

Legal and Democratic Services

All Members of Council

Assistant Director Corporate Services (City Solicitor)

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Date: 26 October 2010

Dear Member of Council

RE: AMENDMENTS TO THE PROTOCOL FOR MEMBERS ON GIFTS AND HOSPITALITY

You will be aware that one of the requirements of the Members Code of Conduct is to register gifts and hospitality received.

Included with this letter is an updated Protocol for Members to assist in determining how to comply with this requirement contained in the Code of Conduct.

The Protocol provides guidance for all members in dealing with what is sometimes a quite complicated issue. The key points you should be aware of are:

- 1 You must register any gift or hospitality worth £25 or over that you receive in connection with your official duties as a member and the source of the gift or hospitality.
- 2 You must register the gift or hospitality and its source within 28 days of receipt.
- 3 You automatically have a personal interest in a matter under consideration if it is likely to affect a person who gave you a gift or hospitality that you have registered.
- 4 Once 3 years have passed since you registered the gift or hospitality your obligation to disclose that personal interest to any relevant meeting ceases.
- 5 Attendance at conferences at home or abroad must be undertaken in accordance with the agreed policy and procedures and approval obtained before bookings are made.



Suzan Hemingway, Assistant Director Corporate Services (City Solicitor)

Please read carefully the attached Protocol and ensure that you understand your obligations. If you are in any doubt whatsoever regarding your obligations in respect of the Code of Conduct and the Protocol attached please contact the Monitoring Officer (Suzan Hemingway, Assistant Director Corporate Services (City Solicitor)) for further assistance.

Yours sincerely

Suzan Hemingway
Assistant Director Corporate Services
(City Solicitor)

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