

Date: 16 March 2022

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 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 November 2021 to 31 January 2022. 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 52 declarations were made by senior staff, of which 29 were declined and 23 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 was the subject of a recent internal audit and some changes to clarify the guidance will be made and these will be publicised internally. While the GLA policy has changed to raise its threshold for declaration from £25 to £50, we have decided to retain our current £25 threshold.
- 3.4 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 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 November 2021 to 31 January 2022.
- 4.2 A total of 52 declarations of offers were made by senior staff in this period and 29 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 changes to measures to control the coronavirus pandemic. Many of the measures reintroduced to manage the Omicron variant were relaxed in December 2021 and subsequently the number of offers received and accepted increased substantially.
- 4.4 The offers received and accepted are set out in Appendix 1 and 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

	01/05/21- 31/07/21	01/08/21- 31/10/21	01/11/21- 31/01/22
Period reported to Committee	3 months	3 months	3 months
Total offers	15	35	52
Total declined	11	23	29
Total accepted	4	12	23
Monthly average			
Total offers	5	12	17
Total declined	3	8	9.5
Total accepted	1.3	4	7.5

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

	01/05/20- 31/07/20	01/08/20- 31/10/20	01/11/20- 31/01/21
Period reported to Committee	3 months	3 months	3 months
Total offers	*	16	3
Total declined	-	6	3
Total accepted	-	10	0
Monthly average			
Total offers	-	5.3	1
Total declined	-	2	1
Total accepted	-	3.3	0

* Items were registered but fell outside of the policy.

List of appendices to this report:

Appendix 1: Register of Gifts and Hospitality

List of Background Papers:

Corporate Gifts and Hospitality Register

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