

APPENDIX 2

Officer Gifts and Hospitality Policy- Responses from Union and Manager Consultation

[In order of receipt of responses]

Consultee	Response received	Comments
Head of Finance, Performance & Asset Management	'No comments'	
Head of Revenues, Benefit and IT	'I do think it a bit over the top to have to fill in a form every time somebody leaves a box of biscuits or chocolates for the staff as a mark of appreciation.'	This is recommended best practice but completing a consent form for this is not prescribed under the policy.
Head of Policy and Community Services	(1) Para 1 (c): wording ' <u>or the opportunity to examine or test new products which the authority might wish to acquire.</u> ' might wish to include capping requirements on number of events attended? (2) Para 1 (d) (iv): add an additional last line ' <u>If you are unsure whether the authority is in the process of allocating a grant, please check with the community development team</u> '	(1) Assists clarification but capping may be too prescriptive. Not currently included. (2) Assists clarification. Draft updated.
Strategic Director of Policy, Finance and Governance	(1) Points of clarification on wording made at Para 1 (c) (2) Query change from £25 to £50 for small gifts (3) Point of clarification at Para 3 Reporting	(1) Draft updated with changes. (2) £50 agreed by SMT to reflect Members' code. No change proposed. (2) Draft updated with changes.
Senior Planning Officer	'No comments'	
Strategic Director of Customer Services	(1) Suggested wording change at 'Introduction' for clarification	(1) Clarification made

	<p>(3) Points of clarification on wording made at Para 1 (c)</p> <p>(4) Query change from £25 to £50 for small gifts</p> <p>(4) Clarification of wording at Para 2(a) (viii)</p>	<p>(2) Amendments made</p> <p>(3) £50 agreed by SMT to reflect Members' code. No change proposed.</p> <p>(4) Amendment made</p>