

# **LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**



**CABINET OFFICE**

# LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

## CONTENTS

Code Principles	3
Department for Business, Enterprise & Regulatory Reform	3
Cabinet Office	11
Department for Children, Schools & Families	15
Department for Communities and Local Government	17
Department for Culture, Media and Sport	22
Ministry of Defence	26
Department for Environment, Food and Rural Affairs	33
Foreign and Commonwealth Office	37
Department of Health	40
Home Office	46
Department for Innovation, Universities and Skills	50
Department for International Development	53
Ministry of Justice	55
Northern Ireland Office	59
Scotland Office	61
Department for Transport	61
HM Treasury	67
Treasury Solicitor	71
Wales Office	74
Department for Work and Pensions	74
Crown Prosecution Service	77
Office of Government Commerce	78
Office for National Statistics	80
HM Revenue and Customs	82

# LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

## CIVIL SERVICE CODE

Civil servants must not accept hospitality or receive other benefits from anyone which might reasonably be seen to compromise their personal judgement or integrity.

## CIVIL SERVICE MANAGEMENT CODE

Departments must inform staff of the circumstances in which they need to report offers of hospitality and of the circumstances in which they need to seek permission before accepting them.

---

## DEPARTMENT FOR BUSINESS, ENTERPRISE AND REGULATORY REFORM (BERR)

### **Key Principles**

You must not accept offers of hospitality without considering whether it would be both legal and proper to do so.

The guiding principles governing the acceptance of hospitality are:

- Your conduct should not create suspicion of a conflict between your official duty and your private interest;
- You should not give the impression that you may have been influenced by hospitality;
- If in doubt about whether you should accept hospitality, you should refuse it.

These principles are not intended to stop you accepting working lunches during the course of an official visit. However no offer of more substantial hospitality should be lightly accepted. You should consult your line manager when deciding whether or not to accept hospitality.

### **Procedures for declaring hospitality received**

You must not accept hospitality that might be seen to compromise your personal judgement or integrity. It is up to you to judge whether an offer of hospitality should be accepted. Before accepting, you should be satisfied that the hospitality is normal and reasonable in the circumstances. If in doubt, you should consult a senior manager.

# LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

The following guidelines are intended to help you and them come to a decision:

**Is it in the Department's interest?** – For hospitality to be in the Department's interests there will normally need to be an opportunity to discuss official business. However, it may be that the Department nonetheless needs to be represented at an event. In this case you should check with a senior manager, to make sure that the Department is not over-represented.

**The value** – Is it great enough to give rise to criticism? You should consider the perceived value rather than the actual cost.

**The frequency:** Is it more frequent or regular than would be regarded as normal or reasonable, taking into account the nature of the event?

**The potential for embarrassment:** Is the person or organisation offering the hospitality under investigation or have they been criticised by the Government or anyone acting on its behalf?

**The nature of any relationship with the Department:** Even if you are not involved in financial, contractual or regulatory matters connected with the person or body concerned, the acceptance of an invitation by a member of BERR would be open to misconstruction or misrepresentation. You need to bear in mind that the guidelines are not just intended to safeguard the Department's position; they are framed to help you to avoid personal embarrassment and criticism, however misplaced. Strict rules apply to those responsible for procurement and the placing or management of contracts and those involved in regulatory activity. Nevertheless, they have the same force and authority.

## Records of hospitality

**All material hospitality that you accept while on duty (other than of an incidental kind like tea or coffee) must be registered in the Head of Management Unit's Register of Hospitality.**

The only exceptions to this rule are hospitality in relation to diplomatic activity overseas or in the UK (e.g. reception hosted by a foreign government or international institution) and attendance at an event hosted by Her Majesty's Government (e.g. an official dinner to mark a particular occasion).

Any failure to register hospitality is a disciplinary offence. Staff concerned with procurement, including contract management, should note that makes the recording of hospitality mandatory.

## Legal Position in Respect of Corruption

It is an offence under the Prevention of Corruption Act 1906 for any civil servant in his or her official capacity corruptly to accept any consideration as an inducement or reward for

- Doing, or refraining from doing, anything; or
- Showing favour or disfavour to any person.

Moreover, under the Prevention of Corruption Act 1916, any money, gift or consideration received by a member of staff from a person or organisation holding or seeking to obtain a Government contract will be deemed by the Courts to have been received corruptly, unless the officer proves the contrary.

**LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**

<b>Sir Brian Bender, Permanent Secretary, BERR</b>		
<b>Date</b>	<b>Organisation Name</b>	<b>Type of Hospitality Received</b>
11 January	Permira	Breakfast
15 January	Lord Mayor & Lady Mayoress	Dinner *
24 January	ICI	Lunch
8 February	JCA Group	Breakfast
19 February	3i	Lunch
20 February	Art Market Federation	Lunch
22 February	Ernst & Young	Dinner and tour of gallery *
28 February	Lord Mayor's Trade & Industry Working Dinner	Dinner
1 March	British Chamber of Commerce	Lunch and Workshop
8 March	PricewaterhouseCoopers	Lunch
22 March	GKN	Breakfast
23 March	Birmingham Chamber of Commerce	Lunch
2 April	Compass	Lunch
12 April	KPMG	Breakfast
23 April	United Utilities	Dinner with museum tour *
28 April	Paccar	Dinner
14 May	National Grid	Lunch
15 May	CBI Annual Dinner	Dinner
17 May	Cable & Wireless	Dinner
21 May	KPMG	Chelsea Flower Show *
31 May	Eli Lilley	Breakfast
2 June	Vodafone	Derby *
7 June	Hewlett Packard	Lunch
12 June	The Work Foundation	Breakfast
12 June	IBM	Dinner
19 June	Westminster Forum	Breakfast
30 June	Tate & Lyle	Wimbledon *
9 July	CBI	President's Dinner
10 July	Old Mutual Plc	Lunch
15 July	BT	Garden Party *
17 July	IT Industry Dinner hosted by Logica CMG and CBI	Dinner
19 July	KPMG	Breakfast

\* accompanied by spouse/partner/guest

**LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**

25 July	VEREDUS	Exhibition *
27 July	CBI	Breakfast
31 July	Compass Group	Lunch
4 September	Institute of Directors (IoD)	Dinner of Professional Standards Advisory Board
5 September	Odgers	Lunch
10 September	Citrix Systems Inc	Breakfast
10 September	UBS	Lunch
13 September	Standard Chartered	Lunch
19 September	British Retail Consortium	Annual Dinner
21 September	Rothschild	Breakfast
10 October	Gryphon	Breakfast
15 October	Deloitte	Lunch
8 November	FT	Lunch
13 November	Compass Group	Lunch
19 November	Biomedicine Forum	Dinner
20 November	Deloitte	Breakfast
22 November	IoD	Annual Dinner
26 November	CBI	Dinner
30 November	Shell	Reception and Concert *
4 December	Diageo	Lunch
<b>Hilary Douglas, Chief Operating Officer, BERR</b>		
17 January	Praesta Partners	Drinks
29 January	WIG	Drinks reception
7 February	Impact Plus	Dinner
28 February	Fujitsu	Dinner
25 April	Fujitsu	Dinner
14 June	Korn Ferry	Lunch
18 September	Praesta Partners	Party
22 November	Coca Cola	Reception
27 November	Tower Perrins	Drinks reception
7 December	Lloyds TSB	Lunch
<b>Willy Rickett, Director General Energy Group, BERR</b>		
10 January	UK Offshore Operators Association (UKOOA)	Reception

\* accompanied by spouse/partner/guest

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

**1 JANUARY – 31 DECEMBER 2007**

15 January	National Energy Action (NEA)	Dinner
23 January	Institute of Engineering Technology (IET)	Lunch
31 January	UK Business Council for Sustainable Energy	Parliamentary Reception
5 February	Shell UK Ltd	Dinner
15 February	Hyman Associates	Dinner
20 February	Ernst & Young	Dinner
27 February	Horton4 Consulting	Lunch
16 March	Zukerman	Lecture & Dinner
22 March	Ernst & Young	Lunch
27 March	Combined Heat & Power Association	Lunch
24 April	Ernst & Young	Reception and Tour
1 May	Ernst & Young	Dinner
8 May	Soc of British Gas Industries/Intl Inst. of Gas Engineers	Gas Industry Awards Lunch
9 May	Deloitte	Dinner
16 May	UK Petroleum Institute Authority	Reception: speaking engagement
22 May	RFG & Electrabel	Lunch
19 June	Combined Heat & Power Association (CHPA)	Presidents Reception
20 June	The Foundation for Science & Technology	Foundation Meeting: speaking engagement
3 July	CBI	Breakfast Event: speaking engagement
3 July	Electoral Commission	Lunch
6 July	Gazprom Marketing & Trading	Dinner
18 July	CBI	Lunch
19 July	PriceWaterhouseCoopers	Lunch
9 August	Lord Turnbull	Lunch
10 September	UBS	Lunch
19 September	Sheinman Exploration Ltd	Lunch
20 September	Energy Technology Institute (ETI)	ETI Launch
21 September	Macquarie Bank Group	Lunch
11 October	KPMG	Breakfast
16 October	BP	Reception *
19 October	BP	Lunch
24 October	UK Business Council for Sustainable Energy	Dinner
6 November	Deutsche Bank	Dinner
8 November	Association of Electricity Producers	Annual Reception

\* accompanied by spouse/partner/guest

**LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**

12 November	Scottish and Southern Energy	Dinner
13 November	Compass Group	Lunch
21 November	University College London	Lunch
21 November	Brindex	Annual Dinner
27 November	The Foundation for Science & Technology	Lecture & Dinner
28 November	Ernst & Young	Reception & Dinner
12 December	Ernst & Young	Dinner
<b>Mark Clarke, Director General Finance &amp; Strategy, BERR</b>		
22 May	Deloitte	Dinner
<b>Mark Gibson, Director General Enterprise and Business Group, BERR</b>		
9 January	British Marine Federation	Lunch
10 January	County Surveyors' Society	Dinner
22 February	The Institution of Engineering and Technology	Dinner
28 February	Fujitsu Services	Dinner
14 March	Ford	Dinner
27 March	Environment Industries Commission	Dinner
24 April	Construction Products Association	Lunch
1 May	Chemistry Society	Dinner
14 May	Reed Elsevier Plc	Lunch
15 May	Sheffield Cutlers	Dinner
22 May	Construction Products Association	Chelsea Flower Show
9 July	UK Manufacturing Professors Forum	Dinner
11 July	EADS	Dinner
19 July	National Engineering Laboratory	Reception
24 July	Local Government Association	Dinner
19 September	Aviation Club, British Airways	Lunch
19 September	Tesco	Dinner
5 October	Rolls Royce	Breakfast
7 November	Technology Strategy Board	Dinner
14 November	Manufacturing Advisory Service	Dinner
15 November	Chemical Industries Association	Dinner
23 November	Trade Association Forum	Lunch
26 November	Northern Way	Dinner
27 November	Society of Motor Manufacturers and Traders Ltd	Dinner
3 December	British American Tobacco	Drinks



**LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**

11 December	BAE Systems	Drinks
<b>Andrew Cahn, Chief Executive Officer, UK Trade &amp; Investment, BERR (also Board Member of FCO)</b>		
8 February	BNP Paribas	Reception: Opening night exhibition
20 February	Fujitsu Executive Institute	Dinner
27 February	Association of Foreign Banks	Lunch
2 March	Black Country Metals	Lunch
7 March	Brunswick Group	Lunch
10 April	ANZ	Reception
24 April	Ernst & Young	Reception and viewing
7 June	De La Rue Plc	Dinner
14 June	Institute of Directors	Reception
15 June	Matheson & Co. Ltd	Lunch
18 June	University Cambridge	Dinner
21 June	The Financial Times	Reception
25 June	BritishAmerican Business	Advisory Board Dinner
12 July	BritishAmerican Business	Reception
17 July	Mayor of London	Reception: Opening of London Design Festival
19 July	Lloyds	Dinner: 5 <sup>th</sup> Annual City Dinner
20 July	BP	Lunch
3 October	The Briefing Circle	Lunch
4 October	Boeing	Reception
8 October	Bio Partnering Europe	Dinner
16 October	KPMG	Reception and Private Viewing
18 October	British Exporters Assoc.	Lunch
18 October	Innovation Awards	Dinner: Innovation Awards Ceremony
30 October	Bank of England	Lunch
3 November	British American Tobacco	Reception
7 November	Clifford Chance	Reception and Private Viewing
10 November	China-Britain Business Council	Reception
19 November	HSBC	Dinner
11 December	BAE Systems	Reception
<b>Anthony Inglese, Director General of Legal Services Group, BERR</b>		
16 April	Unidroit	Dinner

**LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**

<b>Vicky Pryce, Director General Economics, BERR</b>		
10 January	GEM	Gala Dinner and Forum
25 January	BATA	Dinner
7 February	Swedish Ministry	Lunch
19 February	3i	Lunch
1 March	British Chamber of Commerce	Lunch and Workshop
15 May	CBI Annual Dinner	Dinner
12 June	Article 13	Lunch
18 July	Monitise™	Lunch
31 August	Praesta	Lunch
13 September	Standard Chartered	Lunch
1 November	Lehman Brothers	Lunch
26 November	CBI Gala Dinner	Dinner
<b>Sir Keith O’Nions, Director General Science &amp; Innovation, BERR</b>		
2 May	UCL	Lunch
3 May	University Business School	Dinner
16 May	Royal Society	Dinner
16 May	Heriot Watt University	Dinner
23 May	FST	Dinner
<b>John Alty, Director General Fair Markets, BERR</b>		
7 February	Institute of Chartered Accountants of Scotland	Lunch
21 February	McGraw Hill Comps	Dinner
28 February	Lord Mayor	Dinner
6 March	Institute of Chartered Accountants in England and Wales	Dinner
14 March	PriceWaterhouseCoopers	Lunch
26 March	European Policy Forum	Drinks
2 April	International Accountancy Standards Cttee Foundation	Dinner
8 May	Deloitte	Reception Drinks
15 May	Cutlers Feast	Dinner
16 – 19 May	Week in business: British Chamber of Commerce	Meals
12 June	Tesco	Drinks
12 June	IoD	Drinks
20 September	City Banquet	Dinner
17 October	Financial Reporting Council	Dinner

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

18 October	CIMA Presidents	Dinner
30 Oct – 2 Nov	US business round table	Dinner
6 November	Institute of Employment Studies	Dinner
<b>Jitinder Kohli, Director General and Chief Executive Better Regulation Executive</b>		
21 September	Manchester Chambers of Commerce	Lunch
24 September	Rothschild	Lunch
27 November	Kable	Dinner
<b>Crawford Gilles and Brian Woods-Scawen, Non-Executive Board Members</b>		
28 February	Lord Mayor's Office	Dinner
<b>NIL RETURN</b>		
<b>Fields Wicker-Miurin, Non-Executive Board Member</b> <b>Roger Urwin, Non-Executive Board Member: until 16 July</b> <b>Arnoud DeMeyer, Non-Executive Board Member: from 16 July</b>		

---

### CABINET OFFICE

#### Key Principles

There cannot be hard and fast rules about when to accept or decline offers of hospitality. This is an area where staff should consult their manager and others if at all unsure. You must consider both the Cabinet Office's position, and your own personal position. You must always consider whether accepting the hospitality:

- Will be in the Cabinet Office's interests?
- Help the Cabinet Office achieve its objectives?
- Enable you to conduct official business?
- Does it look generous? Is it really the best way to get business done? Can you justify acceptance? Can it be regarded as normal or reasonable?
- Is this an occasion where it is important to accept because the Cabinet Office ought to be represented at the event? If so, make sure the Cabinet Office will not be over-represented.
- Do you know anything about the source of the hospitality and its relationship with Government or the Cabinet Office, e.g. is the individual or the organisation bidding for, or carrying out, work for the Cabinet Office? Are they under investigation or criticised by Government?

There is no need to record cups of tea and coffee but do record 'working lunches', and so on, provided by non-Government organisations.

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

### Procedures for declaring hospitality received

- Record all instances where hospitality is accepted with head of the management unit (HMU).
- Failure to record the acceptance of hospitality in line with your HMU's instruction is a disciplinary offence.

