



Register of Events Attended, Hospitality and Gifts – Explanatory Note

Who does this form apply to?

The following form **MUST** be completed by the following individuals:

- All Solent Local Enterprise Partnership Company Directors (Including B, P, H and E Directors)
- Section 151 Officers and Chief Executive Officers of any accountable body organisation operating on behalf of the Solent Local Enterprise Partnership
- All Chairs and Members of dedicated delivery sub-panels of the Solent Local Enterprise Partnership
- Any other persons with significant influence over the activities of the Solent Local Enterprise Partnership (for example, senior Solent LEP employees and senior points of contact at accountable body organisations such as legal and financial contacts)

Purpose of this form

The information collected on this form will be used by the Solent Local Enterprise Partnership to maintain a register of events attended and gifts or hospitality received or given by all the persons listed above in their capacity of representatives of the Solent Local Enterprise Partnership or whilst carrying out Solent Local Enterprise Partnership duties.

Guidance in relation to gifts and hospitality

Gifts and hospitality of a significant value arising received by all the persons listed above in their capacity of representatives of the Solent Local Enterprise Partnership should not be accepted. In general terms meals may be accepted where they form part of working occasions and costs are considered “reasonable”. However such persons should avoid regular entertainment from one source unless it is part of reciprocal hospitality i.e. follow up meetings etc. In situations where the refusal of a gift might cause embarrassment the gift should either be surrendered to Solent LEP or purchased by Solent LEP at full value.



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The giving of gifts or hospitality of significant value should also be avoided. The giving of any gift or hospitality, however small or low in value may be construed as a bribe. It is important for you always to consider the purpose or motive behind the giving or receiving of gifts or hospitality. In essence, a bribe is an inducement or reward offered, promised or provided in order to gain or retain a business advantage. Reasonable hospitality given for the purposes of cementing relations with business contacts will be acceptable.

Gifts and hospitality (of whatever value) both given and received should be advised to the Solent LEP on this form.

Data protection and freedom of information

The register that will be open to inspection by the directors, senior executive officers of the Solent Local Enterprise Partnership. The contents of the register may also be disclosed by the Solent Local Enterprise Partnership to government or supervisory authorities with a right to audit its activities or records and to its professional advisers.

Solent Local Enterprise Partnership will comply with its obligations under applicable data protection legislation.

If Solent Local Enterprise Partnership becomes subject to the Freedom of Information Act, it shall comply with its obligations under that Act. Subject to the foregoing, Solent Local Enterprise Partnership shall not disclose or use the information gathered on this form for any other purpose.

Details of Events Attended, or gifts or hospitality received

I,

(full name)

being

(indicate which of categories listed on the first page you are eg. a Solent LEP Director and/or Members of dedicated delivery sub-panels of the Solent Local Enterprise Partnership or a Section 151 officer for Portsmouth City Council as accountable body)

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GIVE NOTICE that I have attended the following event in my capacity as a director or representative of the Solent Local Enterprise Partnership or whilst carrying out Solent Local Enterprise Partnership duties:

Title of Event	Brief Description of Event	Date Attended

GIVE NOTICE that I have given / received¹ the following gift in my capacity as a director or representative of the Solent Local Enterprise Partnership or whilst carrying out Solent Local Enterprise Partnership duties:

Description of gift	Approximate Value	Date given/ received

GIVE NOTICE that I have given / received¹ the following hospitality in my capacity as a director or representative of the Solent Local Enterprise Partnership or whilst carrying out Solent Local Enterprise Partnership duties:

Details of hospitality including persons present and who paid	Approximate Value	Date given/ received

¹ Delete as applicable



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DECLARATION TO BE SIGNED BY ALL PERSONS LISTED ON THE FRONT OF THIS FORM

I declare that I have read and understood the covering explanatory note to this form.

I have completed this form as fully as possible and all information provided is truthful and correct to the best of my knowledge.

Signed

Please return completed forms to: Richard Jones, Policy and Communications Manager, Solent LEP Office, Ground Floor, Building 1000, Lakeside North Harbour, Western Road, Portsmouth, PO6 3EZ

FOR OFFICE USE ONLY

Date Received:

Public Deposit Date: