

Form 5 - Declaration of Offers of Hospitality/Gifts

Employee's full name: _____
 Payroll number: _____
 Job title: _____
 Department and section: _____

In accordance with the Council's Code of Conduct, I hereby declare having been offered the following hospitality/gifts and request approval to accept.

Details of gift/ hospitality:

Please complete as applicable	
Date of gift/hospitality made:	_____
Nature of gift/ hospitality offered:	_____
Venue:	_____
Date of event:	_____
Approximate value (£):	_____
Name and address of person/ organisation making the offer:	

Employee signature: _____ Date: _____

This form should be sent to your Assistant Director,
 (or if you are an Assistant Director, to your Director)

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Department to complete:

Assistant Director name: _____	Date received: _____
Gift / Hospitality approved to accept: Yes / No (delete as appropriate)	Date: _____
<input type="checkbox"/> Copy of form sent to HR for inclusion on personal file	Date: _____
<input type="checkbox"/> Copy of form sent to Corporate Procurement Officer	Date: _____
Assistant Director signature: _____	

Department to send a copy of this completed form to the HR via HR@hartlepool.gov.uk