<b>Sir Gus O'Donnell, Howell James, Gill Rider, Ian Watmore, Roger Marsh and William Sargent</b>		
<b>Date</b>	<b>Organisation Name</b>	<b>Type of Hospitality Received</b>
30 January	CBI	Permanent Secretaries Annual Dinner
<b>Sir Gus O'Donnell, Cabinet Secretary and Head of the Home Civil Service</b>		
17 January	News International	Lunch
29 January	Ernst & Young	Lunch
21 May	KPMG	Chelsea Flower Show *
30 May	Sunday Telegraph	Lunch
3 July	BP	Opera *
6 July	All England Lawn Tennis Club	Wimbledon*
10 July	Russell Reynolds	Private viewing *
23 July	The Work Foundation	Lunch
13 October	The Football Association (FA)	Football match plus meal. * **
<b>Paul Britton, Director General Domestic Policy Grp &amp; Head of Economic and Domestic Secretariat, CO</b>		
10 July	Kable	Dinner
12 October	BT	Lunch
<b>Alexis Cleveland, Director General Transformational Govt &amp; CO Management, CO: from September</b>		
4 October	Kable	Ideal Government Dinner
7 November	EDS	Dinner
<b>Gill Rider, Director General Civil Service Capability Group, CO</b>		
5 February	Deep Blue Associates	Drinks
8 February	Accenture	Retirement Drinks
8 March	Dod's Women of the Year Awards	Dinner
15 March	Anglo American	Lunch
1 May	Bearing Point	Breakfast
8 May	Russell Reynolds	Dinner
9 May	Whitehall & Westminster World CS Awards Reception	Lunch

\* accompanied by spouse/partner/guest

\*\* The Cabinet Secretary donated £300 to leukaemia research, to cover the cost of this function

**LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**

23 May	CCSU	Lunch
6 June	Accenture	Dinner to mark former colleague's 25 years service
16 July	Deloitte	Drink
11 October	Whitehall and Industry Group Annual Keynote Address	Reception
16 October	Whitehall & Westminster World Civil Service Awards	Lunch
6 November	Whitehall & Westminster World CS Awards Ceremony	Reception
7 November	Whitehead Mann	Reception
22 November	Personnel Today Awards	Dinner
4 December	Bearing Point	Breakfast
4 December	FDA	Lunch
<b>Tom Scholar, Principal Private Secretary to the Prime Minister &amp; Chief of Staff, CO: from September</b>		
31 October	Morgan Stanley	Private viewing
<b>Howell James, Permanent Secretary for Government Communication, CO</b>		
15 January	Advertising Agency	Speech followed by dinner
21 February	Mercer Delta	Lunch
10 April	Edelman	Dinner
23 April	NAO	Lunch
16 May	Odgers, Ray and Berndtson	Drinks
5 June	McKinsey	Dinner
22 June	Ofcom	Lunch
1 August	Reuters	Drinks
10 September	Whitehall & Westminster World CS Press&Comms BBQ	Lunch
13 September	New Statesman	Drinks
3 October	Taylor Bennett 25 <sup>th</sup> Anniversary	Drinks
7 November	Whitehead Mann reception	Drinks
8 November	Focus Consultancy	Lunch
28 November	Ernst and Young	Dinner
3 December	Fellows of Marketing Society	Speech followed by dinner
12 December	Project Associates	Drinks
<b>Richard Mottram, Permanent Secretary, Intelligence, Security, and Resilience, CO: until Nov</b>		
15 May	Oracle	Dinner
27 June	A T Kearney	Exhibition & reception
26 September	Cable & Wireless	Dinner
5 September	Lloyds of London	Dinner

**LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**

19 September	JCA Group	Reception
23 October	Haymarket Media Group	Dinner
1 November	Lloyds of London	Speech at conference in New York: travel & hotel costs, 1 night
<b>William Sargent, Executive Chair Better Regulation Executive, CO: until June</b>		
23 March	FSB	Lunch during national conference
25 April	Institute of Directors	Lunch during Annual Convention
10 May	ABI	Drinks reception
12 June	Tesco	Drinks reception
27 June	BCC	Drinks reception
<b>Roger Marsh, Director-General Strategic Finance and Operations, CO</b>		
6 September	Ernst and Young	Dinner and Private viewing
11 October	PwC and NAO	Building Public Trust Awards event
<b>Jeremy Heywood, Head of Domestic Policy and Strategy, CO: from September</b>		
31 July	Morgan Stanley	Lunch
21 August	Transport for London	Drink
6 September	London Transport	Gala dinner
18 September	Sir Peter Gershon	Dinner
21 September	Morgan Stanley	Lunch
19 October	KKR	Breakfast
8 November	CVC	Lunch
8 November	UBS	Dinner and ballet
20 November	Lazard	Lunch
<b>Oliver Robbins, Principal Private Secretary to the Prime Minister, CO: until September</b>		
10 January	Deloitte	Lunch
10 January	KPMG	Dinner
23 January	Morgan Stanley	Dinner
24 January	CH2M Hill	Drink
14 March	Financial Times	Lunch
15 May	Rothschilds	Dinner
31 May	Morgan Stanley	Dinner
31 August	Vodafone	Lunch
18 September	KPMG	Drink
27 September	Share Affair	Lunch

**LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**

<b>Jon Cunliffe, Prime Minister's Adviser on International Economic Affairs &amp; Europe, CO: from September</b>		
6 September	Sir Trevor Chinn	Lunch
8 October	Arvon Foundation	Dinner
7 November	Clifford Chance	Reception
19 November	Sir Ronald Cohen	Reception
5 December	FT	Lunch
<b>Kim Darroch, EU Adviser to the Prime Minister &amp; Head of European Secretariat, CO: until June</b>		
28 June	Shell PLC	Private viewing
29 June	De La Rue	Wimbledon *
<b>Sir Nigel Sheinwald, Foreign Policy &amp; Defence Adviser to PM &amp; Head of Overseas and Defence Secretariat, CO: until June</b>		
25 January	Royal Bank of Scotland	Lunch
14 February	King's College, London	Dinner following lecture
16 April	Portland Trust	Dinner
3 July	Shell International	Theatre performance and dinner
7 July	BP	Wimbledon tickets and lunch
<b>Karen Jordan, Non Executive Director &amp; Chair of Audit Committee, CO</b>		
15 November	Grant Thornton	Annual Corporate Governance Dinner
31 July	Ernst & Young	Lunch
<b>NIL RETURN</b>		
<b>Ian Watmore, Permanent Secretary Prime Minister's Delivery Unit: until June</b>		
<b>Usha Prashar, Non-Executive Director</b>		
<b>Ruth Carnall, Non-Executive Director</b>		

\* accompanied by spouse/partner/guest

-----

**DEPARTMENT FOR CHILDREN, SCHOOLS & FAMILIES (DCSF)**  
**Department for Education and Skills (until 28 June 2007)**

**Key Principles**

Under the Prevention of Corruption Acts 1906 and 1916 it is an offence for any civil servant to accept consideration as an inducement or reward for:

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

**1 JANUARY – 31 DECEMBER 2007**

- doing (or not doing) anything in his or her official capacity;
- showing favour (or disfavour) to anyone in his or her official capacity.

Civil Servants are expected to observe exceptionally high standards of personal honesty and integrity. The guiding principals governing hospitality are:

- that the conduct of individual civil servants should not foster any suspicion of a conflict between their official duty and their private interest;
- that the actions of civil servants should not give the impression to anyone that they may have been influenced by a consideration to show favour or disfavour to any person or organisation;
- that if either the individual officer or the Department is in doubt about the propriety of accepting hospitality, then it should be refused.

Where you have regular or important official contact with outside organisations or individuals, you may be allowed to accept occasional hospitality as long as you follow the principles outlined above. These should be applied with common sense. They are not intended, for example, to forbid occasional working lunches during an official visit.

### **Procedures for declaring hospitality received**

The primary responsibility for deciding whether to accept hospitality lies with you, in consultation with your Line Manager. All decisions should be agreed with your Team Leader/Divisional Manager/ Director and recorded in writing in a Hospitality record.

No minimum figure is set for entry into the record. As with the decision on whether to accept the hospitality, it is for local decision based on the circumstances and is there to protect the individual and the department in case of a later query or complaint. All Board members, including non-Executives, are required to make an annual return for hospitality that exceeded £50.

<b>David Bell, Permanent Secretary, DCSF</b>		
<b>Date</b>	<b>Organisation Name</b>	<b>Type of Hospitality Received</b>
22 January	Council for Industry and Higher Education	Dinner
1 – 2 February	Darwen Borough Council	Local Gov't Seminar: Dinner, Breakfast, Lunch & accommodation
11 October	CBI and Public Services Strategy Board	Dinner
21 October	Teaching Awards 2007: Dinner for Winners	Dinner
<b>Tom Jeffery, Director General Children &amp; Families Directorate, DCSF</b>		
5 June	4Children	Dinner
12 July	Association of Directors of Children's Services	Accommodation at Summer Conference: 1 night
30 October	4Children	Dinner



## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

<b>Ralph Tabberer, Director General Schools Directorate, DCSF</b>		
29 November	Social Solutions	Guest at a charity dinner
<b>Ruth Thompson, Director General, Higher Education, DCSF: until June</b>		
5 June	Quality Assurance Agency	Dinner
14 June	Association of Head of University Administration	Dinner
26 June	1994 Group	Dinner
<b>Stephen Marston, Director General, Lifelong Learning &amp; Skills, DCSF: until June</b>		
29 January	CBI	Dinner
19 February	Sector Skills Councils	Dinner
12 March	Lifelong Learning UK	Dinner
21 May	Association of Colleges	Dinner
4 June	Association of Learning Providers	Dinner
<b>NIL RETURN</b>		
<b>Lesley Longstone, Director General Young People Directorate</b> <b>Jon Thompson, Director General Corporate Services Directorate</b> <b>Caroline Wright, Director Communication Directorate</b> <b>Stephen Meek, Director Strategy, Performance &amp; Analysis Group</b> <b>Philip Augar, Non-Executive Director</b> <b>Katherine Kerswell, Non-Executive Director</b>		

---

### **DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT (DCLG)**

#### **Key Principles**

- Hospitality is defined as meals and functions, such as receptions, dinners and parties, and also invitations to social, cultural and sporting events.
- Officials should not accept hospitality or services from anyone which would, or might appear to, place them under an obligation to that person or any other party.
- When considering offers of hospitality, officials should consider the following:
  - The relationship between the Department and the individual or organisation making the offer. Contacts which are promotional, representational or relate to information gathering are less likely to create an obligation or embarrassment than those which are regulatory or could lead to a contractual relationship between the Department and the other party.

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

### 1 JANUARY – 31 DECEMBER 2007

- It is generally acceptable to attend in an official capacity a function organised by a public or non-commercial body (for example, a local authority or professional association), although such offers should also still be considered in the light of other criteria in the CLG Staff Handbook.
- The balance between the scale of the offer and the business to be transacted - a working lunch or similar small-scale hospitality should be distinguished from more lavish and expensive events, travel or accommodation. If an offer of hospitality appears disproportionate in relation to normal day-to-day relations with the individual or organisation involved, officials should consider carefully whether to accept. Where officials have doubts, they should seek guidance from Human Resources.

#### Procedures for declaring hospitality received

- Any offers of hospitality, whether accepted or not, should be recorded in a Directorate hospitality register.
- Directorates are not obliged to use a set template for their hospitality register (although there is a form available for individual entries).
- However, the following information should be entered for each declaration of hospitality:
  - the name of the body/organisation offering the hospitality;
  - the date of the event;
  - the nature of the hospitality offered (lunch, dinner, sporting event, etc.);
  - the name of the officer(s) to whom the hospitality was offered; and
  - whether, exceptionally, a spouse, partner or other family member attended (prior approval for which must have been obtained).

<b>Peter Housden, Permanent Secretary, DCLG</b>		
Date	Organisation Name	Type of Hospitality Received
14 January	Lord Mayor of London	Dinner
16 January	British Property Federation	Lunch
30 January	CBI	Permanent Secretaries annual dinner
6 February	Society of Local Authority Chief Executives	Annual Dinner
9 February	Cambridge University	Dinner
1 March	Association of County Chief Executives	Annual Dinner
8 March	Dod's Parliamentary Communications	Awards event
5 June	Metuen Limited	Book launch reception
11 July	Korn/Ferry International	Opera *
25 July	Veredus Recruitment Agency	Exhibition
29 August	Peabody Housing Trust	Reception and BBC Proms *
20 September	Audit Commission	Annual Dinner
19 October	Royal Institute of Chartered Surveyors	Annual Awards Lunch

\* accompanied by spouse/partner/guest

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

**1 JANUARY – 31 DECEMBER 2007**

7 November	Confederation of British Industry	Dinner
21 November	Deloitte	Local Government Chief Executives Forum Dinner
<b>Richard McCarthy, Director General, Housing and Planning, DCLG</b>		
14 February	Chartered Institute of Housing	Dinner event
28 February	City Corporation (London)	Dinner event
28 March	Richard Reynolds Architect	Dinner
3 April	HTA Architects Ltd	Opera
17 April	PriceWaterhouseCoopers	Dinner / regeneration workshop
18 April	Building Magazine	Awards Dinner
1 May	The Chemistry Club	Dinner
25 May	Trowers and Hamlin	Chelsea Flower Show
4 June	Building Magazine	Dinner
7 June	Academy for Sustainable Communities	Awards Dinner: gave a speech
13 June	International Olympic Cttee Coordination Commission	Dinner
18 June	St Albans Consulting Ltd	Breakfast
26 June	Centre for Public Governance, Office for Public Mgmt	Lunch
5 July	National Housing Federation	Dinner
19 July	British Urban Regeneration Agency	Dinner: gave a speech
18 September	Saffron Consultants	Lunch
27 September	Chartered Institute for Housing	Dinner
18 October	Sedgefield Borough Council	Dinner
23 October	Haymarket Media Group	Dinner
6 November	London and Continental Railways	Reception / launch event
7 November	Partnerships UK (HMT Public Private Partnership)	Reception
12 November	Building Magazine	Dinner
14 November	Garnett Foundation	Dinner
4 December	The Chemistry Club	Dinner
5 December	One City	Reception
<b>Joe Montgomery, Director General Regions and Communities, DCLG</b>		
11 January	Lord Mayor of London	Dinner
6 February	Soc of L Auth Chief Execs (guest of Pinnacle Insurance)	Annual Dinner
14 February	Chartered Institute of Housing	Dinner
21 February	National Council for Voluntary Organisations (NCVO)	Reception & Dinner
28 February	Chief Executives & Leadership of Place event	Dinner & hotel overnight
1 March	Association of County Chief Executives	Annual Dinner

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

**1 JANUARY – 31 DECEMBER 2007**

8 March	Lewisham College	Annual dinner
12 March	Local Government Chronicle	Awards dinner
30 March	Crystal Events (co-sponsored by Sho-net Systems)	Evening of music to celebrate the abolition of the slave trade
29 May	NCVO	Dinner
7 June	Southwark Council	Dinner: as part of an after dinner speech
14 June	Fujitsu	Dinner
22 June	Sybil Phoenix	Reception
26 June	Lord Bruce-Lockhart	Reception
28 June	Municipal Journal	Awards Dinner
6 July	Planning and Environment Bar Association	Reception
11 July	Southbank Centre	Reception
18 October	Bob Ramdhanie	Dinner
30 October	Dod's Parliamentary Communications	Awards Dinner
14 November	Chief Executive London	Dinner: as part of giving a speech
10 December	Freeman Oliver Recruitment	Dinner
17 December	Pinnacle Insurance	Drinks reception
20 December	IT World	Drinks reception
<b>Chris Wormald, Director General Local Government and Regeneration, DCLG</b>		
1 March	Association of County Chief Executives	Annual Dinner
9 March	Society of Metropolitan Chief Executives	Dinner and overnight accommodation
24 July	McKinseys	Dinner
<b>Susan Scholefield, Director General Cohesion and Resilience, DCLG: from 29 January</b>		
8 May	KPMG	Lunch
10 May	PriceWaterhouseCoopers	Lunch
15 to 17 May	New York University Center for Dialogues	Budget flights & accommodation: speech at conf. in Austria
6 August	Harvey Nash IT Recruitment	Drink
7 August	MORI	Breakfast
<b>Hunada Nouss, Director General Finance and Corporate Services, DCLG</b>		
6 February	TATA Consultancy	Breakfast meeting
22 February	Chartered Institute of Public Finance and Accountancy	Dinner
21 March	TATA Consultancy	Lunch
27 March	The Chemistry Club	Dinner
17 April	CBI	Awards Dinner
18 April	Ernst & Young	Lunch

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

**1 JANUARY – 31 DECEMBER 2007**

2 May	Impact Plus IT Consultancy	Dinner
9 May	British Chamber of Commerce	Drinks Reception
14 May	Institute of Directors	Dinner
18 May	KPMG	Lunch
7 June	Deloitte	Dinner
19 July	Institute of Chartered Accountants in England and Wales	Dinner
4 September	Fujitsu	Dinner
7 September	Michael Page Recruitment Agency	Breakfast meeting
27 September	Accenture	Business meeting
16 October	KPMG	Reception
7 November	Partnerships UK (HMT Public Private Partnership)	Reception
27 November	IBM	Reception
<b>Alun Evans, Director General Transformation, DCLG: until 14 September</b>		
28 February	Fujitsu	Dinner
April	EADS Defence and Security Systems	Dinner
9 May	Confederation of British Industry	Dinner
20 June	Dod's Parliamentary Communications	Drinks Reception
July	Serco	Lunch
18 September	The Chemistry Club	Dinner
<b>Neil Kinghan, Director General Local and Regional Governance, DCLG: until 9 February</b>		
9 February	Audit Commission	Lunch
<b>NIL RETURNS</b>		
<p><b>Christina Bienkowska, Director, Strategy and Performance</b>  <b>Mike Falvey, Director General, HR and Transformation: from 10 September</b>  <b>Peter Unwin, Director General, HR and Finance: until 26 January</b>  <b>Jane Todd, Regional Director, Government Office East Midlands</b>  <b>Peter Doyle, Non-Executive Board Member</b>  <b>Sarah Weir, Non-Executive Board Member</b>  <b>Sir Bob Kerlake, Non-Executive Board Member</b></p>		

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

### DEPARTMENT FOR CULTURE, MEDIA AND SPORT (DCMS)

**Key Principles:**

Civil servants are expected to observe exceptionally high standards of personal honesty and integrity. The guiding principles governing the acceptance of hospitality are:

- that the conduct of individual civil servants should not foster the suspicion of any conflict between their official duty and their private interests;
- that the actions of civil servants acting in an official capacity should not give the impression to any member of the public, to any organisation with whom they deal, or to their colleagues, that they have been or may have been influenced by a consideration to show favour or disfavour to any person or organisation;
- that if either the individual officer or the Department is in doubt about the propriety of accepting hospitality, then it should be refused.

Before deciding to accept an offer of hospitality, you should be satisfied that it is conventional hospitality, normal and reasonable in the circumstances.

To help counter any suspicion of corruption or improper conduct, all offers of hospitality within divisions should be recorded by the maintenance of a hospitality register in hard copy, which should be held by or on behalf of the Deputy Director for each team. The Permanent Secretary, Director Generals and Directors must also follow these requirements and should maintain their own registers or use of their teams' registers.

Deputy Directors should review the hard register for their team at least twice a year to assess compliance with the guidelines, to gauge the potential for conflicts of interest to arise and to provide overall consistency. Directors and Director Generals in turn should endorse all registers for their staff at least once a year.

<b>Jonathan Stephens, Permanent Secretary, DCMS</b>		
<b>Date</b>	<b>Organisation Name</b>	<b>Type of Hospitality Received</b>
9 January	British Board of Film Classification	Dinner
15 January	Press Complaints Commission	Lunch
15 January	Royal Shakespeare Company	Performance *
25 January	Critic's Circle National Dance Awards	Awards Ceremony
29 January	Royal Opera House	Schools Matinee performance
20 February	The Groucho Club	Lunch
23 February	Church of England, Church Commissioners	Lunch
28 February	English National Opera	Opera *
5 March	Shakespeare Schools Festival	Black Tie event*

\* accompanied by spouse/partner/guest

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

**1 JANUARY – 31 DECEMBER 2007**

17 March	Manchester United	Football match *
28 March	City of London Corporation	Lunch
25 April	Association of Leading Visitor Attractions (ALVA)	Lunch
1 May	Jerwood Foundation	Sculpture Prize evening
11 May	Arcola Theatre	Performance *
16 May	The Hayward, Southbank Centre	Private Viewing *
17 May	British Association of Leisure Parks, Piers & Attractions	Lunch
11 June	Royal Festival Night	Concert and Reception *
14 June	Leeside Regeneration	Boat Trip followed by lunch
2 July	Lawn Tennis Association	Wimbledon and lunch *
6 July	Lawn Tennis Association	Wimbledon and lunch *
10 July	Museums Association	Collection Launch
11 July	Southbank Centre	Reception
12 July	Royal Opera House	Showcase
18 July	Jerwood Foundation	Lunch
20 July	Marylebone Cricket Club	Cricket Match *
25 July	Royal Academy of Arts	Private Viewing *
6 August	BBC Trust	Lunch
10 August	BBC Proms	An Evening at the BBC Proms*
5 September	Hadrians Wall Heritage Ltd	Tour and dinner during regional visit
6 September	Tullie House Museum & Art Gallery	Lunch during regional visit
2 October	British Olympic Association	BOA Gold Ball
11 October	Nations and Regions Group and GO East	Reception and Dinner during regional visit
12 October	Peterborough City Council	Lunch during regional visit
15 October	VAC	Reception
9 November	The National Trust	Lunch during regional visit
15 November	Liverpool Culture Company	Visit and dinner
29 November	Portsmouth City Council and Sport England South East	Lunch during regional visit
<b>Nicholas Holgate, Chief Operating Officer, DCMS</b>		
5 February	Sir Roger Hurn	Lunch
26 February	Kable Consulting	Lunch
7 March	ER Consultants	Dinner
14 March	Bradford City Council	Lunch
25 April	BBC	Reception for launch of BBC Proms

\* accompanied by spouse/partner/guest

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

**1 JANUARY – 31 DECEMBER 2007**

15 May	PwC Government Forum	Lunch during conference
12 June	Kable	Breakfast and viewing exhibition
26 June	Barclays	Dinner
16 July	British Telecom	Lunch
26 July	Accenture	Breakfast
25 October	KPMG	Lunch
8 November	Praesta Consultants	Reception
22 November	Coca Cola	Reception for 25 <sup>th</sup> Anniversary
6 December	PwC: Blackstone Masters Tennis	Dinner
<b>Andrew Ramsay CB, Director General, Culture, Creativity and Economy, DCMS</b>		
5 January	ITV and Harthill Communications	Lunch
2 February	Regional Cultural Consortium	Lunch during meeting
12 March	Odgers Ray and Berndston	Lunch during interviews
10 May	Newspaper Society	Annual Lunch
24 May	Digital UK	Lunch
24 July	BBC	The Proms *
27 July	Ofcom	Lunch
7 September	Newspaper Society	Lunch
11 September	Theatre Royal, Bury St Edmunds	Play, tour and reception*
2 November	Periodical Publishers Association	Annual Lunch
8 November	British Casino Association	Annual Lunch
11 December	Phonographic Performance Limited	Lunch
<b>Jeff Jacobs, Chief Executive of Government Olympic Executive, DCMS: until July</b>		
23 January	LOCOG	Reception
4 June	LOCOG	London 2012 Brand Launch
<b>Alan Davey, Director of Culture, DCMS: until July</b>		
10 January	Workplace Equity Index	Reception
11 January	John Soane's Royal Academy	Lecture
18 January	The Almeida	Press Night
22 January	Dulwich Picture Gallery	Reception and Private View
23 January	London Symphony Orchestra	Reception
24 January	National Theatre	Play
16 February	Queen Elizabeth Hall Philharmonia Orchestra	Dinner

\* accompanied by spouse/partner/guest



## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

6 March	London Symphony Orchestra	Reception: Concert
21 March	Play It Again	Reception
29 March	BBC	Lunch
5 June	Arts & Heritage	Reception
<b>Andrew Lean, Director of Legacy, Government Olympic Executive, DCMS: until July</b>		
23 January	LOCOG	Reception
1 February	Institute of Electrical Engineers	“Powering the 2012 Olympics” Reception
28 February	Greater London Authority	Reception for Beijing 2008 Olympic Games
21 June	LOCOG	Business Briefing event
<b>Brian Leonard, Director Industry, DCMS: until July</b>		
5 February	Eating Disorders Awareness Week	Launch: lunchtime reception
19 March	British Hospitality Association	Dinner
25 April	East Asia Cities	Dinner
1 May	British Institute of Innkeeping	Lunch
8 May	UK Skills Passport	Dinner
31 May	London College of Fashion	Catwalk Show and Dinner
10 June	Graduate Fashion Week	Catwalk Show: Reception
<b>Nicky Roche, Director of Staging, Government Olympic Executive, DCMS: until July</b>		
June	Lawn Tennis Association	Lunch at Wimbledon *
<b>David Roe, Director of Strategy, DCMS: until July</b>		
15 June	New Walk Museum, Leicester	Reception and Private Viewing
<b>NIL RETURN</b>		
<b>Paddy Feeny, Director of Communications: until July</b> <b>Parminder Vir, Non-Executive Director</b> <b>Clive Elphick, Non-Executive Director</b> <b>Liz Forgan, Non-Executive Director: from September</b> <b>Darra Singh, Non-Executive Director: from September</b>		

\* accompanied by spouse/partner/guest

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

### **MINISTRY OF DEFENCE (MOD)**

#### **Key Principles**

Members of the senior civil service and commanding officers are required to keep Hospitality Books in which are recorded details of all hospitality accepted by themselves or members of their unit.

The key principles that apply on whether or not to accept an offer of hospitality are:

- Crown Servants should not be placed in a position where their actions might give the impression to anyone that they have been or might be, influenced to show favour or disfavour to any person or organisation by receiving any hospitality or other consideration. Crown Servants should have regard not simply to whether they feel they themselves to have been influenced, but also to the impression that their actions will have on others.
- If you or the Department are in any doubt about the propriety of acceptance of hospitality, the offer should be refused.
- Crown Servants are remunerated for their service through their pay and if appropriate, through their allowances, and through nothing else.
- Where a relative or friend of a Crown Servant is offered hospitality because of a relationship or association with the Crown Servant, the same considerations apply.

<b>Sir Bill Jeffrey, Permanent Secretary, MOD</b>		
<b>Date</b>	<b>Organisation Name</b>	<b>Type of Hospitality Received</b>
29 January	Smiths Group	Lunch
30 January	D Group	Guest Speaker and Lunch
5 February	Rothschild	Lunch
5 February	UK Defence Forum	Guest Speaker and Dinner
16 February	Defence Manufacturers Association	Annual Reception
5 May	Babcock International Group	Army & Navy Rugby Match and lunch
30 May	McKinsey	Dinner
4 June	PricewaterhouseCoopers	Lunch
13 June	Lockheed Martin Holdings UK	Dinner
4 July	Atlantic Partnership	Breakfast meeting
10 July	Whitehead Mann	In-House Lunch

**LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**

6 September	Society of British Aerospace Companies	Annual Dinner
10 September	British-American Business Council	Lunch
11 September	PA Consulting	Lunch
11 September	Cohen Group	Dinner
1 October	UBS	Lunch
2 October	First Division Association	Lunch
8 October	Defence Strategy Solutions	Lunch
15 October	Royal Institute for International Affairs	Dinner
1 November	Soldiers, Sailors and Airmen Families Association	Defence Industry Dinner 2007
15 November	A Former Vice Chief of the Defence Staff	Lunch
28 November	Armed Forces' Parliamentary Scheme	Reception and Buffet Supper
<b>Sir Ian Andrews, 2<sup>ND</sup> Permanent Under Secretary, MOD</b>		
10 January	Fujitsu	Dinner
24 January	SBAC	Dinner
11 April	Rolls Royce	Meeting and Dinner
9 May	Logica	CMG Dinner
15 May	CBI	Dinner
16 May	Oracle	Dinner
6 June	SBAC	Dinner
24 July	EDS	Dinner
29 August	EDS	Dinner
12 September	UK ACE	Reception
12 November	Lord Mayor	Banquet
4 December	Chemistry Club	Dinner
<b>Air Chief Marshal Sir Jock Stirrup, Chief of the Defence Staff, MOD</b>		
10 January	St John's College, Oxford	Dinner*
18 January	Armed Forces Parliamentary Scheme	Supper
23 January	International Institute for Strategic Studies	Reception
24 January	Independent Defence Media Association	Dinner and Speech
26 January	BAE Systems	Lunch
7 February	House of Lords Defence Group	Supper and Speech

\* accompanied by spouse/partner/guest

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

**1 JANUARY – 31 DECEMBER 2007**

14 February	Merchant Taylors Company	Livery Dinner and Speech *
15 February	Disraelian Union	Dinner and Speech*
23 February	Atlantic Partnership	Breakfast and Speech
28 February	Lord Inge	Lunch
18 April	Lord and Lady Elton	Dinner *
16 May	Air Vice Marshal Sir Erik Bennett Retired RAF	Lunch
20 May	Lord and Lady Newall	Lunch *
25 May	Governor Royal Hospital Chelsea	Chelsea Flower Show and Drinks *
29 May	Washington International Studies Council	Dinner and Speech *
5 June	D Group	Dinner and Speech
14 June	Royal British Legion	Heroes Dinner *
15 June	Corporation of London	Falkland Island Anniversary Dinner *
25 June	Merchant Taylors Company	Dinner *
27 June	Lord Mayor of London	Dinner *
6 July	BBC	Lunch and Speech
8 July	All England Lawn Tennis Association	Wimbledon *
19 July	Sheriffs of City of London	Lunch
24 July	Lord Boyce	Lunch
27 July	Boeing	Dinner *
25 September	Healing Foundation	Reception *
26 September	Washington International Studies Council	Dinner *
31 October	Lord Mayor of London	Lord Mayor's Banquet *
1 November	SSAFA forces help	Defence Industry Dinner and Speech *
7 November	Royal Aeronautical Society	Dinner and Speech (Lecture)
10 November	Royal British Legion	Festival of Remembrance *
11 November	Bishop of London	Lunch following Remembrance Sunday*
12 November	Lord Mayor of London	Banquet *
16 November	Lord Vincent	Cranfield Honorary Graduates Dinner
20 November	Merchant Taylors Company	Dinner *
23 November	Army Benevolent Fund	Service Chiefs Lunch
23 November	Sultan of Oman's Armed Forces Association	Annual Dinner
28 November	Morgan Stanley	Thanksgiving Lunch
15 December	Boeing	Dinner*
17 December	Thales	Lunch*

\* accompanied by spouse/partner/guest

**LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**

<b>Admiral Sir Jonathon Band GCB ADC, Chief of the Naval Staff, MOD</b>		
12 February	Woodroffe's Ex Service Luncheon Club	Guest of Honour to speak at luncheon
19 February	Admiral of Fleet Sir Benjamin Bathurst (former 1SL)	Fruiterers' Banquet
20 February	Exeter Finance Network	Drinks Reception, Buffet and Evening Talk
29 February	The Insurance Institute of London	Lunch
21 March	Royal Thames Yacht Club	Guest of Honour at the Fitting out Dinner
23 March	Portsmouth High School	Lunch
1 May	Salford University	Reception
3 May	Exeter University	Annual Dinner
5 May	Buck's Club	Evening Speaking engagement
31 May	Cambridge URNU	Drinks
12 July	Admiral Row Woodroffe's ex Service Club	Lunch and Speech
9 October	Lord Luke	Dinner
10 November	Lord Mayor	Outward procession followed by lunch *
<b>Air Chief Marshal Sir Glenn Torpy, Chief of the Air Staff, MOD</b>		
8 January	BAE Systems	Lunch & dinner
10 January	BAE Systems	Lunch
8 February	BAE Systems	Lunch
19 February	Worshipful Company of Fruiterers – Livery Company	Dinner
20 February	QinetiQ	Dinner
27 February	Sir John Slessor Lecture funded by The Air League	Dinner
12 March	RAeS Council	Lunch
4 April	BAE Systems	Lunch
19 April	MBDA/Royal Aeronautical Society	Dinner
30 April	Boeing	Dinner
17 May	MBDA	Reception
17 May	RUSI	Dinner
5 June	Cobham	Dinner
11 June	Royal Aeronautical Society	Dinner
26 June	Thales	Lunch
16 June	BAES	Lunch
24 July	Drapers – Livery Company	Dinner
6 September	BAES	Dinner

\* accompanied by spouse/partner/guest

**LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**

10 September	RUSI	Dinner
8 October	Mercers – Livery Company	Lunch
15 October	The Air League	Dinner
1 November	QinetiQ	Dinner
9 November	City & Guilds	Lunch
20 November	Guild of Air Pilots and Navigators – Livery Company	Dinner
30 November	Air Power Association	Dinner
18 December	BAES	Dinner
<b>General Sir Richard Dannatt, Chief of the General Staff, MOD</b>		
24 January	House of Lords Defence Group	Dinner
7 March	Old Bailey Central Criminal Court	Lunch
9 March	Bae Systems	Grand Military Gold Cup Lunch and Drinks
11 March	Lord Mayor of London	Lord Mayor's Civic Dinner
12 March	Transworld Publishers	Book Launch Reception
16 March	JC Bamford Excavators Ltd	Cheltenham Festival Lunch
20 March	Overseas Cemeteries Trust	Lunch at Trust Launch
21 March	Hope and Homes Charity	Reception
15 April	YAD Vashem UK	Dinner
19 April	D Group	Dinner and Address
30 April	Oxford University	Dinner and Address
4 May	N East Economic Forum	Lecture
15 May	Paley Society	Supper and speech
16 May	Defence Manufacturers Association	Annual Reception
17 May	General Dynamics	Breakfast
22 May	Pitt Club	Dinner
23 May	Royal United Service Institute	Ceremony and Drinks Reception
31 May	Rio Tinto	Theatre
4 June	Royal United Service Institute	Speakers Dinner
5 June	Royal United Service Institute	Drinks
6 June	General Dynamics	Drinks
20 June	Defence Security Forum	Dinner and Address
21 June	Lord Lt of Norfolk	Annual Reception
5 July	Lord Mayor of London	Dinner
7 July	All England Lawn Tennis Association	Wimbledon
23 July	Combat Stress Falklands	25 <sup>th</sup> Anniversary Dinner

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

**1 JANUARY – 31 DECEMBER 2007**

24 July	Henley Management College	Dinner and Address
12 - 13 Sept 21 September	Defence Systems & Equipment International The International Institute for Strategic Studies	Exhibition, Lunch and Dinner Address and Lunch
2 October 11 October	Christian Charities Project Compass Event Team	Conference and Lunch Dinner and Auction
5 November 5 November 7 November 10 November 11 November 12 November 23 November 26 November	Guardian Newspaper The Sikh Forum International The London Chorus The Royal British Legion Bishop of London 'The Sun' Newspaper 'The Arkenis Group' Cardiff Business Club	Lunch Reception Falklands Commemoration concert Buffet Reception & Festival of Remembrance Lunch following Remembrance Day Service Lunch Reception Reception and Dinner
10 December 17 December	Durham University Combined Cadet Force Association	Service at St Martin's in the Field Dinner
<b>General Sir Timothy Granville-Chapman, Vice Chief of the Defence Staff, MOD</b>		
22 February	Leathersellers Company	Livery Dinner
5 March 7 March 20 March	Armed Forces Parliamentary Scheme COS Overseas Cemeteries Trust	Annual Graduation Dinner National Advisory Board Dinner Farewell Drinks
25 April	Society of Portrait Painters	Exhibition
8 July 12 July 16 July	Art Society Lord Mayor SSAFA	Painting Presentation of Credentials Orchestra
27 August	Notting Hill Carnival Trust	Reception
12 October	Armed Forces Memorial Trust	Ceremony – Lunch
15 November 28 November 29 November 29 November	Harrow Association Armed Forces Parliamentary Scheme Allied Irish Bank British Forces Foundation	Concert Reunion Reception Reception Drinks
5 December 17 December	Charterhouse RUSI	Dinner Reception
<b>General Sir Kevin O'Donoghue KCB CBE, Chief of Defence Materiel, MOD</b>		
31 January	Northrop Grumman	Lunch whilst on a site visit
10 February	EDS Defence Sponsored United Services Point to Point	Lunch and races

**LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**

12 March	BAE Systems	Dinner
19 March	VT Group PLC	Lunch
26 March	Boeing	Dinner
30 March	JCB	Lunch
10 May	Thales UK	Lunch whilst on a site visit
14 May	NETMA & EF GMBH	Lunch whilst on a site visit
18 May	BAE Systems	Lunch whilst on a site visit
21 May	BAE Systems	Lunch whilst on a site visit
25 June	Cranfield University	Pre Graduation Dinner
27 June	ESS	Lunch whilst at the DVD show
2 July	Boeing	Lunch whilst on a site visit
15 July	RIAT Sponsored by BAE Systems	Lunch
1 August	BAE Systems	Dinner
7 August	QinetiQ	Lunch whilst on a site visit
12 September	Augusta Westland	Dinner
27 September	EDS	Dinner
15 October	BT sponsored event: Combined Services Winter Sports Association	Dinner
2 October	Serco	Dinner following a lecture
9 November	Wiltshire Institute of Directors	Breakfast
16 November	Cranfield University	Honoury Graduates Dinner
<b>Sir Peter Spencer, Chief of Defence Procurement, MOD</b>		
10 January	DMA Maritime Industry Group	Drinks and buffet lunch
7 February	SELEX	Lunch
10 February	EDS Defence Sponsored United Services Point to Point	Lunch and races
<b>Professor Sir Roy Anderson, Chief Scientific Adviser, MOD</b>		
10 January	Warwick University	Dinner
16 January	QinetiQ	Dinner
18 January	Institute of physics/AWE	Awards Dinner
30 January	CBI	Permanent Secretaries Annual Dinner
22 March	MWM Consulting	Dinner
<b>Trevor Woolley, Finance Director, MOD</b>		
10 January	Fujitsu	Reception
22 January	QinetiQ	Lunch



## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

5 February	Rothschild	Lunch
8 February	RUSI	Supper Club
22 February	CIPFA	Annual Dinner
29 March	Deloittes	Dinner
9 May	BAES	Chairman's Reception
15 May	Barclays	CBI Dinner
17 May	Simmons & Simmons	Lunch
3 August	Finmeccanica	Lunch
18 September	MBDA	Reception
11 October	PriceWaterhouseCoopers	Dinner
15 October	Combined Services Winter Sports Association & BT	Dinner
1 November	Carillion	Dinner
2 November	BAES (Royal Navy Cricket Club)	Dinner
7 November	Partnerships UK	Reception
13 November	SERCO	Dinner
28 November	Cobham plc	Reception
18 December	Thales	Reception
<b>Philippa Foster Back, Non Executive Director</b>		
5 February	National Audit Office	Lunch
<b>Ian Rushby, Non Executive Director</b>		
1 November	Defence Industry on behalf of Soldiers, Sailors and Airmans' Families' Assoc	Dinner

## DEPARTMENT FOR ENVIRONMENT, FOOD AND RURAL AFFAIRS (DEFRA)

### Key Principles

1. Before accepting hospitality, staff should always consider whether by doing so, they would in any way compromise the core Civil Service values of 'integrity', 'honesty', 'objectivity' and 'impartiality' as enshrined in the Civil Service Code. If they have any doubts, they should politely decline the hospitality offered.
2. When accepting an invitation to an event where hospitality will be offered, staff should consider whether their discussions and contacts will improve their knowledge and understanding of key stakeholders and business partners, and if not, should *generally decline the invitation*.

