

Date: 20 September 2023

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 May to 31 July 2023. During that period, there were no declarations by Members and 57 declarations made by senior staff, of which 37 were declined and 20 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 reviewed in May 2022 and the guidance and Frequently Asked Questions were updated 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 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 May to 31 July 2023. A total of 57 declarations of offers were made by senior staff in this period and 37 of these were declined, with 20 accepted.
- 4.2 Table 1A shows the current period and the previous two periods. Table 1B shows the same reporting periods for the previous year.
- 4.3 For the current reporting period, the number of offers received is slightly less than in the same period in 2022, though the number of offers accepted is the same.
- 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 and despite the increase in numbers, no concerns have been identified.
- 4.5 Where there are concerns that the policy or guidance is not being followed, these would be raised with the member of staff and their line manager.

Table 1A: Figures reported to this meeting

Three-month period	01/11/22-31/01/23	01/02/23-30/04/23	01/05/23-31/07/23
Total offers	64	45	58
Total declined	30	27	38
Total accepted	34	18	20
Monthly average			
Total offers	21.3	15	19.3
Total declined	10	9	12.6
Total accepted	11.3	6	6.7

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

Three-month period	01/11/21-31/01/22	01/02/22-30/04/22	01/05/22-30/07/22
Total offers	52	38	64
Total declined	29	21	44
Total accepted	23	17	20
Monthly average			
Total offers	17	13	21.3
Total declined	9.5	7	14.7
Total accepted	7.5	6	6.7

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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