

Appendix 1 - Gifts over £25

Service Text	Date Received	Specified Value	Receiver	Description	Action	Donor Name	Donor Interests	Reason	Approver	Approved By Approver	Approver Decision Date	Approver Reason
Children, Families and Education	16/06/2021	£80 and £50 respectfully	Tracey Brown	2 x bottles of perfume Jimmy Choo - I want choo - 100ml bottle - aux de perfume Lady Millionaire Fabulous - Paco Rebanne - 80ml bottle - aux de perfume	Accepted	Mr & Mrs REDACTED - parents of N & A - currently being cared for by REDATED Foster Carer for PCC	See above. It was to thank K for the care of their children and also as a birthday present for K and her daughter M - who is over 18	Would upset both parents if foster carer did not accept the gifts.	Alison Jeffery	No	23/06/2021	Hi Tracey These are expensive gifts. It really would be better for the carer to explain that she is not allowed to accept gifts of this value. Her relationship with the parents is very important but valuable gifts could get in the way of that. Happy to discuss, Alison
Corporate Services	05/05/2021	£30.00	Zoe Spillett	This is a £30 love to shop voucher, it is a prize for being on the winning team at the Local Government Apprentice of the Year event 2021	Accepted	East of England Local Government Association		This has been agreed	Natasha Edmunds	Yes	10/05/2021	approved in recognition of significant achievement as part of the winning team for Apprentice of the year 2021. Positive attitude, commitment to learning, contribution to the organisation
Housing, Neighbourhood and Building Services	21/06/2021	£30	Jessica Wearn	£30 cash	Rejected	REDACTED	Resident of Bresler House where Jessica works	Cash cannot be accepted	James Hill	na - refused		
Housing, Neighbourhood and Building Services	24/12/2020	£30	Sally Rawlings	£30 cash	Rejected	REDACTED	Resident of St Clares Court where Sally works	Cash cannot be accepted	James Hill	na - refused		
Housing, Neighbourhood and Building Services	24/12/2020	£30	Jeannette Succamore	£30 cash	Rejected	REDACTED	Resident of St Clares Court where Jeanette works	Cash cannot be accepted	James Hill	na - refused		
Housing, Neighbourhood and Building Services	18/12/2020	£30	Becky Collins	£30 cash	Rejected	REDACTED	Resident of Arthur Dann Court where Becky has been working to support the team	Cash cannot be accepted	James Hill	na - refused		
Housing, Neighbourhood and Building Services	15/12/2020	£45	Janet Galmoye	Perfume	Rejected	REDACTED	Resident of Tweed Court where Janet works	Due to value of gift being offered	James Hill	na - refused		
Housing, Neighbourhood and Building Services	02/11/2020	Approx £100	Nicola Jones	Second hand sofa	Rejected	REDACTED	Resident of Arthur Dann Court where Nicola is the Scheme Manager	Rejected in accordance with the gift policy due to value	James Hill	na - refused		
Regeneration	09/03/2021	£200 (one credit = £1).	Hayley Chivers	200 credits on Voi app (on personal phone set up with personal email address and personal credit card as it is not possible to set up the app on PCC work mobiles) for testing and trialling rental e-scooters and the associated geofencing zones.	Accepted	Voi	Rental e-scooter scheme operator	It has been necessary to accept the credit in order to test the rental e-scooters at no personal cost, and is likely to be necessary to test again. (Originally £1000 was credited and I requested this was reduced to only what was required for a few rides and Voi removed 800 credits, stating the remaining balance would allow me to continue testing)	Pam Turton	No - see comment below	24/03/2021	This was not a gift, it was for testing of e-scooters for work purposes.