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

**1 JANUARY – 31 DECEMBER 2007**

3. Staff must not accept any hospitality, either directly or through a third party (i.e. a family member or friend), that would, or might appear to place them under any obligation to an individual or organisation making the offer, or otherwise compromise their impartiality.
4. When a gift or hospitality is accepted, staff must ensure that their conduct whilst acting in an official capacity does not give the impression that they have been, or may have been, influenced by the hospitality to show favour or disfavour to any person or organisation.
5. Beyond this, staff should apply common sense when deciding whether it would be appropriate to accept hospitality.\*
6. Any hospitality must be registered on the local hospitality register.

The Permanent Secretary is the final arbiter on the advisability of acceptance or refusal of hospitality or other rewards.

\* Examples of common sense decisions could include:

- accepting an invitation to an annual dinner or trade association lunch, but not an invitation that includes payment of overnight accommodation which should be met by the Department; and
- when accepting an invitation to an event where hospitality will be offered, to consider whether discussions and contacts will improve knowledge and understanding of key stakeholders and business partners, and if not, to politely decline the invitation.

<b>Helen Ghosh, Permanent Secretary, DEFRA</b>		
<b>Date</b>	<b>Organisation Name</b>	<b>Type of Hospitality Received</b>
8 February	McKinseys	Dinner
14 March	Food and Drink Federation & National Farmers Union hosted by British Retail Consortium	Dinner
16 March	Association of British Insurers	Lunch
30 April	National Audit Office	Lunch
3 May	Country Land and Business Association	Overnight stay and dinner
13 June	Consumer Goods Study Group	Dinner
2 July	Business in the Community Awards for Excellence	Gala Dinner
17 July	Shropshire County Council	Lunch
19 September	British Retail Consortium's Annual Retail Industry	Dinner
27 November	Food and Drink Federation	Dinner
3 December	Deloitte	Lunch
<b>Andrew Lebrecht, Director General Food and Farming Group, DEFRA</b>		
17 January	Food and farming Group	Dinner
14 March	British Retail Consortium	Dinner
12 June	Country Land and Business Association	Reception
9 October	IGD Industry Awards	Trade Annual Dinner

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

30 October	Country Land and Business Association	Retirement dinner
11 December	Food and Drink Federation	Reception
<b>Peter Unwin, Director General Natural Environment Group, DEFRA</b>		
20 June	DODS	175 <sup>th</sup> Anniversary Summer Party
2 July	Business in the Community	Award Dinner
26 September	Northumbrian Water	Dinner
11 October	Game Conservancy Trust	Dinner
30 October	County Land Owner Association	Dinner
<b>Mike Anderson, Director General Climate Change Group, DEFRA</b>		
18 May	NPower	International Cricket test match
10 September	E3G	Lunch
24 October	BHP Billiton	Breakfast
28 November	Ernst & Young	Dinner
<b>Bill Stow, Director General Strategy and Evidence Group, DEFRA</b>		
5 February	Shell	Working Dinner
26 February	RL Tec	Lunch
24 April	Exxon	Private View
15 May	Ensys	Lunch
12 June	Association of British Insurers	Lunch
28 June	Shell	Private View
31 July	BT	Lunch
6 August	KPMG	Lunch
<b>Stephen Park, Director General Finance (Interim), DEFRA: May onwards</b>		
8 May	Odgers Interim	Dinner
22 May	Deloittes	Dinner
26 July	Albemarle Interim	Dinner
30 July	Odgers Interim	Dinner
17 October	KPMG	Dinner
23 October	PwC	Lunch
7 November	Financial Times	Dinner
27 November	Deloittes	Dinner
29 November	Odgers Interim	Dinner
11 December	IT World	Dinner

**LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**

<b>Professor Robert Watson, Chief Scientific Advisor, DEFRA</b>		
19 September	Financial Times	Dinner at Awards ceremony
17 October	Oxford University	Dinner
22 October	Physics Institute	Reception
27 Oct – 4 Nov	World Bank	Travel
6 November	Royal Society	Dinner
20 November	Chemistry Club	Dinner
27 November	Royal Society	Dinner
30 November	Royal Dutch Shell	Annual concert *
12 December	IIED	Dinner
<b>Andrew Burchell, Director General Service Transformation Group, DEFRA</b>		
28 February	Fujitsu	Dinner
21 March	Fujitsu	Dinner
18 May	Deloittes	Lunch
14 June	Fujitsu	Dinner
28 June	Ideal Government	Dinner
2 August	BT	Dinner
29 August	Fujitsu	Lunch
4 September	Fujitsu	Dinner
5 November	BT	Lunch
13 November	Ernst and Young	Lunch
15 November	Fujitsu (Northern Ireland)	Dinner
19 November	Fujitsu	Lunch
6 December	IBM	British Computer Society awards dinner
<b>Fred Landeg, Acting Chief Veterinary Officer, DEFRA</b>		
13 December	British Veterinary Association	Dinner
<b>NIL RETURN</b>		
<b>Gill Aitken, Director General Legal Group</b> <b>Poul Christensen, Non-Executive Director</b> <b>Bill Griffiths, Non-Executive Director</b> <b>Janet Grossman, Non-Executive Director</b>		

\* accompanied by spouse/partner/guest

# LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

## FOREIGN AND COMMONWEALTH OFFICE (FCO)

### Key Principles

Under the Home and Diplomatic Service Regulations, it is an offence for staff to accept benefits of any kind from a third party, which might compromise their personal judgement or integrity or give reasonable grounds for others to suppose they have been compromised.

Staff must ensure that spouses or partners, children and, so far as is practicable, other members of family or members of their household do not accept hospitality or advantages either.

### Procedures for declaring hospitality received

Hospitality in relation to diplomatic activity in the UK or overseas may be recorded at the Posts/Departments discretion. Non-diplomatic hospitality must be recorded in the Departmental/Post register of advantages.

Non-diplomatic hospitality accepted from commercial interests and lobby groups, other than cocktail parties or large dinner functions, must be recorded in the Departmental/Post register of advantages.

Hospitality (including entertainment and invitations to sporting events) provided by other contacts such as journalists, non-commercial bodies or Members of Parliament does not normally need to be recorded unless it is likely to be worth more than the limit specified in FCO Guidance. Hospitality above the following limits must be declared:

- £25 for hospitality received in the UK from a UK source (e.g. a company);
- £75 for hospitality received in the UK from a foreign source;
- £140 for hospitality received from any source whilst serving or travelling overseas.

Staff in any doubt about the propriety of accepting an offer of hospitality should report the matter to their Head of Department/Head of Post. Staff involved in purchasing or project management must also comply with the FCO Ethical Code in the Purchasing Manual. We are publishing a copy of the FCO's Ethical Code alongside this document.

<b>Full Board, FCO</b>		
<b>Date</b>	<b>Organisation Name</b>	<b>Type of Hospitality Received</b>
18 May	Vodafone Group	Board event - lunch
14 December	KPMG	Board event - lunch
<b>Sir Peter Ricketts, Permanent Secretary, FCO</b>		
9 January	Standard Chartered Bank	Lunch

**LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**

12 January	FT Editorial Board	Lunch
16 January	Lehman Brothers	Lunch
13 February	King's College London	Lunch
15 February	John Swire & Sons	Lunch
20 February	First Defence	Lunch
22 February	Barclays Capital	Lunch
27 February	Price Waterhouse Cooper	Ballet
28 February	St Edward's School, Oxford	Dinner
22 March	Friends of the Army	Dinner
29 March	Westminster Forum	Lunch
2 April	Sir Trevor Chinn	Lunch
13 April	HSBC	Lunch
3 May	Royal Bank Of Scotland	Lunch
9 May	BAE	Reception
14 May	Barclays Bank	Lunch
15 May	CBI	Dinner
17 May	Probus BNW	Dinner: Guest Speaker
21 May	Logica CMG	Chelsea Flower Show
19 June	Japan Society	Lunch
20 June	DODs	Reception
21 June	RUSI	Reception
30 June	Lord Patten	Reception
10 July	RCDS	Reception
12 July	The Ismaili Centre	Lunch Art Exhibition
24 September	Anglo-American Plc	Dinner
26 September	Hong Kong Association	Lunch
10 October	Lord Patten	Lunch
5 November	FT	Lunch
13 November	Rio Tinto	Dinner
27 November	Morgan Stanley	Lunch
18 December	Oxford University	Lunch

**LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**

<b>David Richmond, DG Defence and Intelligence, FCO: Jan - July</b>		
May/June	Lehman Bros	Lunch
<b>John Sawers, DG Political, FCO: Jan - February</b>		
15 February	BHP Billiton	Dinner
<b>Mark Lyall Grant, DG Political, FCO: March onwards</b>		
19 March	Sir Trevor Chinn	Breakfast
1 May	John Martin Gallery	Reception *
7 September	Sir Trevor Chinn	Breakfast
17 September	BBC	Lunch
<b>Martin Donnelly, DG Europe and Globalisation, FCO</b>		
3 January	Financial Times	Lunch
24 April	BUPA Opportunity Now	Reception, annual awards, dinner
10 May	Financial Times	Lunch
30 November	Royal Dutch Shell	Annual concert *
<b>Tony Mather, Chief Information Officer, FCO: since April</b>		
8 August	Sun Microsystems	Lunch
9 November	Computacenter	Lunch
14 November	Boxwood Executive	Dinner
20 December	HP	Lunch
<b>Keith Luck, DG Finance, FCO</b>		
15 February	Alistair Grant & Co	Concert
5 March	Standard Chartered Bank	Charity Dinner
29 March	Alistair Grant & Co	Lunch
3 July	Oracle	Dinner
7 August	Graham James Consultancy	Lunch
10 August	CIMA	Lunch
21 August	KPMG	Lunch
11 October	Price Waterhouse Cooper	Dinner
30 October	KPMG	Lunch
26 November	Rockpools	Lunch

\* accompanied by spouse/partner/guest

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

<b>Richard Stagg, DG Corporate Affairs, FCO: Jan - June</b>		
1 June	Vodafone Group	Horse Racing *
<b>David Warren, DG Human Resources, FCO: Jan - June</b>		
14 June	Fujitsu	Dinner
<b>Andrew Cahn, Chief Executive UK Trade &amp; Investment (register published under BERR)</b>		
<b>Nil return, FCO</b>		
<b>Ann Pringle, DG Strategy: until March</b>		
<b>James Bevan, DG Change and Delivery: since June</b>		
<b>Mariot Leslie, DG Defence and Intelligence: since August</b>		
<b>Ric Todd, Director Finance: until February</b>		

\* accompanied by spouse/partner/guest

---

### **DEPARTMENT OF HEALTH (DH)**

#### **Key Principles**

- There must be a real business benefit to providing or accepting hospitality, as public money must not be used to fund occasions such as social gatherings, retirement or office parties.
- It is not normal practice to “do business over a meal” and this should be the exception rather than the norm.
- Staff should accept hospitality only when this can be defended as being in the interests of the Department's business – eg, because significant relationship-building is a business aim.
- It is particularly important to ensure transparency in dealings with suppliers: staff must not be put in a position where their decision-making might be perceived to have been influenced.
- If there is any doubt about any offer received, staff should contact line managers first, and if necessary seek the approval of the Business Partner Team, or, for Senior Civil Servants, the Senior Civil Service Unit.
- If staff find themselves in a position where they were not aware in advance that more lavish hospitality was to be provided, and to refuse would appear rude or cause embarrassment, they should accept and report it on return to the office, using the Departmental reporting protocol.

#### **Procedures for declaring hospitality received**

Hospitality received from or offered to, current or prospective business contacts must be reported promptly, using the standard Declaration of Interests form, through section heads or above to the DH Senior Civil Service Unit.



**LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**

<b>Hugh Taylor, Permanent Secretary, DH</b>		
<b>Date</b>	<b>Organisation Name</b>	<b>Type of Hospitality Received</b>
1 March	Association of County Chief Executives	Annual Dinner
24 April	Odgers, Ray & Berndston	Annual Drinks Reception
25 April	BMA	Dinner
7 June	Audit Commission	Dinner
12 September	UK ACE Association	Reception
17 October	National Children and Adult Services Conference	VIP Dinner
1 November	The Smartrisk Foundation UK Fundraising dinner	Dinner
8 November	Praesta Partners	Drinks
20 December	University of Dundee and Wyeth Pharmaceuticals	Dinner
<b>David Nicholson, Permanent Secretary, NHS Chief Executive, DH</b>		
28 January	Chelsea Football Club	Football match *
7 March	Dr Foster Intelligence	Dinner
22 March	Royal College of Obstetricians and Gynaecologists	Breakfast
26 March	World Healthcare Congress	Accommodation
25 April	BMA	Dinner
5 June	BAMM	Dinner
18 June	Lord Naran Patel	Dinner
20 – 21 June	NHS Confederation	Dinner and Accommodation
2 July	NHS Confederation	Dinner
3 July	NHS Employers	Dinner
8 July	HSJ	Drinks
22 November	NHS Alliance	Dinner
5 December	Royal College of Anaesthetists	Dinner
<b>Sir Liam Donaldson, Permanent Secretary, Chief Medical Officer, DH</b>		
1 February	Loughborough University	Dinner
6 February	Academy of Medical Royal Colleges	Dinner
13 February	Royal College of Radiologists	Dinner
26 February	Health and Social Care Awards	Reception and Dinner
27 February	BAMM	Dinner
7 March	Wellcome Trust	Dinner
14 March	University of Teeside	Dinner

\* accompanied by spouse/partner/guest

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

**1 JANUARY – 31 DECEMBER 2007**

19 March	UK Biomedicine Forum	Dinner
23 April	British Medical Association Joint Consultants Cmtte	Dinner
25 April	British Medical Association	Dinner
12 June	Royal Society of Medicine	Dinner
13 June	Royal Society of Medicine	Lunch
18 June	Lord Naran Patel	Dinner
20 June	Royal College of Radiologists	Dinner
27 June	Royal Society of Tropical Medicine and Hygiene	Dinner
5 July	British Int'l Congress of Obstetrics & Gynaecology	Dinner *
13 & 15 July	Commonwealth Fund and Nuffield Trust (joint hosts) 8 <sup>th</sup> International meeting on Quality of Health Care	Dinner, overnight accommodation and breakfast Lunch
1 August	Academy of Medical Royal Colleges	Dinner
18 October	Royal College of Physicians	Dinner
29 Oct – 2 Nov	Commonwealth Fund	Accommodation and meals
7 November	Royal College of Pathologists	Dinner
8 November	British Medical Association	Dinner
9 November	Leicester Medical Society	Dinner *
10 November	Rotherham Branch of British Medical Association	Dinner dance *
23 November	Royal College of Obstetrics and Gynaecology	Dinner
29 November	Fac. of Pharm.I Med of Royal College of Physicians	Dinner
5 December	Academy of Medical Royal Colleges	Dinner
<b>Christine Beasley, Director General, Chief Nursing Officer, DH</b>		
19 February	NHS Employers	Dinner
15 March	King's Fund	Dinner
21 March	Royal College of Nursing	Dinner
15 April	Royal College of Nursing	Dinner
8 May	Royal College of Nursing	Dinner
9 May	Chaplaincy	Dinner
21 May	NHS Employers	Dinner
23 May	Royal College of Midwives	Dinner
31 May	North Devon Hospice	Dinner
21 June	NHS Confederation	Dinner
27 June	Association of Medical Royal Colleges	Dinner
2 July	National Networking for Learning Disability	Dinner

\* accompanied by spouse/partner/guest

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

16 July	RCN	Dinner
15 August	Royal College of Midwives	Dinner
27 September	Royal College of Nursing	Dinner
7 November	MS Society	Parliamentary Dinner
19 November	Health Service Journal (HSJ)	Dinner
10 December	Royal College of Nursing	Dinner
<b>David Behan, Director General, Social Care Local Government and Care Partnerships, DH</b>		
20 February	Gatenby Sanderson	Meal
20 March	Partner dinner with Mitchell Damon	Meal
27 March	The Nuffield Trust	Meal
8 May	CSCI Commissions	Meal
15 May	Royal Society of Arts	Meal: gave a presentation
14 June	IMHL	Meal
20 June	Audit Commission	Meal
21 June	NHS Confederation	Meal
28 June	IDEA	Meal
29 August	Association of Directors of Adult Social Services	Meal
4 September	NSPCC	Meal
9 October	Commissioners Dinner with CSCI	Meal
17 October	Priory Group	Meal
30 October	Dinner with Midland Heart organisation	Meal
7 November	Pre ECCA conference	Dinner
2 December	National Care Forum Annual Lecture	Meal
6 December	Gateway Sanderson Reference Group	Meal
11 December	Care & Health	Meal
17 December	Positive Practice Awards Presenting	Meal
<b>Mark Britnell, Director General, Commissioning, DH</b>		
29 October	Health Foundation	Dinner
6 November	RCGP	Dinner
8 November	Health Services Journal (HSJ)	Dinner
19 November	Health Services Journal (HSJ)	Dinner
26 November	Kingsley Manning	Dinner
<b>Clare Chapman, Director General, Workforce, DH</b>		
22 January	Oxford Brookes University Directorate of HR	Dinner

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

**1 JANUARY – 31 DECEMBER 2007**

29 January	Chief Human Resources Officers	Dinner
1 February	Royal College of Physicians	Breakfast
7 February	British Medical Association	Dinner
21 February	Royal College of Physicians	Dinner
11 April	Radiology Integrated Training Initiative	Dinner
21 May	Healthcare People Mgmt Assc/NHS Prof Excellence Awards	Dinner
7 June	AMICUS	Dinner
12 June	UNISON	Dinner
25 June	Association of Medical Royal Colleges	Dinner
19 July	UNISON	Dinner
15 August	NHS Employers	Dinner
8 October	NHS Employers	Dinner
9 October	NHS Employers	Dinner
13 November	Health Services Journal Awards	Dinner
3 December	Health Services Journal Awards, AoMRC	Dinner
<b>Richard Douglas, Director General, Finance and Operations, DH</b>		
5 – 6 February	Shared Business Services: joint venture DH & Xansa	Travel and accommodation
29 March	ACCA	Dinner
11 October	PricewaterhouseCoopers	Dinner
18 October	CIMA	Dinner
6 December	Healthcare Financial Management Association	Dinner and accommodation
<b>David Flory, Director General, NHS Finance and Performance, DH</b>		
6 December	Healthcare Financial Management Association Gala	Dinner
<b>Richard Granger, Former Director General, NHS IT, DH</b>		
10 January	Health Systems Consulting Ltd	Dinner
24 January	DLA Piper	Dinner
20 February	British Medical Association	Dinner
26 March	Queensland Health Information Division	Travel and accommodation
4 July	British Telecom	Dinner
2 – 3 October	National E-Health Transition Authority	Travel and Accommodation: Speaking Engagement
1 – 3 October	International Society for Quality in Healthcare	Travel and accommodation: Speaking Engagement
6 November	World Health Executive Forum	Travel and accommodation: Speaking Engagement

**LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**

<b>Sian Jarvis, Director General, Communications, DH</b>		
22 May	Dr Foster Intelligence	Dinner
20 June	APCO	Lunch
20 June	Dr Foster Intelligence	Dinner
25 June	King's Fund	Lunch
27 July	Humana	Breakfast
6 August	SKY	Lunch
21 August	PWC	Lunch
15 October	Dr Foster Intelligence	Dinner
16 October	UBS Bank	Lunch
23 October	Humana	Lunch
22 November	Hospital Doctor Awards	Evening event
28 November	HSJ Magazine	Lunch
6 December	Dr Foster Intelligence	Dinner
13 December	Hanover PR	Lunch
17 December	Opinion Leader Research	Lunch
<b>Una O'Brien, Director General, Policy and Strategy, DH</b>		
30 May	Socia	Breakfast
18 October	McKinseys	Dinner
19 November	McKinseys / Kaiser Permanente	Dinner
<b>Chan Wheeler, Director General, Commercial, DH</b>		
12 September	BUPA	Awards Dinner
20 September	Chartered Institute of Purchasing and Supply	Awards Dinner
16 October	British Healthcare Trades Association	Chairman's Dinner
6 November	CBI	Dinner
<b>NIL RETURN</b>		
<p><b>Bill McCarthy, Former Director General of Policy and Strategy: until October</b>  <b>Ivan Ellul, Director of Planning, Acting Director General, Performance</b>  <b>Alan Doran, Former Director General of Departmental Management Directorate</b>  <b>Andrew Cash, Former Director General, Provider Development</b>  <b>Duncan Selbie, Seconded to NHS, Former Director General of Performance: until 9 July</b>  <b>Matt Tee, Former Director General, Communications: until 29 June</b>  <b>Derek Myers, Non Executive Director</b></p>		

# LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

**Mike Wheeler, Non Executive Director**  
**Julie Baddeley, Non Executive Director**

---

## **HOME OFFICE (HO)**

### **Key Principles**

Increasingly, civil servants come into contact with outside organisations where it is normal business practice or social convention to offer hospitality to facilitate useful contacts and working relationships. Examples of this are contacts with consultants, partners in a market test or private finance initiative and contractors of various kinds. Acceptance of such considerations, even when not corrupt, may be misunderstood if it becomes known publicly and may thus still be a disciplinary matter.

