

## Annex Two - NACO model guidance on gifts

### **Gifts**

The Lord Mayor should treat with extreme caution any offer of gift, favour or hospitality that is made to them. The person or organisation making the offer may be doing, or seeking to do, business with the Council or may be applying to the Council for planning permission or some other kind of decision.

There are no hard or fast rules about the acceptance or refusal of hospitality or tokens of goodwill. For example, working lunches may be a proper way of doing business, provided that it is approved by the Local Authority and that no extravagance is involved. Likewise, it may be reasonable for a Member to represent the Council at a social function or event organised by outside persons and bodies.

The Lord Mayor is personally responsible for all decisions connected with the acceptance or offer of gifts or hospitality and for avoiding the risk of damage to public confidence in local government. A good guide is that gifts of more than a nominal value should be accepted on behalf of the Council and not retained personally. The Council has adopted a Code of Conduct which all Councillors must follow which states that any person from whom a Councillor has received the offer of a gift or hospitality with an estimated value of more than £50 (whether or not the offer is accepted) which is attributable to the position of elected or co-opted member of the Council must be declared.

Gifts given to the Lord Mayor or the Civic Party may not be retained by the Mayor either during their Mayoral year or after and shall be passed to the Mayor's Office who shall manage such gifts on behalf of the Council. There may be instances where minor tokens of goodwill or flowers can be accepted as personal gifts. Advice on gifts and hospitality can be obtained from the Monitoring Officer.