

The Gift and Hospitality checklist mnemonic 'GIFT' is used as a reminder for the PCC and staff when declaring any gift or hospitality, as follows:

**G**enuine - is this offer made for reasons of genuine appreciation for something I have done, within any encouragement from me?

**I**ndependent - If I accept it, would a reasonable bystander be confident that I could be independent in doing my job?

**F**ree - Could I always feel free of any obligation to do something in return for the donor?

**T**ransparent - Would I be comfortable if the gift or hospitality was transparent to the public?

*This simple checklist helps to make an informed spontaneous decision when offered a gift or hospitality.*

<b>Period</b>					
<b>Date</b>	<b>Name of person(s) receiving gift or hospitality</b>	<b>Organisation / Individual</b>	<b>Event</b>	<b>Detail of Gift/Hospitality offered</b>	<b>Estimated Value £</b>
02 September 2017	Clare Kelly	Gullivers Land	Engagement	Partnership development	£120
26 June 2018	Kathryn Holloway	Capgemini	Conference	Drink	£5