Those engaged in such dealings should be aware of the following guiding principles:

- a. the conduct of individuals must not create the suspicion of any conflict between their official duty and their private interest;
- b. the actions of individuals acting in an official capacity must not give the impression (to any member of the public, organisation with whom they deal or to colleagues) that they have been, or might be, influenced by a consideration to show favour or disfavour to any person or organisation; and
- c. hospitality must be refused if either the individual or the Department is in any doubt about the propriety of accepting them.

It does not matter, therefore, that there may in fact be no conflict of interest or impropriety; any conduct that might look suspicious or dishonest is wrong. Subsequent payment for, or reciprocity of, any hospitality does not legitimise its unauthorised acceptance. Nor is practice in the private sector any justification for a breach of the standards of conduct required in the different circumstances of the public service. Further guidance:

- a. offers of hospitality other than occasional conventional and inexpensive ones (eg working lunches) should normally be refused;
- b. acceptance of frequent, regular, annual or seasonal invitations (particularly from the same source) would breach the required standards of conduct;
- c. offers of meals, tickets to public sporting, cultural or social events need to be treated with caution; acceptance may be justifiable but only if attendance is clearly in the interests of the department; as a general rule, no more than one such invitation should be accepted per year in a particular unit;
- d. Heads of Unit, or equivalent, have delegated authority to decide what may be accepted; factors which will be taken into account include the type, value and frequency of what is offered and the relationships involved.

### **Procedures for declaring hospitality received**

1. The onus is on the individual to report every case, with his or her assessment of the correct course of action in the light of this guidance. The risk of causing offence by refusal is not sufficient reason on its own for acceptance where it would otherwise be improper to accept.

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

**1 JANUARY – 31 DECEMBER 2007**

2. Normally, reporting will be done by a memorandum submitted through the line manager. Heads of Unit, or equivalent, have discretion, however, to modify the procedure as they judge necessary.
3. Hospitality and rewards arising from official activity should also be reported where the beneficiary is a relative or associate, eg where-offered to a spouse/partner or employment is offered to a friend.
4. The types of offers which are likely to be approved and those which are not will depend on local circumstances and activities. In sensitive areas, eg those where there is contact with commercial organisations or those which have grant giving functions, Heads of Unit, or equivalent, may decide that what might be in order elsewhere should not be permitted. It will be for Heads of Unit, or equivalent, to issue such supplementary guidance and consult local trade union representatives as they consider necessary.
5. Staff who encounter circumstances in which they are unsure what to should consult their line manager at the earliest opportunity.

<b>Sir David Normington, Permanent Secretary, HO</b>		
<b>Date</b>	<b>Organisation Name</b>	<b>Type of Hospitality Received</b>
11 January	National Audit Office (Home Office lead)	Lunch
30 January	CBI	Permanent Secretaries annual dinner
20 February	Royal Bank of Scotland	Dinner
19 April	Association of Chief Police Officers	Annual Dinner
10 May	Serco	Dinner
21 May	KPMG	Chelsea Flower Show
4 July	Royal Ballet School	Performance *
12 July	First Division Association	Lunch
17 July	Tesco	Dinner and opera *
26 July	McKinsey	Working dinner
30 November	Shell	Concert *
<b>Moria Wallace, DG Crime Reduction and Community Safety Group, HO</b>		
16 January	Crime Concern	Dinner
19 July	APA/APPG Policing	Drink
3 September	South Yorkshire Police	Lunch
14 September	French Police	Lunch

\* accompanied by spouse/partner/guest

**LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**

25 September	St. Alban's Consultancy	Dinner
2 October	Praesta Partners LLP	Dinner
23 November	Nuffield College	Dinner
<b>Helen Kilpatrick, DG Financial and Commercial, HO</b>		
15 January	Ernst and Young	Dinner
23 January	KPMG	Dinner
22 February	Ernst and Young	Exhibition and Dinner
28 February	Fujitsu Services	Dinner
27 March	KPMG	Dinner
3 May	City of London Corporation	Dinner
14 June	Fujitsu Services	Dinner
17 July	Local Authority Innovation Forum	Dinner
7 August	Symbia	Dinner
10 September	Deloitte	Women in Public Sector Dinner
20 September	Chartered Institute of Purchasing and Supply	Awards Dinner
16 October	Public Finance Magazine	Public Servant of the Year Awards/Dinner
17 October	KPMG	Dinner
1 November	Local Government Chronicle	Awards Reception
7 November	Financial Times	Dinner
27 November	Guardian	Public Service Awards/Dinner
<b>James Hall, Chief Executive Identity and Passport Service, HO</b>		
16 January	Guardian	Breakfast
20 March	Whitehead Mann	Lunch
16 October	KPMG	Reception
<b>Simon Wren, (Acting) Director of Communication, HO</b>		
29 May	The Times	Lunch
13 July	Evening Standard	Lunch
10 August	Sunday Mirror	Lunch
2 November	The Sun	Lunch
7 December	The Sun	Races
<b>John Marsh, Director Human Resources, HO</b>		
24 April	Metropolitan Police	Reception
8 May	Aeolus	Dinner
15 May	CIPD	Dinner



**LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**

22 May	Aeolus	Lunch
19 June	CIPD (Guardian Marketing Awards)	Dinner
<b>Kevin White, DG Human Resources, HO</b>		
21 June	Impact Executives	Concert
26 June	AT Kearney	Exhibition
29 June	Deloitte	Lunch
5 July	Praesta	Drinks
30 August	PKF (UK) LLP	Dinner
26 September	Collinson Grant	Dinner
27 September	Strategic Dimensions	Annual Reception
27 November	Guardian (Public Services Awards)	Dinner/Awards Ceremony
12 December	Towers Perrin	Drinks
<b>Ursula Brennan, Chief Executive OCJR, HO</b>		
24 January	Whitehead Mann	Lunch
29 January	WIG	Reception
14 March	Justice Clerks	Dinner
<b>Jonathan Sedgwick, Acting Chief Executive OCJR, HO</b>		
15 May	Veredus	Breakfast
8 June	Criminal Justice Council	Lunch
19 June	Blue Rubicon	Dinner
18 September	Chemistry Club	Dinner
<b>Lin Homer, Chief Executive,</b>		
06 March	Serco	Dinner
12 July	Serco	Dinner
23 August	Guardian	Lunch
24 August	The Times	Lunch
<b>NIL RETURN</b>		
<b>Peter Makeham, DG Strategy and Reform</b> <b>Charles Farr, DG Office for Security and Counter-terrorism</b> <b>John Heywood, Non-Executive Director</b> <b>Derrick Anderson, Non-Executive Director</b>		

# LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

## DEPARTMENT FOR INNOVATION, UNIVERSITIES AND SKILLS (DIUS)

### Key Principles

The key points to remember and act upon are:

- of necessity, the Department places more restrictions on receiving hospitality than are generally found in outside organisations, particularly those in the private sector;
- you are expected to act in a way that would not only be seen to be fair by the public but would also stand-up to internal scrutiny;
- alleged breaches of procedure or unethical behaviour may result in action being taken under the disciplinary procedure;
- always report the offer or receipt of hospitality to your team leader, head of unit or director as appropriate or, if this is not possible, to another manager. Where it is not practicable to do so before the event, you must report the facts and circumstances as soon as practicable;
- always refuse any hospitality that is obviously excessive, even if this causes offence (see later guidance on defining what is acceptable and what is not);
- be particularly careful where you are responsible for awarding or signing any type of contract for products or services; or where you have responsibility for formulating policies that could be advantageous to outside interests;
- always record the receipt of hospitality, however modest, in your business unit's formal Hospitality record.
- the Prevention of Corruption Acts 1906 and 1916 place the burden of proof upon the recipient of favours; corruption is one of the few offences where the person being accused is required to prove his or her innocence. The safest course, if in doubt, is to politely say no.

### Procedures for declaring hospitality received

All hospitality must be logged and recorded with Directorate support offices who will keep a register. The following information must be logged:

- Nature of hospitality;
- Organisation name;
- Recipient name.

<b>Ian Watmore, Permanent Secretary, DIUS</b>		
<b>Date</b>	<b>Organisation Name</b>	<b>Type of Hospitality Received</b>
23 July	E- skills UK	Dinner
26 November	Smith Institute / Oxford University	Dinner
28 November	Ernst and Young	Dinner
6 December	1994 Group of Universities	Dinner

**LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**

<b>Stephen Marston, Director General, Lifelong Learning and Skills: until 28 June Director General, Further Education and Skills: from 28 June, DIUS</b>		
29 January	CBI	Dinner
19 February	Sector Skills Councils	Dinner
12 March	Lifelong Learning UK	Dinner
21 May	Association of Colleges	Dinner
4 June	Association of Learning Providers	Dinner
2 July	Business in the Community	Awards for Excellence Dinner
16 July	157 Group	Annual Conference Dinner
17 July	CBI and Logica CMG	Dinner
2 August	Sector Skills Councils	Dinner
8 October	ASCL	Dinner
17 October	Coventry University	Dinner
27 November	Principal of City and Islington College	Dinner
<b>Ruth Thompson, Director General Higher Education, DIUS</b>		
5 June	QAA	Dinner
14 June	AHUA	Dinner
26 June	94 Group	Dinner
14-21 July	SHEEO (Chicago, USA)	Room and meals throughout conference
24 July	Institute of Education	Dinner
22 November	Oxford University	Dinner
<b>Shirley Pointer, Director Human Resources, DIUS</b>		
27 May	DLA	Lunch
5 September	Gatenby Sanderson	Lunch
27 November	IBM Public Sector	Reception
29 November	Penna	Reception
5 December	Carbon	Reception
<b>Sir Keith O’Nions, Director General for Science and Innovation, DIUS</b>		
9 October	British Geological Survey	Dinner
9 November	University of Lancaster	Lunch
12 November	Royal Society	Lunch
14 November	Foundation for Science & Technology	Dinner
20 November	Foundation for Science & Technology	Dinner

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

21 November	Institute of Food Research	Lunch
27 November	University of Edinburgh	Dinner & Accommodation
30 November	University of Albertays	Dinner & Accommodation
<b>Professor Sir David King, Chief Scientific Advisor, Government Office for Science (GO-Science)</b>		
14 April	UK-India Round table	Dinner
30 April	Council of Ministers	Dinner
5 May	Royal Academy of Engineering Awards	Dinner
14 May	Turin University Honorary Degree Ceremony	Dinner
18 May	NPower	Cricket match & meals
19 May	EON	Football match & meal
22 May	UBS	Dinner
24 May	BP	Dinner
<b>David Evans, Director of Innovation, DIUS</b>		
12 January	PREST University of Manchester	Lunch
29 January	CBI	Workshop & Lunch
1 February	WEAF	Lunch
15 February	Airbus	Dinner
28 February	Industry & Parliament Trust	Dinner
1 March	Rolls Royce	Dinner
8 March	AIRTO Industrialists	Dinner
12 March	London Business School	Drinks
16 March	The Royal Society	Dinner & Lecture
28 March	Economists Conferences	Dinner & Discussion
24 April	Royal Society of Arts	Lunch
9 May	IKT	Dinner
5 June	FST	Lunch
6 June	AEA	Lunch
18 June	S&I Council for N. East Eng	Dinner
3 July	Grant Thornton	Lunch
3 July	Lord Haskell	Reception
19 July	TUV NEL	Drinks Reception
20 September	Downing College	Lunch
11 October	IET	Light buffet
16 October	UKAS	Lunch
7 November	Innovate	Evening Reception

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

12 November	Lloyds	Lunch
21 November	CEMEP	Reception
22 November	Coca Cola	Reception/Dinner
27 November	The Foundation for Science and Technology	Dinner
4 December	The Chemistry Club	Dinner
18 December	UK Space	Dinner
19 December	London Accord	Reception
<b>NIL RETURN</b>		
<b>Simon Morys, Director of Operations</b> <b>Zina Etheridge, Director of Strategy and Communications</b> <b>Nick Edmonds, Director of Finance</b>		

---

### DEPARTMENT FOR INTERNATIONAL DEVELOPMENT (DFID)

#### **Key Principles**

Under the Prevention of Corruption Acts of 1906 and 1916, it is an offence for you, in your official capacity, corruptly to accept consideration as an inducement or reward for doing (or not doing) anything or for showing favour (or indeed disfavour) to anyone.

The Courts will assume, unless you can prove otherwise, that any consideration that you receive from a person or organisation, which has obtained (or is trying to obtain) a Government contract, has been received corruptly (Prevention of Corruption Act 1916).

So, You must:

- ensure that your conduct is not only above reproach in fact, but that you also avoid any appearance of conflict of interest or impropriety, and
- not, either directly or indirectly, accept any reward or benefit from any member of the public or any organisation with whom you have been brought into contact by reason of your official duties.
- Even where not corrupt, acceptance of other considerations can still be a disciplinary offence.

#### **Procedures for declaring hospitality received**

During the course of your work, you may deal with outside organisations whose normal practice is to offer hospitality to facilitate useful contact and working relationships. You must be aware that offers of this kind may place you (or, indeed, your family) in an awkward position, because:

- to refuse may cause misunderstanding or offence to the giver, particularly if the offer comes from an overseas Government or Government organisation; and
- to accept could involve criminal liability or give rise to questions of impropriety or suspicion of conflict of interest.

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

It is, therefore, absolutely essential that:

- your conduct must not foster the suspicion of any conflict between your official duty and your private interest;
- you must not give the impression to any member of the public, to any organisation with whom you deal or to your colleagues that you have been, or may have been, influenced by a consideration to show favour or disfavour to any person or organisation.

You should not normally accept hospitality. The only exception to this conventional hospitality (e.g. the occasional working lunch). When you accept such conventional hospitality either from an individual or an outside firm, company or organisation, you must record that hospitality in the departmental record book, which every Head of Department / Head of Overseas Office must keep and oversee for that purpose.

If you are a Director you should record the hospitality you accept in either a record book maintained in your office or in one of the Departmental record books in your Division. The HR Department will inspect the records from time to time. If you are directly involved in the procurement of goods or services for DFID you must record all offers of hospitality whether or not you accept it.

You do not need to record:

- hospitality offered and accepted in relation to diplomatic activity either in the UK or overseas;
- invitations accepted from outside organisations to drinks, or drinks parties at which some food is served.

Heads of Department / Overseas Offices must ensure that these principles and procedures are followed. If you have any doubt about the propriety of you, or your family, accepting any gift, reward or hospitality; or if you feel that the circumstances surrounding a particular gift or occasion merit special consideration, you must consult your Head of Department (who will, if necessary, discuss matters with).

<b>Mark Lowcock, Director General, Policy &amp; International, DFID</b>		
<b>Date</b>	<b>Organisation Name</b>	<b>Type of Hospitality Received</b>
31 October	Morgan Stanley	Private viewing of exhibition *
17 December	Post Conflict People	Dinner
<b>Minouche Shafik, Director General, Country Programmes, DFID</b>		
19 September	Morgan Stanley	Private viewing of exhibition *
<b>NIL RETURN</b>		
<b>Suma Chakrabarti, Former Permanent Secretary</b>		
<b>Sue Owen, Director General, Corporate Performance</b>		

\* accompanied by spouse/partner/guest

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

### **MINISTRY OF JUSTICE (MoJ)**

#### **Key Principles**

The Departmental policy requires that hospitality must be provided / accepted only in exceptional circumstances. All instances must be modest and appropriate to the circumstances. Hospitality must be refused where there could be any doubt about the propriety of accepting it or where conduct could foster suspicion of any conflict of interest.

#### **Procedures for declaring hospitality received**

The policy requires mandatory prior authorisation for those below the Senior Civil Service. Authorisation is not mandatory for the Senior Civil Service, although they are required to record all instances and are responsible for ensuring that their staff adhere to the policy.

Hospitality Registers must be maintained in all parts of the Department. These must be regularly reported, monitored and reviewed.

Members of the Departmental Board and Directors are required to maintain a personal register and approve register entries, these registers being reviewed centrally every quarter.

Assurance on the overall compliance with the Departmental Policy is supported through periodical checks by MoJ Internal Audit.