Note: Tristan Samuels - 06/04/2021 12:56:17 - not really a gift, required for work purposes

## Appendix 2 - Hospitality

Criteria Classification Hospitality

Service Text	Date Received	Value Desc	Specified Value	Receiver	Description	Action	Donor Name	Donor Interests	Reason	Approver	Approved By Approver	Approver Decision Date	Approver Reason
Regeneration	26/09/2021	£25 - £40		Tristan Samuels	Annual Dinner for all patrons & ex Non-Executive Directors	Accepted	Dolphin Square Foundation	Affordable housing delivery - Westminster	Good networking event with industry leaders, no conflicts in Portsmouth	David Williams			
Regeneration	26/09/2021	£25 - £40		Tristan Samuels	Annual Dinner for all patrons & ex Non-Executive Directors	Accepted	Dolphin Square Foundation	Affordable housing delivery - Westminster	Good networking event with industry leaders, no conflicts in Portsmouth	David Williams			
Regeneration	07/09/2021	Over £40 (specify)	£345	Martin Wylie	VIP JCT Traffic Signals Symposium ticket	Rejected	Swarco	Supplier of traffic signals and systems	Unable to attend	Pam Turton			
Regeneration	20/08/2021	£5 - £25		Adrian Legg	Networking event to include a meal and a drink	Accepted	Omnia Consulting	Consultancy	Networking with consultants to re-establish business relationships post-Coronavirus	Tristan Samuels	Yes	22/08/2021	good practice to network with fellow professionals
Regeneration	27/07/2021	£5 - £25		Tristan Samuels	invitation to opening of the beach club	Accepted	ian clarke	manager of the Beach club and links to Southsea Beach Cafe	fostering working relations with businesses in Portsmouth	David Williams	Yes	01/09/2021	Within policy - work-related networking event
Regeneration	27/07/2021	£5 - £25		Tristan Samuels	invitation to opening of the beach club	Accepted	ian clarke	manager of the Beach club and links to Southsea Beach Cafe	fostering working relations with businesses in Portsmouth	David Williams	N/A	01/09/2021	Duplicated entry on the Gifts & Hospitality register
Regeneration	24/05/2021	£25 - £40		Mark Pemberton	A tasting on a new menu in the evening	Accepted	The Queens Hotel	Business in the city	Re-opening of a business after COVID new menu lauched so invited to a tasting with my wife as have worked with the business over the years to help them develop and become successful wanted to support the re-opening	David Williams			

Appendix 3 - Adult Services

Service Text	Date Received	Value Desc	Specified Value	Receiver	Description	Action	Donor Name	Donor Interests	Donated To Other	Reason	Approver	Approved By Approver	Approver Decision Date	Approver Reason
Adult Services	17/09/2021	£5 - £25		Yvonne Anthony	Letter and flowers received from daughter, stating her father had asked her to send them to me before he died.	Accepted	Mr J R Muir (Deceased)			These arrived by post and unable to return	Andy Biddle	Yes	27/09/2021	These arrived by post and unable to return
Adult Services	01/09/2021	£5 - £25		Jordan Saville-Smith Davison	Colouring Pencils, and chocolates given by client as a thank you.	Accepted	Client- PC			Attempted refusal several times which caused client to become agitated.	Andy Biddle	Yes	28/09/2021	To be donated to Mayors charity if possible
Adult Services	27/07/2021	Under £5		Yvonne Anthony	Red toy car	Accepted	REDACTED	Client		Client adamant he wished to give me a toy car, have been clients Social Worker for approx 7 years and this was our last session together. Client adamant he wanted me to have it as a desk ornament so I will remember him for his love of car maintenance. Client has an Acquired Brain Injury and this was really important to him.	Andy Biddle	Yes	27/09/2021	This was clearly important to the person with care and support needs and refusal would have been offensive.
Adult Services	28/06/2021	Under £5		Gillian Norrie	small warhammer figurine	Accepted	REDACTED	Client		It would have had a negative affect on my client relationship. Gift given in thanks	Andy Biddle	Yes	27/09/2021	To have declined would have been detrimental to the working relationship
Adult Services	28/04/2021	Under £5		Kerry Ryan	Flowers	Accepted	Client	None		Under £5 and would have caused offence had not accepted	Andy Biddle	Yes	19/05/2021	Under £5 and would have caused offence had not accepted
Adult Services	30/03/2021	Under £5		Danielle Foster	Chocolates under £5	Accepted	REDACTED			Gift was taken in a bag along with gifts from colleagues - did not realise this was from a relative.	Andy Biddle	Yes	30/03/2021	By the time the recipient realised the gift was from a family it was too late to return. The gift was under £5.
Adult Services	29/03/2021	£5 - £25		Amanda Lodge	Gift set	Rejected	REDACTED	Resident of Arthur Dann Court where Amanda works		Gift offered valued at £10, so could not be accepted	James Hill			
Adult Services	02/02/2021	£5 - £25		Gabrielle Downer	Cantu conditioner/ shampoo, body lotion, leave-in hair mask, exfoliating shower puff, candle, foot pampering socks.	Accepted	REDACTED	Gift to say thank you to the Gunwharf isolation and assessment unit for supporting family member and facilitating window visits.		To be shared with Gunwharf isolation and assessment unit team.	Andy Biddle	Yes	02/02/2021	Being shared amongst the team

