

## **Gift and Hospitality Declaration Form**



The SELEP is funded entirely through public funds and everyone's conduct is expected to be of the highest standard. It is essential that all individuals are seen to be open and honest in any dealings with outside individuals and organisations. These relationships are examined in detail through formal and regular channels, such as auditors. They are also of great interest to the public through Freedom of Information requests.

It is accepted that the work undertaken by the SELEP incorporates an element of networking, which by their very nature will include the attendance at a range of hospitality events.

Other than the Chair of the SELEP Strategic Board, no SELEP board member (either of the Accountability Board or the Strategic Board) is entitled to claim expenses, engage in hospitality or receive gifts from or on behalf of SELEP unless they are substituting for the Chair of the Strategic Board on an Approved Duty set out under paragraph 4 of the Subsistence and Hospitality Policy.

Under these circumstances, any expenses claimed, hospitality or gifts received, must be in accordance with the Policy and may be accepted if:

- a. the invite is as a direct result of your membership of the SELEP; and
- b. it will provide a platform within which the SELEP will be able to actively pursue the SELEP's objective and further networking to the benefit of the SELEP.

All offers of gifts and hospitality made should be declared, indicating whether the offer was accepted or declined, within 28 days of the offer being made. The register of all declarations will be published on the SELEP website.

<b>Full Name:</b>	
<b>Organisation:</b>	

**1. Name of organisation offering the gift or hospitality:**

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**2. Details of the nature of the gift or hospitality being offered, including value if known:**

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**3. Date the gift or hospitality was offered:**

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4. Was the gift or hospitality accepted? YES   
NO
5. In accepting the gift or hospitality, did it meet the criteria set out in (a) and (b) above? YES   
NO
6. Please provide information on how the acceptance of the gift or hospitality satisfied the criteria set out in (a) or (b) above:

Signed: .....

Dated: .....

Once completed please return to : [lep@essex.gov.uk](mailto:lep@essex.gov.uk)