

PCC Corporate Services

| Date Received | Value Desc | Receiver | Description | Classification | Action | Donor Name | Donor Interests | Reason | Approver | Approved By Approver | Approver Decision Date | Approver Reason |
|---------------|------------|--------------|---|----------------|----------|------------|---|---|-----------------|----------------------|------------------------|-------------------|
| 11/09/2023 | Under £5 | Jane McGrath | 300g bag of Roses chocolates | Gift | Accepted | REDACTED | Pays £150 every week to his NRC bill (non residential care) at cashiers desk in the Civic Offices | REDACTED only uses sign language or written notes and he was insistent that we kept them and shared them. | Natasha Edmunds | Yes | 11/09/2023 | low value |
| 02/03/2023 | Under £5 | Jane McGrath | Packet of hob nob biscuits to apologise for previous behaviour at counter last year when bus pass was refused, tried to hand them back but insisted I took them and was getting upset by me not taking them. Once she had given the biscuits we then looked into renewing her bus pass and as she had the correct information this was renewed. | Gift | Accepted | REDACTED | | Customer insisted we took them and was visibly upset by me not taking them | Natasha Edmunds | Yes | 02/03/2023 | low value of gift |

PCC Housing, Neighbourhood and Building Services

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| 19/04/2023 | £5 - £25 | | Rachel Rodwell | £2.00 - Baby Hats £3.99 - Baby Muslins £3.99 - Baby Blanket Officer is pregnant and they provided this as a gift alongside a card. | Gift | Other | Accepted | REDACTED | Tenant and partner | TRUE | | | Refusal would come across as rude and could be distressing. Resident also dropped this off quickly whilst officer was in conversation and left before refusal could be made. | James Hill | Yes | 20/04/2023 | As per policy |
| 13/12/2022 | £5 - £25 | | Amanda Lodge | 1 tub of chocolates & 1 box of biscuits | Gift | Other | Accepted | REDACTED | Resident of Arthur Dann Court | TRUE | | | Valued at £7 - these gifts should have been rejected given the £5 limit - Scheme Manager advised | James Hill | Yes | 05/01/2023 | As per policy |
| 29/11/2022 | Under £5 | | Hannah Goward | 1 x tub of celebrations 650g. | Gift | Other | Accepted | REDACTED | | TRUE | | | REDACTED was very insistent that I accepted the chocolates as a thanks for all of mine and Jane Pooles help recently. I did refuse initially but accepted due at the insistence of my tenant. | James Hill | Yes | 29/11/2022 | as per policy |
| 13/12/2022 | £5 - £25 | | Valerie Williams | 2 tubs of chocolate & 1 box of biscuits | Gift | Other | Accepted | REDACTED | Resident of Arthur Dann Court | TRUE | | | Gifts valued at £10 - these should have been rejected given £5 limit - Scheme Manager advised | James Hill | Yes | 05/01/2023 | As per policy |
| 04/10/2022 | £5 - £25 | | Amanda Thomson | 2 x Tubs Chocolate | Gift | Cash / Voucher | Accepted | REDACTED | None | TRUE | | | Gift for support given and as a thank you. Will share with team if agreed. | James Hill | Yes | 05/10/2022 | As per policy |