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Service Text	Date Received	Value Desc	Specified Value	Receiver	Description	Action	Donor Name	Donor Interests	Donated To Other	Reason	Approver	Approved By Approver	Approver Decision Date	Approver Reason
Adult Services	02/02/2021	£5 - £25		Gabrielle Downer	Cantu conditioner/ shampoo, body lotion, leave-in hair mask, exfoliating shower puff, candle, foot pampering socks.	Accepted	REDACTED	Gift to say thank you to the Gunwharf isolation and assessment unit for supporting family member and facilitating window visits.		To be shared with Gunwharf isolation and assessment unit team.	Andy Biddle	Yes	02/02/2021	Shared amongst the team who cared for resident
Adult Services	15/12/2020	Under £5		Carolyn Race	7 note pads and 7 pens ( for each of the people who supported her and 1 for the OT )	Accepted	REDACTED	client received support from CIS team , our involvement has now ended.		The client had gone to a lot of effort to go out , during Covid, to purchase the small gifts for the team and has individually wrapped them and labelled them. i felt that it would be difficult not to accept , she assured me that the items cost very little money would be upsetting for her to not accept.	Andy Biddle	Yes	15/12/2020	The gifts are low cost and it would be unlikely that they could be usefully used elsewhere.
Adult Services	10/12/2020	Over £25 (specify)	Approximately £35	Victoria Davies	Hamper filled with crisps, crackers, hot chocolate, coffee, tea, biscuits, selection box, yule log, chocolates and two bottles of wine.	Donated	Mark Bates Insurers	Mark Bates is one of the insurers that we recommend for our Direct Payment clients	The Hive	We can't accept the hamper so we are giving away to charity and we have asked Mark Bates to not send any further hampers in future.	Chris Ward			
Adult Services	14/10/2020	Over £25 (specify)	£30.00	Philippa Paffett	Box of hotel chocolate chocolates. Willing to share with the team.	Accepted	REDACTED	Patients family sent me a box of chocolates. No message in gift. Arrived via amazon post and delivered to the main reception at the hospital. Gift was not expected.		Amazon parcel of chocolates delivered to Social Worker at QA Hospital via post. Social worker not aware this was happening. Arrived at QA on the 14/10/2020.	Andy Biddle	Yes	27/09/2021	This does not appear to have come through as an automatic notification for approval at the time and therefore gift was accepted

