

**Date:** 1 December 2021

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

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**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 have extended the staff coverage 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 August to 31 October 2021. The restrictions on travel and social distancing introduced from March 2020 to manage the coronavirus pandemic mean that the benchmarking data is impacted as restrictions were in place for the same period in 2020. While the figures for the current year show an increase, these are still below the baseline prior to the coronavirus pandemic.
- 1.3 During the three months covered by this report, no declarations were made by Members. A total of 35 declarations were made by senior staff, of which 23 were declined and 12 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 was last reviewed and updated in November 2017. It 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 is being reviewed and amendments will be made to the guidance in the light of operational experience and to make it consistent with changes in the GLA's policy, which included an increase in the threshold for declaration, which has been raised from £25 to £50.
- 3.4 Currently, Board Members and staff are required to register with the General Counsel any gift or hospitality received in connection with their official duties that has a value of £25 or over, and also the source of the gift or hospitality. For staff, declarations are made 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](http://tfl.gov.uk) on a quarterly basis.
- 3.5 Gifts and hospitality declarations from Members, the Commissioner and Managing Directors, the General Counsel and the Chief Finance Officer have been published on [tfl.gov.uk](http://tfl.gov.uk) since 2012.

## 4 Reporting Period and Issues for Consideration

- 4.1 There were no declarations by Members during the three-month period from 1 August to 31 October 2021.
- 4.2 A total of 35 declarations of offers were made by senior staff in this period and 23 of these were declined.
- 4.3 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 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 reported to this meeting**

	<b>01/02/21- 30/04/21</b>	<b>01/05/21- 31/07/21</b>	<b>01/08/21- 31/10/21</b>
<b>Period reported to Committee</b>	3 months	3 months	3 months
Total offers	1 (5*)	15	35
Total declined	1	11	23
Total accepted	0 (4*)	4	12
<b>Monthly average</b>			
Total offers	<1	5	12
Total declined	<1	3	8
Total accepted	0	1.3	14

\* Items were registered but fell outside of the policy.

**Table 1B: Figures reported to previous meetings and monthly averages**

	<b>01/02/20- 30/04/20</b>	<b>01/05/20- 31/07/20</b>	<b>01/08/20- 31/10/20</b>
<b>Period reported to Committee</b>	3 months	3 months	3 months
Total offers	57	*	16
Total declined	42	-	6
Total accepted	15	-	10
<b>Monthly average</b>			
Total offers	19	-	5.3
Total declined	14	-	2
Total accepted	5	-	3.3

**List of appendices to this report:**

Appendix 1: Register of Gifts and Hospitality

**List of Background Papers:**

Corporate Gifts and Hospitality Register

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