<b>Alex Allan, Permanent Secretary, MoJ</b>		
<b>Date</b>	<b>Organisation Name</b>	<b>Type of Hospitality Received</b>
7 July	Transport for London	Tour de France
<b>Ursula Brennan, Chief Executive, Office for Criminal Justice Reform</b>		
14 March	Justices' Clerks' Society	Council Dinner
<b>Ursula Brennan, Leader of MoJ Organisation Review, MoJ</b>		
13 June	Booz Allen Hamilton plc	Breakfast seminar
5 July	Whitehall in Industry Group (WIG)	Reception
18 July	Law Society	Annual Dinner
26 July	Accenture	Breakfast seminar
20 September	Booz Allen Hamilton plc	Dinner
6 November	SERCO	Lunch
14 November	Fujitsu	Lunch
<b>Rod Clark, Director General Strategy Group, MoJ</b>		
1 May	PWC	Reception
9 May	LOGICA CMG	Dinner
25 June	Constitution Unit UCL	Party

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

**1 JANUARY – 31 DECEMBER 2007**

18 July	Law Society Council	Dinner
1 October	Law Society Council	Dinner
6 November	ORACLE Justice	Dinner
21 November	Serco	Lunch
27 November	IBM	Public Sector Reception
5 December	Law Society and Bar Council	Reception
<b>Sir Ron De Witt, Chief Executive Her Majesty's Court Service, MoJ</b>		
14 March	Justices Clerks' Society	Council Dinner
1 May	Matrix Chambers	Reception
5 June	Bar Council, Middle Temple Hall	Opera
10 July	Law Society	Dinner
17 September	Ethics in the Enforcement Industry	Reception
25-26 September	Four Courts Conference	Lunch and dinner
11 October	PPP Forum	Annual dinner
<b>Helen Edwards, Chief Executive National Offender Management Service, MoJ</b>		
24 January	ACEVO	Parliamentary Reception
29 January	Whitehall in Industry Group (WIG)	Annual Reception
1 February	Prison Reform Trust	Reception
6 February	Kable Ltd	Lunch
13 February	Data Connection	Dinner
29 February	Prison Reform Trust	Dinner
8 March	"Action For Prisoners' Families"	Reception
20 March	NAPO & Probation Boards' Association	Reception
21 March	Startuponline	Launch Reception
26 March	Former colleague from NOMS	Dinner
3 May	Serco	Dinner
16 May	High Sheriff	Service & Reception
12 June	The PublicOffice	Breakfast
26 June	Citizens Advice Crime & Society Foundation	Annual Parliamentary Reception
28 June	Fujitsu Service	Lunch
9 July	Prince's Trust	Dinner
11 July	Koestler Trust (Arts by Offenders)	Reception
12 July	Russam plc	Breakfast
24 July	Howard League For Penal Reform	Awards
5 September	Prison Reform Trust	Lunch



**LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**

12 September	Data Connection	Dinner
13 September	Koestler Trust	Art Exhibition Reception
15 October	Women of the Year Awards	Lunch
<b>Clare Harbord, Director of Communications, MoJ</b>		
8 November	Daily Telegraph	Lunch
14 November	Indigo 100 Consultancy	Lunch
16 November	Public Affairs Manager E-ON	Lunch
<b>John Lyon, Director General Legal &amp; Judicial Services Group, MoJ</b>		
10 January	Stonewall	Reception
1 February	Prison Reform Trust	Annual Lecture: Reception
6 February	Bar Standards Board	Debate and reception
14 March	Justices Clerks' Society	Council Dinner
30 March	Association of District Judges	Annual Dinner
19 April	Bar Council	Lunch
3 May	Harvey Nash plc	Breakfast
21 May	Institute of Legal Executives	Presidential Annual Luncheon
8 June	Law Society	Lunch
19 June	Law Society	Lunch
26 June	Council of Immigration Judges	Annual Dinner
27 June	Police Foundation	Drinks reception
2 July	Bar Council	Dinner
4 July	Bar Council	Reception
18 July	Law Society	Council Dinner
18 September	Lord Carter of Coles	Lunch
24 September	Westminster Abbey	Chapter Lunch
1 October	Law Society & Bar Council	Dinner
11 October	Prison Reform Trust	Reception
19 October	Legal Complaints Service	Lunch
11 December	Legal Services Complaints Commissioner	Lunch
20 December	Department of Finance and Administration, HoCommons	Lunch
<b>Barbara Moorhouse, Director General, Finance, MoJ</b>		
31 January	PWC	Dinner
27 February	OPI Advisory lunch	Lunch
28 February	Fujitsu	Dinner

**LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**

27 March	Ernst & Young	Drinks reception
25 April	IBM	Dinner
10 May	CBI	Lunch
15 May	CBI	Annual Dinner
17 May	KPMG	Breakfast
22 May	Financial Times	Dinner
5 June	KPMG senior business women	Breakfast
<b>Carolyn Regan, Chief Executive Legal Services Commission, MoJ</b>		
23 May	Bar Council	Dinner
10 September	Lord Carter of Coles	Lunch
8 October	Joint Consultative Committee	Dinner
5 November	Law Society	Dinner
<b>Jonathan Sedgwick, Acting Chief Executive, Office for Criminal Justice Reform, MoJ</b>		
15 May	Veredus	Breakfast
8 June	Criminal Justice Council	Lunch
19 June	Blue Rubicon	Dinner
18 September	Chemistry Club	Dinner
<b>Beverley Shears, Director Human Resources, MoJ</b>		
26 April	Odgers Roy & Berndtson	Dinner
30 April	Fujitsu	Panel discussion with dinner
23 May	Institute of Directors	Lunch
30 May	TSO Consulting	Lunch
1 June	Beechcroft	Lunch
14 June	Fujitsu	Dinner
18 July	NLP Life Training	Paul McKenna "NLP Explained"
20 September	Rialto	Dinner
26 September	Collinson Grant	Dinner
2 October	KPMG	Dinner
3 October	Odgers Roy & Berndtson	Lunch
3 October	Jayne Forde Ltd	Dinner
11 October	Barkers Resourcing PLC	Lunch
23 October	Fujitsu	Lunch
28 October	Human Resource International (HRI)	Dinner
30 October	Exceptional Leadership: Making most of Justice System	Dinner

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

**1 JANUARY – 31 DECEMBER 2007**

5 November	Gatenby Sanderson plc	Breakfast
22 November	Rialto	Awards presentation with dinner
26 November	Former Dir Generals, National Probation Service & BBC	Dinner
27 November	TSO Consulting	Lecture
<b>Phil Wheatley, Director General HM Prison Service, MoJ</b>		
1 March	Reliance	Dinner and drinks
1 March	MENCAP	Meal
1 November	Tandberg Experia	Drinks
<b>NIL RETURN</b>		
<b>Yvonne Gallagher, Chief Information Officer</b>		
<b>Peter Handcock, Chief Executive Tribunals Service</b>		
<b>Neil Ward, Chief Executive Her Majesty's Court Service: from December</b>		

### **NORTHERN IRELAND OFFICE**

#### **Key Principles**

The fundamental principle is that no member of staff should do anything which might give rise to the impression that he or she has been or might be influenced by hospitality to show bias for or against any person or organisation while carrying out official duties.

When considering whether or not to accept hospitality, staff need to be aware of, and guard against, the dangers of misrepresentation or perception of favouritism by a competitor or host. The guidance also reminds staff that they should never receive benefits of any kind from a third party which might reasonably be thought to compromise their personal judgement or integrity.

In deciding whether hospitality can be accepted, staff should consider whether it is likely to contribute to business effectiveness and provide benefits which outweigh any risk of possible misrepresentation. In particular, staff need to ensure that it:

- ◆ places **no** obligation or perceived obligation on the recipient;
- ◆ is not frequent, lavish or prolonged; and
- ◆ is unconnected with any decision affecting the organisation or the individual offering it.

The guidance also applies to spouses, partners or other associates of staff if it can be argued or perceived that the hospitality is in fact for the benefit of the official. External people acting on behalf of the NIO (for example, consultants, contracted staff etc) must also abide by the policy.

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

### Procedures for Declaring Hospitality Received

Directors and Heads of Divisions are required to maintain local Registers of Hospitality. If offers of hospitality are received, these must be reported in writing to the Director who will decide on their acceptance.

Registers must contain the following:

- ◆ Date of offer;
- ◆ Recipient of offer;
- ◆ Who made the offer;
- ◆ Description of offer; and
- ◆ Declaration of any contracts current or potential.

In each case submitted to him/her, the Director will decide in writing on the acceptance or refusal of the hospitality.

Even if a member of staff has already refused or intends to refuse the offer, it should still be reported to the Director for inclusion in the register.

<b>Jonathan Phillips, Permanent Secretary, NIO</b>		
<b>Date</b>	<b>Organisation Name</b>	<b>Type of Hospitality Received</b>
14 March	Policy Exchange	Dinner
10 July	British Irish Association	Lunch
13 September	Mutual of America	Drinks
17 October	Policy Exchange	Book launch dinner
22 November	Coca-Cola	25 <sup>th</sup> anniversary reception Civil Service - Industry Programme
<b>Nick Perry, Director General, Policing &amp; Security, NIO</b>		
18 September	Independent International Commission on Decommissioning	Informal Reception
<b>Chris Maccabe, Director Political (Belfast), NIO</b>		
8 February	Flax Trust	Annual Ball
26 April	British Irish Association	Supper evening
1 May	Glencree Centre for Cross Border Studies	Dinner
4 October	SNIPP, Taughmona	Supper
<b>Stephen Leach, Director, Criminal Justice, NIO</b>		
3 October	Fujitsu	Seminar and lunch
22 October	Extern	Lunch
12 November	PSNI	Reception

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

<b>John King, Non Executive Board Member, NIO</b>		
2 April	Audit Committee, Police Service of Northern Ireland	Dinner
<b>NIL RETURN</b>		
Carol Moore, Director, Policing & Security		
Robert Hannigan, Director General, Political: 1 January to 9 September		
Hilary Jackson, Director General, Political & Director (London), Political: 10 September to 31 December		
Anthony Harbinson, Director of Resources		
David Brooker, Director of Communications		
Robin Masefield, Director of Prisons		
Jim Conn, Crown Solicitor		
Rotha Johnston, Non Executive Board Member		

---

### **SCOTLAND OFFICE**

Nil return for Board. Scotland Office adheres to the key principles set out under the [Ministry of Justice](#).

---

### **DEPARTMENT FOR TRANSPORT (DfT)**

#### **Key Principles**

The overriding rules governing the acceptance of hospitality are that:

- a. your conduct in a private capacity must not foster the suspicion of any conflict between your official duty and private interests;
- b. your conduct whilst acting in an official capacity must not give the impression - to any member of the public, to any organisation with whom you deal or to your colleagues - that you have been (or may have been) influenced by a consideration to show favour or disfavour to any person or organisation;
- c. you must not accept any hospitality - either directly or through a third party (i.e., a family member or friend) that would, or might appear to:
  - o place you under any obligation to an individual or organisation making the offer;
  - o compromise your impartiality or otherwise be improper.

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

**1 JANUARY – 31 DECEMBER 2007**

d. any hospitality must be refused if either you or the Department are in any doubt about the propriety of accepting them.

The procedures contained in the Staff Handbook cannot cover every situation that might arise and where it does not, you must seek and follow the advice of your Head of Unit or Human Resources.

### Procedures for declaring hospitality received

All hospitality you accept must be recorded in your Directorate's hospitality register, with the following **exceptions**:

- light refreshments;
- working lunches and dinners incidental to meetings (formal and informal) and to training events, presentations, conferences or seminars or similar events **for which the Department has paid**;
- hospitality relating to normal approved diplomatic activity overseas or in the United Kingdom.

<b>Robert Devereux, Permanent Secretary, DfT: from June</b>		
<b>Former Director General, Roads, Regional and Local Transport</b>		
Date	Organisation Name	Type of Hospitality Received
8 January	Stagecoach	Dinner
1 February	Confederation of Passenger Transport	Dinner
14 June	County Surveyors' Society	Dinner
11 July	Partnerships UK	Lunch
11 September	Nichols Group	Lunch
18 September	Rail Freight Group	Lunch
19 September	City Maritime	Dinner
8 October	Chamber of Shipping	Lunch
<b>David Rowlands, Permanent Secretary, DfT: until May</b>		
18 April	Transport for London	Dinner
19 April	TSO Consulting	Lunch
<b>Mike Mitchell, Director General: Rail &amp; National Networks, DfT</b>		
16 January	Hoggett Bowers	Lunch
17 January	Go-Ahead	Dinner
23 January	Railway Study Association	Reception
31 January	First Group	Drinks reception
1 February	Bombardier	Performance tickets*
8 February	SNCF	Lecture and supper
21 February	First Group	Grampian Ball*
27 February	Hitachi	Reception

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

**1 JANUARY – 31 DECEMBER 2007**

28 February	HSBC	Rail Business Awards
6 March	Association of Train Operating Companies	Dinner
7 March	First Group	Dinner
14 March	Northern Way	Dinner
21 March	Burges Salmon	Dinner
22 March	Ernst & Young	Art exhibition reception *
29 March	Association of Train Operating Companies	Dinner
17 April	Network Rail	Lunch
24 April	Transport Times	London Transport awards
26 April	National Express	Dinner
2 May	Association of Train Operating Companies	Dinner
8 May	Deloitte	Reception
15 May	Stagecoach	Reception
16 May	Nichols Group	Play
17 May	Stork & May	Reception
2 June	Bombardier	Opera *
7 June	First Group	Dinner
14 June	Bombardier	Dinner and private showing *
21 June	Network Rail	NR Rail Environment Awards
25 June	NedRailways	Dinner
4 July	Northern Way	Dinner
17 July	Transport Times	National Transport awards dinner
23 July	Network Rail	Reception
6 September	Serco	London Transport Museum dinner and auction
16 October	Greater Manchester Passenger Transport Authority	Parliamentary Tea Event
18 October	The Nichols Group	Reception
22 October	IET Sir Henry Royce Prestige Lecture	Dinner
1 November	Royal Bank of Scotland	Dinner
5 November	Hitachi	Dinner
6 November	London & Continental Railways	Royal launch of High Speed 1
19 November	Northern Way	Dinner
22 November	Keolis	Reception
23 November	Serco-NedRailways	Railway Ball 2007 *

\* accompanied by spouse/partner/guest

**LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**

<b>Bronwyn Hill, Director General: City &amp; Regional Networks, DfT: from June</b>		
25 September	McKinsey Consulting	Lunch
7 November	RAC Foundation	Lunch
14 November	Transport Times	Lunch
<b>Stephen Hickey, Director General: Safety, Service Delivery and Logistics, DfT</b>		
17 January	Praesta Partners	Drinks
1 February	Confederation of Passenger Transport	Dinner
27 February	Finance & Leasing Association	Dinner
1 March	British Vehicle Renting and Leasing Association	Dinner
12 April	Intelligent Investigations Forum	Dinner
8 May	Deloitte	Reception
10 May	Odgers	Reception
15 May	Confederation of British Industry	Dinner
24 May	Intellect	Dinner
14 June	BuyIT Thought Leadership	Dinner
26 June	Scania	Conference
5 September	Service Transformation	Dinner
22 October	Transport Research Laboratory	Dinner
6 November	Freight Transport Association	Dinner
8 November	Praesta Partners	Reception
14 November	Institute of Advanced Motorists	Reception
<b>Simon Webb, Director General: International Networks &amp; Environment, DfT</b>		
24 January	Atkins Global	Dinner
29 January	Whitehall Industry Group	Reception
12 February	CASS Business School	Dinner
14 February	KPMG	Breakfast
22 February	Ernst & Young	Exhibition
18 April	Cityforum	Dinner
8 May	Deloitte	Reception
13 June	Impact Plus	Dinner
26 June	LogicaCMG	Lunch
27 June	KPMG	Lunch
3 July	Chemistry Club	Reception
9 July	Boeing	Breakfast



**LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**

17 July	Deloitte	Dinner
31 July	Virgin Atlantic	Dinner
July	Freight Transport Association	Reception
11 September	The D Group	Lunch
13 September	Institute of Highways and Transportation	Dinner
19 September	Major Projects Association	Dinner
27 September	Macquarie Bank	Lunch
8 October	Civil Aviation Authority	Lunch
11 October	KPMG	Breakfast
11 October	Price Waterhouse Coopers	Dinner
16 October	Hitachi Consulting	Dinner
23 October	Virgin Atlantic	Reception
6 November	London & Continental Railways	Reception
20 November	Chemistry Club	Dinner
22 November	Coca-Cola Great Britain	Reception
26 November	EADS Astrium	Reception
27 November	The United Kingdom Major Ports Group	Reception/Dinner
27 November	IBM	Reception
28 November	EDS Defence Ltd	Lunch
11 December	Freight Transport Association	Reception
12 December	McKinsey & Company	Breakfast
<b>Barbara Moorhouse, Director General: Corporate Resources, DfT: from July</b>		
22 August	KPMG	Breakfast
29 August	Atos Origin	Lunch
12 September	IBM	Dinner
18 September	Chemistry Club	Dinner
3 October	PricewaterhouseCoopers	Breakfast
7 November	Logica CMG	Dinner
4 December	Chemistry Club	Dinner
<b>Deborah Williams, Non Executive Member, DfT</b>		
22 January	Deloitte	Lunch
19 June	Deloitte	Lunch
13 September	Deloitte	Dinner
24 October	National Audit Office	Lunch

**LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**

<b>Archie Robertson, Chief Executive, Highways Agency</b>		
11 January	Transport 2000	Annual 12 <sup>th</sup> night event
28 February	British Urban Regeneration Association Forum	Dinner
6 March	The Curzon Partnership	Dinner
7 March	ER Consultants	Dinner
14 March	The D Group	Lunch
28 March	Considerate Constructors	Lunch
2 April	Defence Estates	Reception
3 May	Gifford	Reception
15 May	Halcrow	Dinner
5 June	Construction Confederation	Dinner
11 June	Accord plc	Dinner
13 June	Roadchef	Dinner
14 June	Freight Transport Association	Reception
7 July	Mayor of London	Tour de France
12 July	Considerate Constructors	Dinner
17 July	Transport for London	Dinner
26 July	Nichols Group	Lunch
10 September	Institution of Civil Engineers	Dinner
20 September	WSP	Reception
19 September	Natl Specialist Contractors Council/Office of Govt Comm	Reception
26 September	RedR UK	Reception
11 October	Pricewaterhouse Coopers	Dinner
6 November	Freight Transport Association	Dinner
7 November	Civil Engineering Constructors Association	Dinner
8 November	Costain	Dinner
14 November	Institute of Advanced Motorists	Reception
28 November	Ernst & Young	Dinner
27 November	National Express	Dinner
5 December	DP World	Reception
6 December	Institution of Civil Engineers	Dinner
11 December	Freight Transport Association	Reception
11 December	Mayor of London	Reception
<b>NIL RETURN</b>		
<b>Ann Hemmingway, Non Executive Member</b>		
<b>Joe Montgomery, Non Executive Member: until January</b>		

# LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

## HM TREASURY (HMT)

### **Key Principles**

If acceptance of hospitality were challenged, we would need to show that acceptance both furthered the Government's or taxpayer's interest and involved no reasonable suspicion that personal judgement or integrity had been compromised.