| 24/07/2023 | Under £5 | | Lynda Thomas | 2nd hand book (brought from Charity Shop) Helen Rollason "Life's too short" 3x 30ml hand cream collection | Gift | Other | Accepted | REDACTED | | TRUE | | | Accepted from tenant | James Hill | Yes | 21/08/2023 | As per policy |
| 22/02/2023 | Under £5 | | Jackie Lee | A bunch of flowers | Gift | Other | Accepted | REDACTED | | TRUE | | | The flowers were a thank you for helping them | James Hill | Yes | 22/05/2023 | As per policy |
| 16/05/2023 | £5 - £25 | | Rebecca Nicolou | A small bunch of flower and a bottle of wine | Gift | Other | Accepted | REDACTED | | TRUE | | | Refusal would offend Tenant | James Hill | Yes | 22/05/2023 | As per policy |
| 30/11/2022 | £5 - £25 | | Vincent Aymer | Bottle of Baileys | Gift | | Accepted | REDACTED | | TRUE | | | Gratitude | James Hill | Yes | 19/12/2022 | As per policy |
| 24/05/2023 | £5 - £25 | | Kirsty Pottinger | Bouquet of flowers and a card | Gift | Cash / Voucher | Accepted | REDACTED | | TRUE | | | Didn't want to offend tenant by rejecting the gift | James Hill | Yes | 05/06/2023 | As per pollycy |
| 09/05/2023 | £5 - £25 | | Jane Poole | Box of 300g of Celebration Chocolates and bunch of tulips | Gift | Other | Accepted | REDACTED | PCC Tenant | TRUE | | | Refusal would cause offence | James Hill | Yes | 22/05/2023 | As per policy |
| 30/12/2022 | £5 - £25 | | Kellie Bryant | Box of chocolates | Gift | Other | Accepted | REDACTED | | TRUE | | | Did not want to offend REDATED and have shared amongst the PRS Team | James Hill | Yes | 13/02/2023 | Approved |
| 15/03/2023 | £5 - £25 | | Hannah Riley | Box of chocolates and card | Gift | Other | Accepted | REDACTED | | TRUE | | | Didn't want to offend tenant, he wanted to thank me for supporting him with his benefit application | James Hill | Yes | 22/05/2023 | As per policy |
| 17/05/2023 | Under £5 | | Suzanne Winter | Box of chocolates plus 2 Dairy Milk Chocolate Bars | Gift | Cash / Voucher | Accepted | REDACTED | | TRUE | | | Did not want to offend the resident, she insisted Suzi have them. | James Hill | Yes | 22/05/2023 | As per policy |
| 04/10/2022 | £5 - £25 | | Jane Poole | Box of Quality Street and Box of Roses Chocolates | Gift | Other | Accepted | Mr George Thornton | | FALSE | | | Would cause offence to decline | James Hill | Yes | 17/10/2022 | As per policy |
| 22/02/2023 | £5 - £25 | | Toslma Akhtar | Box of Thortons chocolates | Gift | Other | Accepted | REDACTED | Tenant | TRUE | | | Box of chocolates given to Toslma as a thank you. Accepted and shared amongst the staff in the office | James Hill | Yes | 22/05/2023 | As per policy |
| 31/01/2023 | £5 - £25 | | Rebecca Nicolou | Box of Thortons chocolates and a bottle of Prosecco | Gift | Other | Accepted | REDACTED | Tenant of PCC | TRUE | | | Did not want to offend tenant being stored in Landport Housing Office until a decision is made | James Hill | Yes | 31/01/2023 | approved |
| 15/06/2023 | Under £5 | | Nicola Ellson | bunch of flowers | Gift | Cash / Voucher | Accepted | REDACTED | | TRUE | | | flowers presented at appointment | James Hill | Yes | 16/06/2023 | As per policy |

PCC Housing, Neighbourhood and Building Services

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| 19/09/2023 | Under £5 | | Jane Herrington | bunch of flowers | Gift | Other | Accepted | REDACTED | PCC tenants | TRUE | | | They wanted to thank me for helping sort out their debts | James Hill | | | |
| 11/09/2023 | £5 - £25 | | Jodie Rook | Flowers and chocolates | Gift | Other | Accepted | REDACTED | Tenant | TRUE | | | Tenant brought gifts into the office for help and support given to them. Tried to decline but tenant insisted. Chocolates to be shared with office. | James Hill | Yes | 25/09/2023 | As per policy |
| 24/04/2023 | Under £5 | | Ruth Cheater | Flowers and chocolates | Gift | Other | Accepted | REDACTED | | TRUE | | | Tenant wanted to express gratitude for tenancy support provided. Did not want to offend by refusing. | James Hill | Yes | 22/05/2023 | As per policy |
| 30/11/2022 | £5 - £25 | | Karen Tugby | Gift bag including candle, chocolates, mug to thank Karen for money advice and help. Karen was not in the office when gift was brought in. | Gift | Other | Accepted | REDACTED | | TRUE | | | Resident was insistent on handing over gift for Karen. | James Hill | Yes | 19/12/2022 | As per policy |
| 03/08/2023 | Under £5 | | Joy Yates | Small artificial flower arrangement | Gift | Other | Accepted | REDACTED | Tenant | TRUE | | | it was purchased for me as she was very grateful | James Hill | Yes | 21/08/2023 | As per policy |
| 27/10/2022 | £5 - £25 | | Lynda Thomas | Small bouquet of flowers from Carousel Florist "Just to say a big thank you for all your help and care over the years. A great big thank you!" | Gift | Other | Accepted | REDACTED | | TRUE | | | Flowers were delivered via Florist Delivery: Carousel Florist | James Hill | Yes | 28/10/2022 | As per policy |
| 28/02/2023 | Under £5 | | Kirsty Pottinger | Small bunch of flowers | Gift | Cash / Voucher | Accepted | REDACTED | Late tenants NOK | TRUE | | | NOK were very grateful for my support | James Hill | Yes | 22/05/2023 | As per policy |
| 04/09/2023 | Under £5 | | Joy Yates | Small crystal approximately 1cm x 1cm | Gift | Other | Accepted | REDACTED | Tenant | TRUE | | | To prevent the tenant from being upset by the refusal. | James Hill | Yes | 25/09/2023 | As per policy |
| 14/02/2023 | Under £5 | | Rebecca Edmonds | Tamasine left me a card and a box of chocolates as she has appreciated my support towards her and her family | Gift | Other | Accepted | Tamasine Gordon | Tenant | FALSE | | | Tamasine had wanted to express her thanks to me, I have shared the gift of the chocolates in the office. | James Hill | Yes | 22/05/2023 | As per policy |
| 29/11/2022 | Under £5 | | Alana Dow | Tenant brought in a bottle of prosecco to apologise for being uncharacteristically rude and out of character to Alana when in housing office. | Gift | Other | Accepted | REDACTED | | TRUE | | | Alana advised it was not necessary but he insisted so did not want to offend him. | James Hill | Yes | 19/12/2022 | As per policy |
| 01/12/2022 | £5 - £25 | | Jackie McCafferty | Thorntons Continental Chocolates and a Bottle of Prosecco | Gift | Other | Accepted | REDACTED | | TRUE | | | Did not wish to offend client I had been supporting as he transitioned from the Rough Sleeping Pathway to his own tenancy. | James Hill | Yes | 19/12/2022 | As per policy |
| 23/11/2022 | £5 - £25 | | Jane Poole | Tin of Quality Street | Gift | Other | Accepted | REDACTED | | TRUE | | | Refusal would cause offence | James Hill | Yes | 28/11/2022 | As per policy |
| 16/12/2022 | £5 - £25 | | Amanda Lodge | tub & box of chocolates | Gift | Other | Accepted | REDACTED | Resident of Arthur Dann Court | TRUE | | | Valued at £7 - should have been rejected given £5 limit - Scheme Manager advised | James Hill | Yes | 05/01/2023 | As per policy |
| 08/11/2022 | £5 - £25 | | Kerry Weatherley | Tub of celebrations and small bouquet of flowers | Gift | | Accepted | REDACTED | | TRUE | | | Tub of sweets opened and shared with the office | James Hill | Yes | 28/11/2022 | As per policy |

