

**GIFTS OUTSIDE LIMITS FOR ADULT SERVICES (OVER £5) - SEPTEMBER 2017 - SEPTEMBER 2018 - REDACTED**

Receiver	Date Received	Description	Classification	Action	Donor Name	Donor Interests	Reason	Approver	Approved By Approver	Approval Decision Date	Approver Reason	Director
Jordan Saville-Smith Davison	26/06/2018	Bunch of flowers as a thank you for work done with her husband.	Gift	Accepted		Wife of client.	Clients wife bought flowers into the civic offices when I was not in the office so they were accepted on my behalf by another team member.	Angela Dryer	Yes	26/06/2018	Fresh flowers accepted by another worker	David Williams
Angela Martin	18/12/2017	Gift bag with small bottle of wine and box of chocolates.	Gift	Accepted			Client brought as Christmas gift. Client insisted for me to take.	Angela Dryer	Yes	19/12/2017	Would have cause offence to feruse	David Williams
Angela Martin	18/12/2017	Gift bag with small bottle of wine and box of chocolates.	Gift	Accepted			Client brought as Christmas gift. Client insisted for me to take.	Angela Dryer	Yes	27/12/2017	Would have caused offence to reject	David Williams
Cathy Sands	31/10/2017	Chocolates (ferero) and thank you card - left in office for team to share	Gift	Accepted			Chocolates and thank you card for hospital discharge co-ordination	Angela Dryer	Yes	09/11/2017	small gift accepted	David Williams
Lorna Knight	04/10/2017	Flowers brought for myself club leader as I have been with the club for 2 years. Club is independent and self running every other week, all members agreed to purchase of flowers. Money was taken out of the clubs subs which they contribute to themselves. Group are aware of the policy re gifts but felt on this occasion they wanted to show their appreciation (I have explained to the group that this is my job and that flowers were not necessary) This situation will hopefully not arise again.	Gift	Accepted	Wednesday club (older person social group)		Flowers given to myself for working with the group for 2 years. Declining gift was not appropriate in this circumstance and would have offended group. Advice taken from Team manager Mavis Ames re situation and agreed declining gift would have caused upset and disappointment.	Angela Dryer	Yes	09/11/2017	Reasonable steps taken to avoid repeat receipt of gift	David Williams