

Date: 30 November 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/publications-and-reports/organisation-chart>.
- 1.2 This report covers a three-month reporting period, from 1 August to 31 October 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, there were no declarations by Members. A total of 25 declarations were made by senior staff, of which 15 were declined and 10 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 has been reviewed recently and changes to the guidance and Frequently Asked Questions are proposed to add further clarity to the implementation of the policy. 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 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](https://www.tfl.gov.uk) on a quarterly basis.

4 Reporting Period and Issues for Consideration

- 4.1 There were no declarations made by Members during the three-month period from 1 August to 31 October 2022.
- 4.2 A total of 25 declarations of offers were made by senior staff in this period and 15 of these were declined.
- 4.3 Table 1A shows the current period and the previous two periods. The number of offers received in the current period is higher than the last period and the usual high-point of the Christmas-New Year period, both of which were impacted by measures to continue managing the coronavirus pandemic. However, the proportion of offers accepted had reduced from around a half to less than a third.
- 4.4 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 during 2020/21.
- 4.5 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

Three-month period	01/02/22-30/04/22	01/05/22-31/07/22	01/08/22-31/10/22
Total offers	38	64	25
Total declined	21	44	15
Total accepted	17	20	10
Monthly average			
Total offers	13	21.3	8.3
Total declined	7	14.7	5
Total accepted	6	6.7	3.3

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

Three-month period	01/02/21-30/04/21	01/05/21-31/07/21	01/08/21-31/10/21
Total offers	1 (5*)	15	35
Total declined	1	11	23
Total accepted	0 (4*)	4	12
Monthly average			
Total offers	<1	5	12
Total declined	<1	3	8
Total accepted	0	1.3	4

*Events were recorded and accepted but fell outside of our policy.

List of appendices to this report:

Appendix 1: Gifts and Hospitality Register

List of Background Papers:

Corporate Gifts and Hospitality Register

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