

Ordnance Survey register of gifts and hospitality

Chair CO Director DG FIN & CS GeoPlace IS NED OPS OSI OSL P&I SMD

Month

Year

Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by	Was gift hospitality retained/accepted/declined by recipient	Line manager's approval
	Director	5418	Nil	£			A
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by/considered	Was gift/hospitality retained or declined by recipient? If not retained, please give explanation	Line manager's approval
				£			
				£			
				£			
				£			
				£			
				£			

NOTES:

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- 2 Authorisation from line management must be obtained before any gifts or hospitality is accepted, offered or considered (or immediately upon return to the workplace).
- 3 Gifts/hospitality may attract tax liability if worth more than £250 per annum from the same donor. More details are contained in the Staff handbook.
- 4 Items less than £30 do not need to be recorded, unless aggregate amounts from the same donor exceed £30 over a three month period.

Authoriser's initials



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 SMD Marketing/Communications Commercial HR

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		6911	Nil return	£			
				£0			
				£0			
				£			
				£			
				£			
				£			
				£			

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				£			
				£			
				£			
				£			
				£			
				£			

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12/06/2017	Clive Mosey	1511	Nilr	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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				£			
				£			
				£			
				£			
				£			
				£			

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12/05/2017	David Henderson	7312	NIL RETURN	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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				£			
				£			
				£			
				£			
				£			

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		2201	Nil return	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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				£			
				£			
				£			
				£			
				£			
				£			

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14/06/2017	Will Davies	3416	NIL RETURN	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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01/06/2017	Nigel Clifford	2211	Hosting dinner for Chinese Ministerial visitors	£600	offered by Nigel Clifford, accepted by 9 guests from China	accepted	
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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UFM

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	OS Ventures		Nil return	£			
				£0			
				£0			
				£			
				£			
				£			
				£			
				£			

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