

Date: 15 September 2021

Item: Register of Gifts and Hospitality for Members and Senior Staff

This paper will be considered in public.

1 Summary

- 1.1 This paper sets out details of the gifts and hospitality declared by the Board and senior staff. Details of those accepted by Members and the most senior staff are routinely published on our website. In line with the Greater London Authority (GLA) Group Framework Agreement, we submit a regular report to the Committee on the gifts and hospitality accepted by Board Members and senior staff. For these reports, we extend the staff covered to anyone on the top level organisation chart published on <https://tfl.gov.uk/corporate/about-tfl/how-we-work/corporate-governance/chief-officers>.
- 1.2 This report covers a three-month reporting period, from 1 May to 31 July 2021. The restrictions on travel and social distancing, to manage the coronavirus pandemic, resulted in relatively few offers during this period. This also affects the benchmarking data as the continuing situation does not relate to the previous baselines for the same quarter in the previous year.
- 1.3 During the three months covered by this report, no declarations were made by Members. A total of 15 declarations were made by senior staff, of which 11 were declined and four were accepted.

2 Recommendation

- 2.1 **The Committee is asked to note the paper.**

3 Background

- 3.1 TfL's policy on gifts and hospitality applies to TfL Board Members, all staff who work for TfL and staff contracted to work for TfL including on advisory groups or through a third party. It covers both gifts and hospitality offered directly or offered through a spouse or partner.
- 3.2 The policy starts from the premise that any gifts or hospitality offered should usually be declined. No offer should be accepted where there is a possibility, or a perception, of being influenced by it. The guidance provides advice on the few circumstances where acceptance might be appropriate but, as a guiding principle, Members and staff are advised to err on the side of caution. Acceptance of any offer requires line manager approval and an explanation as to why acceptance is appropriate.

- 3.3 The policy and guidance were last updated in November 2017. The operation of the policy is part of a current internal audit review of governance arrangements. The planned update of the policy and guidance, to make them consistent with changes in the GLA's policy (including) an increase in the declaration threshold from £25 to £50, has been deferred so that it can address any recommendations from the internal audit review.
- 3.4 Currently, Board Members and staff are required to register with the General Counsel any offer of gift or hospitality received in connection with their official duties that has a value of £25 or over, and the source of the offer. Staff make declarations at the end of every month. As the acceptance of any offers of gifts or hospitality by Members is uncommon, they are asked to confirm any declarations at the end of every quarter. Offers accepted by Members and the most senior staff are then reviewed and published on tfl.gov.uk on a quarterly basis.

4 Reporting Period and Issues for Consideration

- 4.1 There were no declarations by Members during the three-month period from 1 May to 31 July 2021.
- 4.2 A total of 15 declarations of offers were made by senior staff in this period and 11 of these were declined and four were accepted.
- 4.3 For comparative purposes, the tables below show the number of offers made, accepted and declined over three-month reporting periods, including a monthly average. Table 1A shows the current period and the previous two periods. Table 1B shows the same reporting periods for the previous year. An accurate comparison is difficult to make due to the impact of measures to control the coronavirus pandemic.
- 4.4 The offers received and accepted have been reviewed to ensure they comply with the policy and guidance. Where there are concerns that the policy or guidance is not being followed, these are raised with the member of staff and their line manager.

Table 1A: Figures for the current and two previous periods

	01/11/20- 31/01/21	01/02/21- 30/04/21	01/05/21- 31/07/21
Period reported to Committee	3 months	3 months	3 months
Total offers	3 (5 [^])	1 (5 [^])	15
Total declined	3	1	11
Total accepted	0 (2 [^])	0 (4 [^])	4
Monthly average			
Total offers	1	<1	5
Total declined	1	<1	3
Total accepted	0	0	1.3

[^] Offers were recorded but fall outside of the policy.

Table 1B: Figures for the corresponding periods in the previous year

	01/11/19- 31/01/20	01/02/20- 30/04/20	*01/05/20- 31/07/20
Period reported to Committee	3 months	3 months	3 months
Total offers	174	57	*-
Total declined	132	42	-
Total accepted	42	15	-
Monthly average			
Total offers	58	19	-
Total declined	44	14	-
Total accepted	14	5	-

*Coronavirus pandemic: No offers were received during this period and figures for subsequent periods have been impacted by the measures to control the spread of the virus.

List of appendices to this report:

Appendix 1 – Summary

List of Background Papers:

Corporate Gifts and Hospitality Register

Contact Officer: Howard Carter, General Counsel
Email: howardcarter@tfl.gov.uk