

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> |
| January 2020  | Zoe-Jade Fraser  | Beds OPCC                        | Amazon Innovation Event | Amazon Voucher<br>Hospitality Venue Voucher<br>(these were for the winning team, which I was a part of) | £40<br>£40               |
|               |  |                                  |                         |   |                          |
|               |  |                                  |                         |   |                          |
|               |  |                                  |                         |   |                          |