

## **Gifts and hospitality noted.**

**4** There was submitted and noted a report by the Executive Director of Finance regarding the issue of gifts and hospitality offered to or provided by Chief Officers, advising

- (1) that in order to meet the demands of the Freedom of Information (Scotland) Act 2002 and the Bribery Act 2010, all service departments of the Council had adopted a standard approach to the issue of gifts and hospitality offered to staff;
- (2) that Executive/Managing Directors were responsible for the maintenance of a gifts and hospitality register within their service/ALEO, with a centralised register held by the Executive Director of Finance;
- (3) that Executive/Managing Directors were required to keep the register up to date and complete at all times with offers, whether accepted, declined or used for charitable purposes, with copies of the registers submitted to the Executive Compliance Unit on a quarterly basis to ensure the centralised register for Chief Officers was up to date;
- (4) that the register of gifts and hospitality offered to Chief Officers was reported to this committee at least once per annum; and
- (5) of the hospitality offered to and by Chief Officers in the period from 1st April 2023 to 31st March 2024, as outlined in appendices to the report.