**
6. **Any other comments -**

The general rule is, if in doubt as to the value of a gift or hospitality, you should register it, as a matter of good practice and in accordance with the principles of openness and accountability in public life.

You may have to estimate how much a gift or hospitality is worth.

Deirdre Collins

Head of Legal and Monitoring Officer

Deirdre.collins@lbbd.gov.uk