

OFFERS OF HOSPITALITY, GIFTS & OTHER BENEFITS

OFFICER REGISTRATION FORM

All Officers must complete this form in order to register any hospitality, gifts or other benefits offered to them, **which have an estimated value of £25 or greater** for each item, relevant occasion or payment.

If there is any doubt about whether any hospitality, gift(s) and other benefit(s) exceeds the £25 threshold value, Officers are advised to register it. However, for the avoidance of any doubt, items below the threshold value do not need to be registered. Officers should also refer to the Council's guidance on Hospitality, Gifts & Other Benefits, which is issued in accordance with the Code of Conduct for Employees.

DETAILS OF HOSPITALITY, GIFTS AND OTHER BENEFITS			
Name of Officer:			
Job Title:			
Service Area: (if applicable)			
Name & Address of Organisation, Business or Individual who offered the Hospitality / Gift / Other Benefit			
Nature & Purpose of Hospitality / Gift / Other Benefit			
Gift/Hospitality/Other Benefits Accepted?		YES / NO (*please delete as appropriate)	
Date Hospitality/Gift/ Other Benefit Offered / Received:		Location / Venue: (if applicable)	
Approximate Value of Hospitality/Gift/ Other Benefit:	£	Benefit to the Council of Officer Receiving Hospitality/Gift:	

SIGNATURE:		DATE:	
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AUTHORISATION: (By Assistant Director or above)

NAME:		POSITION:	
SIGNATURE:		DATE:	

Please note that you must register any offers of hospitality, gifts or other benefits with an estimated value of £25 or greater **within 28 days of receipt**.

When completed, the Officer Registration Form must be sent to Democratic Services (Democraticservices@cardiff.gov.uk / Room 286A, County Hall) for registration purposes. Please note that the register will be made available for public inspection.