

Date: 5 June 2024

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 February to 30 April 2024. During that period, there were no declarations by Members. A total of 73 declarations of offers were made by senior staff in this period and 45 of these were declined, with 28 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](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 February to 30 April 2024. A total of 73 declarations of offers were made by senior staff in this period and 45 of these were declined, with 28 accepted.
- 4.2 Table 1 provides a summary of the number of offers accepted and declined by senior staff who received more than 10 offers during the period.

Table 1: Staff receiving more than 10 offers during the reporting period

Name and Role	Offers	Accepted	Declined
Andy Lord, Commissioner	23	1	22

- 4.3 Table 2A shows the current period and the previous two periods. Table 2B shows the same reporting periods for the previous year.
- 4.4 For the current reporting period, the number of offers received was higher than in the same period in 2023, although the proportion of those declined and accepted are similar.
- 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 and despite the increase in numbers, no concerns have been identified.
- 4.6 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 2A: Figures reported to this meeting

Three-month period	01/08/23-31/10/23	01/11/23-31/01/24	01/02/24-30/04/24
Total offers	75	106	73
Total declined	41	47	45
Total accepted	34	59	28
Monthly average			
Total offers	25	35.3	24.3
Total declined	13.6	15.6	15
Total accepted	11.3	19.6	9.3

Table 2B: Figures reported to previous meetings and monthly averages

Three-month period	01/08/22-31/10/22	01/11/22-31/01/23	01/02/23-30/04/23
Total offers	25	64	45
Total declined	15	30	27
Total accepted	10	34	18
Monthly average			
Total offers	8.3	21.3	15
Total declined	5	10	9
Total accepted	3.3	11.3	6

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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