### **Deciding whether to accept an offer of hospitality**

There are no hard and fast rules which can be applied mechanically; much must depend on judgement. In particular, two broad factors need to be balanced:

- As a central department with wide-ranging economic responsibilities, it is important that we cultivate and maintain contacts with outside groups in many different fields. They will want to put their views and arguments across to us; we must show that we understand their standpoint; and we will want to gain information in our jobs and put the case for Government policies across to them. Opportunities for such contacts often give rise to giving and accepting hospitality, for civil servants as for the private sector; and hospitality may contribute to maintaining and developing contacts that help us do the job more effectively.
- At the same time, we must remember that in matters of propriety and correctness, high standards are essential. The Treasury has a particular interest in seeing such standards are kept. The issue has been addressed in the First Report of the Committee on Standards in Public Life (the Nolan Report) and the Government's response to it.

In most cases common sense will determine whether an offer of hospitality should be accepted. Think how Parliament or the media might interpret your behaviour, and how you would justify it in your circumstances. When exercising your judgement on whether to accept an offer, you will want to consider whether the hospitality is a reasonable means to that end in the circumstances, ie:

- not over-frequent;
- nor, so far as you know, part of a pattern of invitations to you and your colleagues from one particular organisation which taken together is excessive;
- nor disproportionately prolonged or lavish given the nature of the relationship that might be considered acceptable in your position.

As a rule of thumb:

- a working lunch (or other meal), or invitation to the annual dinner of, for example a trade association, is unlikely to seem so,
- but it is unlikely that entertainment at the opera, theatre, sporting events etc is likely to lead to serious work being done. The only justification in accepting such offers is to network with contacts which could prove beneficial in the future. Before accepting such offers, consider carefully whether the benefits to your work clearly outweigh the risks.

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

**1 JANUARY – 31 DECEMBER 2007**

Special care needs to be taken where you have a high degree of involvement at the time in specific issues concerning those offering the hospitality. Indeed in these circumstances, there is a presumption against acceptance; the Prevention of Corruption Acts may be particularly relevant.

Where you feel that it would not be appropriate to accept an offer of hospitality, or where doing so might be open to misinterpretation, consider alternatives. E.g., meeting without expense, or the Treasury paying travel and accommodation costs (as it normally should if the visit is of value to it). If you have serious doubts about an offer you would like to accept, please consult your line manager.

### **Recording offers of hospitality accepted**

All offers of hospitality accepted, including those associated with an industrial visit, above a de minimis value of £10 must be recorded. This means a modest sandwich lunch or similar need not be recorded. In cases of doubt the hospitality should be recorded.

The only exceptions allowed are offers of "hospitality" from:

- individuals who you may know in both an official and personal context, and where it is clear that:
  - they are offering you hospitality at their personal expense;
  - and it is your clear intention to reciprocate at your personal expense.

Even in the case of "hospitality" from individuals who you know, it would be prudent to err on the side of caution and to record all offers of hospitality from people with whom you have official dealings. The Permanent Secretary will make arrangements from time to time for reviewing the operation of the register system.

<b>Nick Macpherson, Permanent Secretary, HMT</b>		
<b>Date</b>	<b>Organisation Name</b>	<b>Type of Hospitality Received</b>
25 January	Judiciary	Dinner
30 January	Rothschild	Breakfast
30 January	CBI	Permanent Secretaries annual dinner
7 February	Goldman Sachs	Lunch
15 February	UBS	Lunch
7 March	Daily Mail	Lunch
21 May	Deutsche Bank	Chelsea Flower Show and Dinner
3 June	Financial Times	Lunch
20 June	Lord Mayor	Dinner
4 July	First Division Association	Lunch
10 July	Financial Services Authority	Retirement drinks
4 September	Goldman Sachs	Lunch

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

**1 JANUARY – 31 DECEMBER 2007**

10 September	Stonecourt Consulting	Lunch
13 September	British Bankers Association	Dinner
19 September	City of London Corporation	Lunch
24 October	Merrill Lynch	Lunch
29 October	London Investment Banking Association	Lunch
21 November	National Institute of Economic and Social Research	Reception
21 November	Financial Times	Reception
26 November	Confederation of British Industry	Dinner
28 November	Morgan Stanley	Lunch
3 December	National Council for Voluntary Organisations	Lunch
4 December	Diageo	Lunch
<b>John Kingman, Second Permanent Secretary, HMT</b>		
10 January	Water Industry Commission for Scotland	Lunch
18 January	Royal Society	Lunch
23 January	Deutsche Bank	Breakfast
26 February	Paul Myners	Breakfast
19 April	Finsbury	Dinner
23 April	Daily Mail	Lunch
30 April	Hawkpoint	Dinner
3 May	Matheson & Co	Lunch
18 June	Merrill Lynch	Dinner
19 June	Manchester Enterprise	Dinner
17 July	Reuters	Breakfast
18 July	Citigroup Europe	Dinner
24 July	Paul Myners	Dinner
7 September	Breaking Views	Lunch
31 October	Morgan Stanley	View
29 November	Freshfields	Dinner
10 December	Manchester Enterprise	Dinner
<b>Mark Neale, Managing Director for Budget, Tax and Welfare, HMT</b>		
5 January	Association of British Insurers	Lunch
5 February	Chartered Institute of Taxation	Dinner
14-15 Sept	Insurance Industry	Seminar/Conference
11 October	Pricewaterhouse Coopers Building Trust Awards	Dinner

**LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**

<b>Dave Ramsden, Managing Director of Macroeconomics and Fiscal Policy, HMT</b>		
30 October	Bank of England	Breakfast
26 November	Confederation of British Industry	Dinner
28 November	Bank of England	Lunch
11 December	Lehman Brothers	Lunch
<b>Jon Cunliffe, Former Director, International Finance, HMT</b>		
23 January	Rothschild	Lunch
1 February	Halifax	Lunch
5 February	The Guild of International Bankers	Dinner
5 March	Automobile Association	Lunch
10 May	Stanton Marris	Party
16 May	Centre for European Reform	Dinner
6 June	Financial Reporting Council	Lunch
7 June	Lloyds TSB Bank plc	Lunch
11 June	IMA	Lunch
19 June	Goldman Sachs	Lunch
20 June	Deutsche Bank	Lunch
22 June	Merrill Lynch	Lunch
<b>Stephen Pickford, Managing Director of International and Finance, HMT</b>		
13 July	City of London Advisory Council for India	Lunch
18 July	Citigroup	Breakfast
1 August	Reuters	Lunch
24 October	HBOS	Reception
26 October	Investment Management Association	Lunch
1 November	Society of Pension Consultants	Dinner
7 November	City of London	Breakfast
16 November	Commission for Economic and Monetary Reform	Breakfast
19 November	HBOS	Dinner
26 November	Confederation of British Industry	Dinner
30 November	Reuters	Lunch
10 December	City of London	Reception
<b>Mary Keegan, Managing Director of Finance Professionalism, HMT</b>		
15 January	Whitehead Mann	Lunch
23 January	Pricewaterhouse Coopers	Lunch

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

**1 JANUARY – 31 DECEMBER 2007**

7 February	Institute of Chartered Accountants of Scotland	Lunch
12 February	Pricewaterhouse Coopers	Dinner
22 February	Chartered Institute of Public Finance and Accountancy	Dinner
19 March	KPMG	Lunch
22 March	Deloitte & Touche	Dinner
17 April	Financial Reporting Council	Panel members' dinner
8 May	Metapraxis	Dinner
14 May	Pricewaterhouse Coopers	Lunch
30 May	Deloitte & Touche	Lunch
31 May	Pricewaterhouse Coopers	Lunch
9 July	City of London	Dinner
11 July	Institute of Chartered Accountants in England and Wales	Lunch
<b>NIL RETURN</b>		
<p><b>Sir Peter Gershon, Non Executive Board Member</b>  <b>Stella Manzie, Non Executive Board Member</b>  <b>David Varney, Non Executive Board Member (no longer on board)</b>  <b>William Sargent, Non Executive Board Member</b>  <b>Louise Tulett, Director, Group Finance, Procurement and Operations</b>  <b>Sam Beckett, Director of Operations: 1 Jan to mid-July; Director of Policy and Planning: mid Jul to end Dec</b>  <b>Nigel Smith, Chief Executive, Office of Government Commerce</b></p>		

---

### **TREASURY SOLICITOR'S DEPARTMENT (TSol)**

#### **Key Principles**

As a general rule there are unlikely to be objections to the acceptance of conventional hospitality, provided it is normal and reasonable in the circumstances, or to reasonable entertainment while staff are in a representational role. However, each case must be individually judged on its merits following the general principles above. Because the circumstances of each case are likely to be different it is difficult to be prescriptive about what might constitute acceptable or non-acceptable hospitality. The following guidelines may assist staff and Heads of Divisions and line managers to form a view:

*Acceptable hospitality:* modest conventional hospitality in working hours and "working dinners" necessary to further the aim of the Department; annual dinners as the guest of a large trade or professional association with which the Agency has regular contact; modest events including

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

**1 JANUARY – 31 DECEMBER 2007**

Chambers parties which are directly related to work and where acceptance could not be interpreted as an inducement. **In all cases, acceptance must be in the interests of the Agency and should not be accepted regularly.** Acceptance of any hospitality within these limits must nevertheless be reported to the line manager, who will decide whether to inform the Deputy Treasury Solicitor/Finance, Performance and Planning Director and must be recorded in the divisional Register. You also need to say if your spouse attends the event as this will need to be included as a footnote on the Register when it is published.

*Hospitality you must NOT accept:* any hospitality outside working hours other than modest, occasional events which could not be interpreted as an inducement as above; invitations to trade or professional association dinners/functions sponsored by an individual company or organisation; lavish, frequent or regular invitations of any kind; entertainment at cultural or sporting events; hotel expenses or other subsistence; travelling expenses; or any items that could be interpreted as an inducement.

(Staff must not accept, for example, invitations to hospitality at sporting occasions, opera tickets for you or your family, free tickets to art exhibitions etc. This list cannot be comprehensive. If you are in doubt always err on the side of caution and consult your line manager or Head of Division for advice).

### **Procedures for declaring hospitality received**

Heads of Division, who sign a stewardship report for their part of the department's business, must be able to assure the Accounting Officer that where hospitality was offered and accepted in good faith, only appropriate hospitality was received. It is the responsibility of staff to notify their Head of Division and the Deputy Treasury Solicitor immediately should they become aware of any question of impropriety.

Written records must be kept of any offers of hospitality to staff involved in procurement, contract letting or contract management, and the individuals concerned must immediately inform the Deputy Treasury Solicitor, as well as their Head of Division of such offers.

<b>Paul Jenkins, Treasury Solicitor and Chair of Board</b>		
<b>Date</b>	<b>Organisation Name</b>	<b>Type of Hospitality Received</b>
9 January	Jefferson Wells	Lunch
22 January	Philip Bartle QC	Lunch
1 February	11 King's Bench Walk Chambers	Drinks
27 February	Linklaters	Reception
14 March	Justices' Clerks' Society	Dinner
25 June	University College London	Garden Party
5 July	39 Essex Street Chambers	Garden Party
14 September	A T Kearney	Dinner
<b>David Pearson, Director General, Head of Litigation, TSol: until October; Deputy Treasury Solicitor: October onwards</b>		
1 February	11 King's Bench Walk Chambers	Drinks Party



## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

27 February	Linklaters	Reception
2 May	British Telecom	Lunch
21 June	Blackstone Chambers	Reception
4 July	Bar Council	Garden Party
24 July	1 Crown Office Row Chambers	Garden Party
5 November	Brick Court Chambers	Drinks
29 November	Clifford Chance	Litigation Partners Reception
<b>David Noble, Director General (Legal Advisor DCSF/DIUS), TSol: until October</b>		
28 March	4-5 Gray's Inn Square	Lunch
<b>Simon Harker, Director (Head of Litigation Division 2), TSol</b>		
24 January	Devereux Chambers	Drinks
28 March	Nabarro	Reception
25 April	4-5 Gray's Inn Square Chambers	Drinks
2 May	British Telecom	Lunch
22 May	1 Crown Office Row Chambers	Drinks
26 June	Law Society	Dinner
24 July	1 Crown Office Row Chambers	Garden Party
7 November	Fountain Court Chambers	Party
8 November	Pinsent Masons	Drinks
22 November	1 Gray's Inn Square Chambers	Drinks
<b>Niall Scott, Non Executive Director</b>		
28 November	KPMG	Lunch
<b>NIL RETURN</b>		
<b>Marilynne Morgan, Non Executive Director</b> <b>Len Berkowitz, Non Executive Director</b> <b>Mark Parker, Non Executive Director</b> <b>Kathy Hosker, Director and Acting Head of Finance</b> <b>Mary Esplin, Director and Head of HR</b> <b>Stephen Parker, Director General and Legal Advisor HMT</b> <b>David Dunleavy, Director Acting Head of Litigation (Oct-Dec)</b>		

# LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

## WALES OFFICE

Nil return for Board. Wales Office adheres to the key principles set out under the Ministry of Justice.

---

## DEPARTMENT FOR WORK AND PENSIONS (DWP)

### Key principles

You must not... accept hospitality or receive other benefits from anyone which might reasonably be seen to compromise your personal judgement or integrity.

### Procedures for declaring hospitality received

#### *Acceptance of Hospitality*

Managers should be consulted if a third party offers hospitality or benefits. If there are any doubts about the propriety of accepting such offers of hospitality they must be refused.

The register should contain the following details:

- date of the offer;
- nature of the hospitality;
- name of the organisation making the offer; and
- name of the employee involved.

#### *What is the distinction between acceptable and unacceptable hospitality?*

Offers of conventional hospitality are acceptable providing they are reasonable and appropriate to the circumstances i.e. coffee and biscuits at meetings and working lunches of a modest nature to further outstanding business. Hospitality of this nature does not need to be recorded.

Invitations of a purely social nature from private sector companies with whom the DWP has business, for example, to sporting events or theatre or concert performances should normally be declined. Invitations should only be accepted when attendance is clearly in the interests of the Department. In such cases line management approval should be obtained.

<b>Leigh Lewis, Permanent Secretary, DWP</b>		
<b>Date</b>	<b>Organisation Name</b>	<b>Type of Hospitality Received</b>
25 January	Barclays	Employers' Forum for Disability: President's dinner
30 January	CBI	Permanent Secretaries annual dinner

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

15 May	CBI	Annual dinner
3 July	Sainsbury's	Dinner
4 July	Local Government Association	Dinner
12 September	The Guardian	Lunch
7 November	Goldman Sachs	Employers' Forum for Disability: President's dinner
11 December	EDS Partnership Development Board	Dinner
<b>Lesley Strathie, Chief Executive, Jobcentre Plus, DWP</b>		
25 January	Barclays	Employers' Forum for Disability: President's dinner
30 January	CBI	Permanent Secretaries' dinner
27 February	Whitehead Mann	Dinner/meeting
27 June	AT Kearney	Private viewing
10 October	Unilever	Private viewing
7 November	Goldman Sachs	Employers' Forum for Disability: President's dinner
<b>Alexis Cleveland, Chief Executive, The Pension Service: until 22 July</b>		
8 March	Scottish Widows	Dinner and reception (Women of the Year Awards)
12 March	Cruse Bereavement Care	Dinner and reception
15 May	CBI	Annual dinner
14 June	Fujitsu	Dinner
19 June	Age Concern	Dinner
<b>Terry Moran, Chief Executive, Disability and Carers Service: until 22 July</b>		
<b>Acting Chief Executive, The Pension Service: from 23 July</b>		
5 July	CapGemini	Dinner and reception
18 December	IBM	Dinner
<b>Stephen Geraghty, Chief Executive, Child Support Agency</b>		
20 February	Vertex	Dinner
28 February	Fujitsu	Dinner
31 October	EDS	Dinner
27 November	British Telecom	Performance, drinks and dinner
<b>Phil Wynn Owen, Director General, Strategy and Pensions, DWP</b>		
27 February	Pension Protection Fund	Lunch
20 March	Whitehead Mann	Lunch
3 April	Thorensen Review of Generic Financial Advice	Dinner
18 April	Westminster Forum	Lunch: gave speech

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

**1 JANUARY – 31 DECEMBER 2007**

22 May	Investment Management Association	Dinner
27 June	AT Kearney	Exhibition *
5 July	CapGemini	Annual garden party *
11 July	Institute of Actuaries	President's dinner
25 July	Veredus	Exhibition *
26 September	Investment & Financial Services Assoc Ltd	Lunch
1 November	Society of Pension Consultants	Annual Dinner
15 November	Association of Consulting Actuaries	Dinner
4 December	Saxton Bampfylde Hever	Lunch
11 December	Fidelity International	Lunch
<b>Adam Sharples, Director General, Work, Welfare and Equality, DWP</b>		
29 January	Ideal Government	Dinner
7 March	Praesta Partners	Lunch
21 June	Harvey Nash	Concert
27 June	AT Kearney	Exhibition
<b>John Codling, Director General, Finance, DWP</b>		
28 February	Fujitsu	Dinner
25 April	Oracle	Dinner
7 November	Financial Times/IBM	Dinner
<b>Joe Harley, Chief Information Officer &amp; Director General, Corporate IT, DWP</b>		
20 February	Booz Allen Hamilton	Dinner
22 February	CIO Magazine and EZI	Dinner
26 February	Lord Boyce	Dinner and drinks
27 February	Fujitsu	Dinner
1 March	CapGemini	Dinner
13 March	EDS	Dinner
15 May	Research Board	Dinner
24 May	Intellect	Dinner and reception
26 September	Cable and Wireless	Dinner
22 – 24 October	EDS Client Council Conference	Conference accommodation and meals
15 November	Sun.com	Dinner
27 November	EDS	Dinner
11 December	EDS Partnership Development Board	Dinner

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

<b>Richard Heaton, The Solicitor &amp; Director General of Law, Governance and Special Policy, DWP</b>		
22 November	City of London Police Committee	Dinner
<b>NIL RETURN</b>		
<b>Sue Garrard, Director, Communications Directorate</b>		
<b>Kevin White, Director General, Human Resources</b>		

### **CROWN PROSECUTION SERVICE (CPS)**

#### **Key Principles**

Any advantages or offers of hospitality must generally be refused (unless it is an official recognition), especially if either of the following would be contravened by acceptance:

Your conduct must not foster the suspicion of any conflict between your official duty and your private interest;

You must not give the impression to any member of the public, to any organisation with whom you deal, or to your colleagues that you have been, or may be, influenced by an offer of hospitality or a consideration to show favour or disfavour to any person or organisation.