**Appendix 4 - Cash/Vouchers**

Value Desc	Specified Value	Receiver	Description	Classification	Sub Classification	Action	Donor Name	Donor Interests	Donated To	Reason	Approver	Approved By Approver	Approver Decision Date	Approver Reason
Over £25 (specify)	£30.00	Zoe Spillett	This is a £30 love to shop voucher, it is a prize for being on the winning team at the Local Government Apprentice of the Year event 2021	Gift	Cash / Voucher	Accepted	East of England Local Government Association			This has been agreed	Natasha Edmunds	Yes	10/05/2021	approved in recognition of significant achievement as part of the winning team for Apprentice of the year 2021. Positive attitude, commitment to learning, contribution to the organisation
Under £5		Jane Herrington	box of chocolates	Gift	Cash / Voucher	Accepted	REDACTED	PCC tenant		helped sort out her benefits - shared the box with the rest of the team	James Hill	Yes	04/10/2021	As per policy
Under £5		Farhana Ahmed	Skincare small tester pots	Gift	Cash / Voucher	Accepted	REDACTED			Tried to refuse gift but customer was adamant it was to say thank you. Gift was free to customer who wanted to pass it onto a staff member who went above and beyond for her.	James Hill	Yes	09/08/2021	As per policy
Under £5		Kerry Weatherley	Wooden plaque related to animals	Gift	Cash / Voucher	Accepted	REDACTED			Unexpected gift and minimal cost.	James Hill	Yes	12/04/2021	as per policy
Under £5		Hannah Tee	Chocolates	Gift	Cash / Voucher	Accepted	REDACTED			Gift for helping with benefit claims	James Hill	Yes	01/03/2021	as per policy
Under £5		Hannah Tee	Chocolates	Gift	Cash / Voucher	Accepted	REDACTED			Gift for helping with benefit claims	James Hill	Yes	01/03/2021	as per policy
Under £5		Damian House	Bottle of prosecco	Gift	Cash / Voucher	Accepted	REDACTED	N/a		Accepted by CRO at front desk as tenant insisted.	James Hill	Yes	24/11/2020	As per policy
Under £5		April Williams	Flowers	Gift	Cash / Voucher	Accepted	REDACTED	Tenants in April's patch.		A thanks to April for all her help with an exchange application.	James Hill	Yes	09/11/2020	As per policy
Under £5		Gerard O'Brien	Box of Celebrations	Gift	Cash / Voucher	Accepted	Alverstones Ltd	Stonemason		They give annually as thanks for our work during the year	Stephen Baily	Yes	12/01/2021	refusal would offend
Under £5		Gerard O'Brien	Box of Celebrations	Gift	Cash / Voucher	Accepted	Alverstones Ltd	Stonemason		They give annually as thanks for our work during the year	Stephen Baily	Yes	18/01/2021	Refusal would offend
Under £5		Gerard O'Brien	Two Advent Calendars	Gift	Cash / Voucher	Accepted	Forever Together Funerals	Funeral Director		I'm a chocoholic	Stephen Baily	Yes	27/01/2021	Refusal would offend

Under £5		Gerard O'Brien	Two Advent Calendars	Gift	Cash / Voucher	Accepted	Forever Together Funerals	Funeral Director		I'm a chocoholic	Stephen Baily	Yes	12/01/2021	Refusal would offend
Under £5		Gerard O'Brien	two boxes of Shortbread	Gift	Cash / Voucher	Accepted	Barhills	Contractor		Give annually	Stephen Baily	Yes	12/01/2021	Refusal would offend
£5 - £25		Damon Jackson	£10.00 note left in envelop on a cleaners (Angela Anderson) trolley saying "Thank you for your hard work. Buy yourself something nice."	Gift	Cash / Voucher	Accepted	REDACTED	Unknown		Unable to identify who donor is.	James Hill	Yes	25/02/2021	The cash was left on a cleaner's trolley with not means of identification thus leaving no choice but to accept it. Damon has confirmed that links had been made with the Lord's Mayor appeal and money will be donated as soon as Covid measure allow it
Under £5		April Williams	Flowers	Gift	Cash / Voucher	Accepted	Jodie Miller 11 Tytherley Green West Leigh	Tenants in April's patch.		A thanks to April for all her help with an exchange application.	James Hill	No	09/11/2020	Duplicate entry
£5 - £25		Sharon Watling	One box of Whittard Tea Bags and one box of Whittard Earl Grey All Butter Biscuits	Gift	Cash / Voucher	Donated	REDACTED		Lord Mayor Appeal	The donation was from a child as a thank you for arranging her visit to Charles Dickens Birthplace during the family's stay in Portsmouth, we had bee trying for many months to get a visit time organised. it would have been rude not to accept the donation.	Stephen Baily			
£5 - £25		Dawn Graham	Handbag with tag still on for £9.50	Gift	Cash / Voucher	Rejected	REDACTED			unable to accept as over £5.00	James Hill			
£5 - £25		Lisa Jackson	£15 Gift card	Gift	Cash / Voucher	Rejected	REDACTED	Relative of resident of St Clares Court where Lisa works as Scheme Manager		Cash or voucher cannot be accepted	James Hill			
£5 - £25		Emma Hobbs	£20 cash	Gift	Cash / Voucher	Rejected	REDACTED	Resident of Durban Homes where Emma works		Cash cannot be accepted	James Hill			
Over £25 (specify)	£30	Jessica Wearn	£30 cash	Gift	Cash / Voucher	Rejected	REDACTED	Resident of Bresler House where Jessica works		Cash cannot be accepted	James Hill			

£5 - £25		Louise Clarke	Offered £25.00 cash	Gift	Cash / Voucher	Rejected	REDACTED	none		Rejected as per Gift policy and donor educated	James Hill			
£5 - £25		Louise Clarke	£25 cash	Gift	Cash / Voucher	Rejected	REDACTED	Resident of Nicholson Gardens where Louise works		Cash cannot be accepted	James Hill			
£5 - £25		Julie Tomkins	£10 cheque	Gift	Cash / Voucher	Rejected	REDACTED	Resident of Wakefield Court where Julie works		A cheque cannot be accepted	James Hill			
£5 - £25		Emma Hobbs	£10 cash	Gift	Cash / Voucher	Rejected	REDACTED	Resident of Nicholson Gardens where Emma is the Scheme Manager		Cash cannot be accepted	James Hill			
£5 - £25		Emma Hobbs	£5 cash	Gift	Cash / Voucher	Rejected	REDACTED	Resident of Nicholson Gardens where Emma is the Scheme Manager		Cash cannot be accepted	James Hill			
Under £5		Emma Hobbs	£2 cash	Gift	Cash / Voucher	Rejected	REDACTED	Resident of Nicholson Gardens where Emma works		Cash cannot be accepted	James Hill			
Over £25 (specify)	£30	Sally Rawlings	£30 cash	Gift	Cash / Voucher	Rejected	REDACTED	Resident of St Clares Court where Sally works		Cash cannot be accepted	James Hill			
Over £25 (specify)	£30	Jeannette Succamore	£30 cash	Gift	Cash / Voucher	Rejected	REDACTED	Resident of St Clares Court where Jeanette works		Cash cannot be accepted	James Hill			
Over £25 (specify)	£30	Becky Collins	£30 cash	Gift	Cash / Voucher	Rejected	REDACTED	Resident of Arthur Dann Court where Becky has been working to support the team		Cash cannot be accepted	James Hill			
Under £5		Eileen Attridge	£2 lucky dip lottery ticket	Gift	Cash / Voucher	Rejected	REDACTED	Resident of Nicholson Gardens where Eileen works		Lottery ticket cannot be accepted as per the Gifts Policy	James Hill			

£5 - £25		Nicola Stockford	£10 cash	Gift	Cash / Voucher	Rejected	REDACTED	Resident of Nicholson Gardens where Nicola works		Cash cannot be accepted	James Hill			
£5 - £25		Emma Hobbs	£20 cash	Gift	Cash / Voucher	Rejected	REDACTED	Resident of Nicholson Gardens where Emma works		Cash cannot be accepted	James Hill			