Failure to comply may result in action being taken under the disciplinary procedure.

#### **Procedures for declaring hospitality received**

Each Directorate holds a hospitality register and it is the responsibility of the recipient of hospitality to ensure that a record is entered in this Register.

<b>Ken Macdonald, Director of Public Prosecutions</b>		
<b>Date</b>	<b>Organisation Name</b>	<b>Type of Hospitality received</b>
13 June	Gatenby Sanderson	Lunch
<b>Peter Lewis, Chief Executive</b>		
10 May	Fujitsu	Dinner
<b>Judith Walker*, CCP South Yorkshire</b>		
2 February	Sheffield Law Society	Dinner
14 June	Hallam University	Dinner
<b>Ros McCool*, HR Director</b>		
21 June	Harvey Nash	Concert

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

### NIL RETURN

**Mike Kennedy, Chief Operating Officer**  
**John Graham, Finance Director**  
**Peter Lewis, Chief Executive**  
**Philip Oliver, Non-Executive Director**  
**Rob Sykes, Non-Executive Director**  
**Gerard Lemos, Non-Executive Director**  
**Jonathan Sedgwick, Chief Executive OCJR**  
**Judith Walker\*, CCP South Yorkshire**  
**Portia Ragnauth\*, CCP Durham**  
**Adele Clarke\*, Area Business Manager Northumbria**  
**Claire Hamon\*, IT Director**  
**Roger Daw\*, Policy Director**  
**Séamus Taylor\*, Equality and Diversity Director**  
**Dru Sharpling\*, CCP London**  
**Neil Franklin\*, CCP West Yorkshire**

\*Left the CPS Board in July

---

### OFFICE OF GOVERNMENT COMMERCE (OGC)

#### Key Principles

In most cases common sense will determine whether an offer of hospitality should be accepted. Staff should consider how Parliament or the media might interpret an individual's behaviour, and how it could be justified in the circumstances. When exercising judgement on whether to accept an offer, consideration must be given to whether the hospitality is a reasonable means to that end in the circumstances, i.e.:

- not over-frequent;
- nor, part of a pattern of invitations to an individual and their colleagues from one particular organisation which taken together is excessive;
- nor disproportionately prolonged or lavish given the nature of the relationship that exists on normal day-to-day basis with the individual or organisation;

as a rule of thumb:

- a working lunch (or other meal), or invitation to the annual dinner of, for example a trade association, is unlikely to seem so,

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

**1 JANUARY – 31 DECEMBER 2007**

- but it is unlikely that entertainment at the opera, theatre, sporting events etc is likely to lead to serious work being done. The only justification in accepting such offers is to network with contacts which could prove beneficial in the future. Before accepting such offers, staff must carefully consider whether the benefits to their work clearly outweigh the risks.

Special care needs to be taken where staff have a high degree of involvement at the time in specific issues concerning those offering the hospitality. Tougher standards should apply where staff are directly involved in decisions affecting a person or organisation. Examples of direct involvement includes:

- procurement of goods and services,
- a competition or industrial policy issue,
- selecting or assessing tenders, or negotiating a contract,
- selecting recipients for grants or other public money.

For those employed in procurement, the OGC guidance on purchasing ethics is relevant. Where staff are involved in procurement, or a tendering exercise all invitations received – whether accepted or not – must be recorded in the hospitality register.

### **Procedures for declaring hospitality received**

All offers of hospitality accepted, including those associated with an industrial visit, above a de minimus value of £10 must be reported using an Acceptance of Hospitality Form. This means light refreshments or a modest sandwich lunch need not be recorded.

Details are recorded on a central register held by HR which includes:

- When the offer of hospitality was received;
- Who the donor is;
- What the hospitality is.

The only exceptions to recording offers of hospitality accepted allowed are:

- an overseas government or international organisation, whether it is in this country or overseas;
- individuals who may be known in both an official and personal context, and where it is clear that they are offering hospitality at their personal expense and it is clearly intended to reciprocate hospitality at personal expense.

<b>Mark Pedlingham, Executive Director, Markets, Suppliers and Skills</b>		
<b>Date</b>	<b>Organisation Name</b>	<b>Type of Hospitality Received</b>
28 February	Impact Plus	Dinner
30 April	Management Consultancies Association Awards	Dinner
16 May	Defence Manufacturers Association	Annual reception
24 May	Intellect	Annual Dinner
12 June	Intellect	Dinner: speaking engagement

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

### NIL RETURN

**Nigel Smith, Chief Executive Officer**  
**William Jordan, Acting Deputy Chief Executive Officer**  
**Richard Abbott, Executive Director, Collaborative Procurement**  
**Jonathan Simcock, Executive Director, Capital Group**  
**Sally Collier, Executive Director, Policy, Standards and Capability**

---

### OFFICE FOR NATIONAL STATISTICS (ONS)

#### **Key Principles**

There should be no suspicion that there is a conflict between official duty and private interests. There should not be an impression that you have been influenced by hospitality. If there is doubt about the propriety of accepting hospitality, it should be refused.

#### **Procedures for declaring hospitality received**

The normal place for conducting business is either your own office or the place of business of the individual or organisation concerned. However, the occasional working lunch or similar hospitality during the course of official duty can be accepted. Hospitality of a more lavish kind must not be accepted.

You may have contacts with outside organisations where it is normal business practice or social convention to offer hospitality to maintain useful contacts. Before accepting these invitations you need to exercise careful judgement. In exercising that judgement, the source of the invitation, the level of the recipient, the relationship between the recipient and the invitor and the nature of the invitation will all play an important part in determining whether or not it is proper to accept.

If the invitation is from a company or organisation with which the Department has, or may have in the future, contractual or other financial dealings you should be very wary of accepting an offer of hospitality. You should definitely not accept regular invitations from these organisations. You need to consider if an invitation is defensible in terms of the work of the Department. Would you be more likely to gain information or make more key contacts at a working lunch than at a meeting in the office? If the answer is no, the offer should be declined. Has the inviting organisation been under investigation or publicly criticised by a Government Department? If it has, you should be particularly cautious about accepting an invitation.

#### **What is acceptable**

Some forms of hospitality, such as working lunches, are clearly consistent with official duties. You can also accept invitations to annual dinners of trade associations or similar bodies if you have contact with them in the course of your work.



## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

**1 JANUARY – 31 DECEMBER 2007**

### **Not acceptable**

It is increasingly common in the private sector to offer hospitality of a more lavish kind, such as invitations to prestige sporting and cultural events or offers of travel. It is very difficult to reconcile hospitality of this kind to the rules governing ONS staff as civil servants as the major purpose of such invitations is almost always to watch or to take part in the event. Work related issues are usually of secondary importance. Any invitations to attend high profile events such as these should be declined. You should also refuse hospitality if it is an occasion where the Department would normally pay, such as a training course.

If you are uncertain about the propriety of accepting any form of hospitality you should speak with your Divisional or Branch Head. The HR Advice Team will also be happy to advise.

<b>Karen Dunnell, Permanent Secretary, ONS</b>		
<b>Date</b>	<b>Organisation Name</b>	<b>Type of Hospitality received</b>
16 January	The Chemistry Club	Dinner
30 January	CBI	Permanent Secretaries annual dinner
26 February	Lockheed Martin USA	Dinner
6 March	Bank of England	Breakfast
14 March	T Systems	Dinner
18 April	Informed Solutions	Lunch
23 April	National Audit Office	Lunch
15 May	CBI	Annual Dinner
11 June	Bank of England	Breakfast
18 September	Bank of England	Breakfast
4 December	Bank of England	Breakfast
7 December	British Telecom	Dinner
<b>Steve Newman, Director, ONS</b>		
1 March	KPMG	Dinner and Rugby Match
1 July	Pinsett Masons	Concert
<b>Mike Hughes, Director, ONS</b>		
18 April	Informed Solutions	Lunch
<b>Jil Matheson, Director, ONS</b>		
26 February	Lockheed Martin USA	Dinner
14 March	T Systems	Dinner
9 May	Manchester LA	Dinner

# LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

## **HM REVENUE & CUSTOMS (HMRC)**

### **Key Principles**

As an employee of HMRC you must be beyond reproach in everything you do. Occasionally you may be offered hospitality that may seem innocent and others may misinterpret your acceptance of them. These rules are for your protection and you must follow them. If you are in any doubt about what you should do, ask your manager's manager for advice.

### **General rules about accepting hospitality**

To avoid any suggestion of impropriety between your official duties and private interests, you must not accept benefits of any kind from a third party including customers, suppliers and contractors, except occasional conventional hospitality, such as working lunches on official visits, or invitations to you (and to a partner) to annual dinners of large organisations with which you are in regular contact as a representative of HMRC. For example, the Confederation of British Industry or accountancy bodies.

You must obtain approval from your senior manager (minimum Grade 7) before you accept hospitality which is not of a trivial nature. You will only be allowed to accept what is offered in exceptional circumstances. If you are concerned that refusal of hospitality may cause offence you must explain that HMRC policy does not allow you to accept hospitality and decline the offer and, immediately tell your manager what has happened. Dinners, Receptions and other functions

### **Events where guests pay**

Apart from those annual dinners covered by the general rules about accepting hospitality and other benefits you must refuse invitations to dinners or lunches where other guests are expected to pay for tickets, unless

- you attend on the same basis as other paying guests, for example, you pay for your ticket, or
- your manager considers it appropriate that HMRC is represented at such functions. In which case HMRC will meet your costs of attending, to the extent they are not covered by normal travel and subsistence allowances.

### **Free Events**

You may occasionally be invited to free receptions or lunches organised by consultants or other potential suppliers and which have a business purpose other than to promote their services or products. You may only attend if the hospitality is not lavish, does not include other entertainment (such as attendance at a sporting or cultural event) and is properly recorded, and your manager's manager (minimum Grade 7) agrees that there is a clear business advantage to HMRC, for example, obtaining information or making important contacts with other attendees.

Apart from invitations to annual dinners covered by the general rule you must always refuse an invitation to include your partner unless, exceptionally, they will be attending in a genuinely representative capacity. If you accept an invitation for business reasons and an invitation is also extended to your partner then unless the representative exception applies you must pay the cost for your partner out of your own pocket. You must not accept free tickets for cultural or sports events. If you have any doubts about what you should do, ask your manager for advice.

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

**1 JANUARY – 31 DECEMBER 2007**

### Recording of benefits offered

If you have been given permission to accept an offer of hospitality, for example, invitations to working lunches and dinners, you must record the details in the hospitality register held in your location. Minor refreshments such as tea, coffee and biscuits need not be recorded.

You must also report and record any significant single offer or inducement (worth £25 or more) or repeated offers of inducement that you have declined. If you are in doubt about reporting an offer you have declined, you must ask your manager's manager for advice or contact HR Service Centre.

<b>Paul Gray, Chairman, HMRC: until November</b>		
<b>Date</b>	<b>Organisation Name</b>	<b>Type of Hospitality Received</b>
7 February	Institute of Chartered Accountants of Scotland	Lunch
2 March	Chartered Institute of Taxation and Association of Taxation Technicians	Lunch
6 March	Institute of Chartered Accountants	Dinner
22 March	Association of Taxation Technicians	Reception
8 May	Business in the Community	Reception
15 May	Confederation of British Industry	Annual Dinner
12 June	Institute of Directors	Drinks
12 June	Citibank	Lunch
11 October	CapGemini	Dinner and accommodation
<b>Dave Hartnett, Director General, Business Tax, HMRC: until November</b>		
<b>Acting Chairman: from November</b>		
17 January	McDermott Will & Emery UK LLP	Dinner
24 January	London Investment Banking Association	Drinks
25 January	Employers Forum on Disability	Drinks
31 January	Wall Street Investment Bankers Association	Lunch
31 January	Tax Council Policy Institute	Speakers Dinner
1 February	Washington DC Bar	Lunch
2 February	Steptoe & Johnson	Lunch
5 February	Guild of International Bankers	Annual Banquet
7 February	Institute of Chartered Accountants of Scotland	Lunch
13 February	Baker Tilly	Dinner
26 February	Chartered Institute of Taxation	Dinner
6 March	Inst of Chartered Accounts of England & Wales	Dinner
8 March	Tax Law Committee	Dinner

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

**1 JANUARY – 31 DECEMBER 2007**

22 March	Association of Taxation Technicians	Drinks Reception
3 April	A T Kearney	Dinner
19 April	Consultative Committee of Accountancy Bodies	Dinner
23 April	Unquoted Companies Tax Committee	Lunch
1 May	Institute of Indirect Taxation	Drinks Reception
10 - 11 May	American Bar Association	Lunch at conference, Dinner and Reception
11 May	Steptoe & Johnson	Supper
18 May	Alan Fellowes Associates	Lunch
24 May	Lexis Nexis	Tax Journal Awards Dinner
29 May	PricewaterhouseCoopers	Lunch
3 June	PricewaterhouseCoopers	Dinner
4 June	PricewaterhouseCoopers	Lunch
6 June	KPMG	Breakfast
21 June	Organisation for Economic Cooperation & Devlpt	Lunch
28 June	Saïd Business School of Tax, University of Oxford	Lunch and Dinner
10 July	Steptoe & Johnson LLP	Lunch
12 July	Inst of Chartered Accounts of England & Wales	Drinks Reception
25 July	Association of Chartered Certified Accountants	Dinner
5 September	Tax Payer Confidential	Lunch
14 - 15 Sept	JP Morgan	Dinner, Accommodation & Breakfast
17 September	Ernst & Young	Dinner
27 September	Association of Taxation Technicians	Annual Lunch
8 October	Sheriff of London	Lunch
11 October	PricewaterhouseCoopers	Building Public Trust Awards dinner
22 October	100 Group	Drinks Reception
26 October	KPMG	Lunch
30 October	KPMG	Breakfast
15 November	Inst of Chartered Accounts of England & Wales	Lecture & Dinner
11 December	Association of Revenue & Customs	Drinks
12 December	ASPIRE	Dinner
<b>Stuart Cruickshank, Chief Finance Officer, HMRC</b>		
April	SAP UK	Dinner and drinks
May	Bank of England	Lunch
7 June	Lancaster University	Pre-presentation drinks
14 June	Fujitsu	Dinner

## LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS

1 JANUARY – 31 DECEMBER 2007

5 July	Capgemini	Drinks
18 September	Praesta	Drinks and canapés
31 October	Odgers	Dinner and drinks
6 November	Confederation of British industry	Dinner and drinks
7 November	Financial Times	Dinner and drinks: speaking engagement
12 November	Joint HMRC/Capgemini event	Lunch
11 December	itworld	Dinner and drinks: speaking engagement
12 December	Aspire	Dinner and drinks
<b>Mike Eland, Director General, Enforcement &amp; Compliance, HMRC</b>		
16 February	Detica	Dinner
23 March	Association of Revenue & Customs	Annual dinner
1 May	All Party Parliamentary Group for Legal & Const Affairs	Reception
20 July	PricewaterhouseCoopers	Dinner
28 September	Detica	Lunch
28 November	Cobham PLC	Reception
1 November	Detica	Lunch
27 November	Corven	Dinner
<b>David Hogg, General Counsel and Solicitor, HMRC</b>		
9 January	Chartered institute of Taxation	Reception & Lunch
1 May	Lord Brennan QC	Reception
2 May	VAT Practitioners	President's Reception
15 May	Eighth Chartered Tax Advisers	President's Reception
12 December	Committee of the Revenue Bar Association	Reception
<b>Chris Hopson, Director, Communications &amp; Marketing, HMRC</b>		
8 January	Communications consultant	Lunch
31 January	Corporate responsibility consultant	Lunch
September	Association of Revenue & Customs	Dinner
7 November	Deloitte	Lunch
<b>Bernadette Kenny, Director General, Personal Tax, HMRC</b>		
17 January	Chartered Institute of Taxation	Lunch
29 January	Royal Courts of Justice	Reception
7 February	Egon Zehnder International	Breakfast discussion meeting
28 February	Fujitsu	Executive Dinner
5 March	PriceWaterhouseCoopers	Lunch

**LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**

12 March	British Telecom	Lunch
4 April	Unipart	Drinks
1 May	Institute of Indirect Taxation	Reception
9 May	Association of Revenue & Customs	Dinner
10 May	Fujitsu	Dinner
13 June	Booz Allen Hamilton	Breakfast
20 June	First Division Association	Lunch
10 July	Booz Allen Hamilton	Dinner
5 September	Fujitsu	Dinner
21 September	Fujitsu	Lunch
26 November	Unipart	CBI Dinner
1 December	Unipart	Annual Stakeholder Ball
<b>Steve Lamey, Chief Information Officer, HMRC: until October; Chief Operating Officer from October</b>		
11 January	SAP	Dinner/Theatre
26 January	Capgemini Board to Board	Lunch
1 February	Hayes	Dinner
21 February	Booz Hamilton	Dinner
20 March	International Business Machines (IBM)	Dinner
3 April	Fujitsu	Dinner
18 April	Microsoft	Dinner
08 May	Accenture	Dinner
16 May	Gartner	Dinner
31 May	Capgemini	Dinner
20 June	CIO Connect	Dinner
25 June	Capgemini	Dinner
26 June	McAfee Round Table	Dinner
03 July	CIO Connect	Dinner
05 July	CIO Connect	Dinner
28 September	CIO Connect	Round Table Event
9 October	BASDA	British Software satisfaction awards
18 October	Saxon Bampfylde & Hever	Drinks
23 October	Fujitsu	Dinner
30 October	Microsoft	Dinner
31 October	SAP	Dinner
14 November	IBM	Dinner

**LIST OF HOSPITALITY RECEIVED BY BOARD MEMBERS OF GOVERNMENT DEPARTMENTS**

**1 JANUARY – 31 DECEMBER 2007**

4 December	Corven	Dinner
6 December	Accenture	Dinner
12 December	Capgemini	Meeting/dinner
<b>Deepak Singh, Acting Chief Information Officer, HMRC: from October</b>		
9 October	BASDA	British Software satisfaction awards
23 October	Fujitsu	Dinner
31 October	SAP	Dinner
28 November	CIO Connect Forum Dinner	Dinner
3 December	British Telecom	Dinner
6 December	BCS Awards (invited by CapGemini)	Awards dinner
12 December	Aspire Board to Board	Dinner
<b>NIL RETURN</b>		
<b>Melanie Dawes, Acting Director General, Business Tax, HMRC: from November</b>		
<b>Mike Hanson, Director General, Human Resources</b>		