**Appendix 5 - Donated**

Service Text	Date Received	Value Desc	Receiver	Description	Classification	Action	Donor Name	Donor Interests	Donated To	Donated To Other	Reason	Approver
Culture, Leisure & Regulatory Services	04/06/2021	£5 - £25	Sharon Watling	One box of Whittard Tea Bags and one box of Whittard Earl Grey All Butter Biscuits	Gift	Donated	REDACTED		Lord Mayor Appeal		The donation was from a child as a thank you for arranging her visit to Charles Dickens Birthplace during the family's stay in Portsmouth, we had been trying for many months to get a visit time organised. it would have been rude not to accept the donation.	Stephen Baily
Housing, Neighbourhood and Building Services	08/03/2021	Under £5	Kerry Fletcher	house plant and hamper basket including chocolates and bubble bath	Gift	Donated	REDACTED	than you for help and support with tenancy	Other	food and hygiene items donated to food bank	refusal would of caused offence -	James Hill
Regeneration	14/09/2021	Under £5	Alison Pinkney	Box of chocolates	Gift	Donated	REDACTED	Applicant (REDACTED) - Application for Certificate of Lawful Development for the existing use as a house in multiple occupancy (Class C4) - granted CLUD 11.06.2021	Lord Mayor Appeal		If the Lord Mayor Appeal would accept the chocolates I will happily donate them. If not perhaps they can be shared by staff manning the office?	Tristan Samuels
Regeneration	14/09/2021	Under £5	Alison Pinkney	Box of chocolates	Gift	Donated	REDACTED	Applicant (REDACTED) - Application for Certificate of Lawful Development for the existing use as a house in multiple occupancy (Class C4) - granted CLUD 11.06.2021	Lord Mayor Appeal		If the Lord Mayor Appeal would accept the chocolates I will happily donate them. If not perhaps they can be shared by staff manning the office?	Tristan Samuels
Adult Services	10/12/2020	Over £25 (specify)	Victoria Davies	Hamper filled with crisps, crackers, hot chocolate, coffee, tea, biscuits, selection box, yule log, chocolates and two bottles of wine.	Donated	Donated	Mark Bates	Mark Bates is one of the insurers that we recommend for our Direct Payment clients	Other	HIVE	We can't accept the hamper so we are giving away to charity and we have asked Mark Bates to not send any further hampers in future.	Chris Ward

Appendix 6 - Members

**CODE OF CONDUCT - MEMBERS' GIFTS & HOSPITALITY REGISTER**

Councillor	Gift(s) and/or Hospitality details			
	Name of Donor(s)	Address of Donor(s)	Nature of Gift/Hospitality	Date Received
Ian Holder	Portsmouth Film Society	BC&A, 161 Elm Grove, Southsea, Hampshire, PO5 1LU	Ticket for screening at Open Air Cinema to view new projector	26/06/2021
Gerald Vernon-Jackson	Victorious Music Festival	30 Leicester Square, London, WC2H 7LA	Two tickets for the VIP area totalling £160	27/08/2021
Claire Udy	Victorious Music Festival	30 Leicester Square, London, WC2H 7LA	Two tickets for the VIP area totalling £160	27/08/2021
Jason Fazackarley	Victorious Music Festival	30 Leicester Square, London, WC2H 7LA	Two tickets for the VIP area totalling £160	27/08/2021
Lewis Gosling	Victorious Music Festival	30 Leicester Square, London, WC2H 7LA	Two tickets for the VIP area totalling £160	27/08/2021
Daniel Wemyss	Victorious Music Festival	30 Leicester Square, London, WC2H 7LA	Two tickets for the VIP area totalling £160	27/08/2021
Rob Wood	Victorious Music Festival	30 Leicester Square, London, WC2H 7LA	Two tickets for the VIP area totalling £160	27/08/2021
Terry Norton	Victorious Music Festival	30 Leicester Square, London, WC2H 7LA	Two tickets for the VIP area totalling £160	27/08/2021
Gerald Vernon-Jackson	Winchester College	College Street, Winchester, SO23 9NA	Dinner - total value £70 (Comprising of 2 meals at £35 each)	07/10/2021