PCC Housing, Neighbourhood and Building Services

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| 11/04/2023 | Under £5 | | Jackie Davis-Smith | Tub of chocolates | Gift | Other | Accepted | REDACTED | Was re-housed via Portsmouth Housing Register | TRUE | | | Would offend customer to refuse this gift. | James Hill | Yes | 11/04/2023 | as per policy |
| 11/04/2023 | Under £5 | | Jackie McCafferty | Tub of Quality Street | Gift | Other | Accepted | REDACTED | | TRUE | | | Did not wish to offend customer | James Hill | Yes | 11/04/2023 | As per policy |
| 11/04/2023 | Under £5 | | Nicola Ellson | Tub of Quality Street | Gift | Other | Accepted | REDACTED | Customer | TRUE | | | Did not wish to offend customer | James Hill | Yes | 11/04/2023 | As per policy |
| 06/09/2023 | Under £5 | | Jimmy Massey | Variety pack of chocolate | Gift | Other | Accepted | REDACTED | | TRUE | | | Left at the cash office with my name on it and under £5 in value, shared amongst team | James Hill | Yes | 25/09/2023 | As per policy |
| 26/10/2022 | £5 - £25 | | Ben Page | Bottle of Gin | Gift | Other | Donated | REDACTED | new tenant | TRUE | Lord Mayor Appeal | | A thank you for help and support provided. Refusal would have caused offence to the customer. To be donated to the Lord Mayors appeal. | James Hill | | | |
| 21/02/2023 | Over £25 (specify) | £30 | Katrin Stoetzel | Bunch of flowers - offered after Patricia's husband passed away as a thank you to staff | Gift | Other | Donated | REDACTED | Resident of Nicholson Gardens where Katrin works | TRUE | Other | Flowers placed in the communal lounge for the residents of Nicholson Gardens to enjoy | Too difficult to refuse the gift given the circumstances, so placed in the communal lounge | James Hill | | | |
| 22/05/2023 | Over £25 (specify) | £59 | Emily Peach | Necklace from H.Samuel | Gift | Other | Donated | REDACTED | | TRUE | Lord Mayor Appeal | | Gift value over accepted amount for my role at PCC | James Hill | | | |
| 05/06/2023 | £5 - £25 | | Carrie Harrison | Tenant gave Carrie a bottle of Smirnoff Vodka as a thank you. | Gift | Other | Donated | REDACTED | n/a | TRUE | Other | Carrie is donating it to the Leigh Park Housing Office Christmas raffle. | Tenant wouldn't accept it back | James Hill | | | |
| 16/02/2023 | £5 - £25 | | Jessica Wearn | £10 cash | Gift | Cash / Voucher | Rejected | REDACTED | Sheltered scheme resident where Jessica works as a Support Assistant | TRUE | | | Cash cannot be accepted | James Hill | | | |
| 23/12/2022 | £5 - £25 | | Lisa Jackson | £30 cash | Gift | Cash / Voucher | Rejected | REDACTED | Resident of St Clares Court | TRUE | | | Cash cannot be accepted | James Hill | | | |

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| 02/12/2022 | £5 - £25 | | Emily Peach | £5 cash | Gift | Cash / Voucher | Rejected | REDACTED | Resident of Arthur Dann Court | TRUE | | | Cash cannot be accepted | James Hill | | | |
| 17/12/2022 | £5 - £25 | | Mandie White | £5 cash | Gift | Cash / Voucher | Rejected | REDACTED | Resident of Arthur Dann Court | TRUE | | | Cash cannot be accepted | James Hill | | | |
| 17/12/2022 | £5 - £25 | | Sylvia Wearn | £5 cash | Gift | Cash / Voucher | Rejected | REDACTED | Resident of Arthur Dann Court | TRUE | | | Cash cannot be accepted | James Hill | | | |
| 15/12/2022 | £5 - £25 | | Valerie Williams | £5 cash | Gift | Cash / Voucher | Rejected | REDACTED | Resident of Arthur Dann Court | TRUE | | | Cash cannot be accepted | James Hill | | | |
| 15/12/2022 | £5 - £25 | | Tracy Murrinan | £5 cash | Gift | Cash / Voucher | Rejected | REDACTED | Resident of Arthur Dann Court | TRUE | | | Cash cannot be accepted | James Hill | | | |
| 14/12/2022 | £5 - £25 | | Amanda Lodge | £5 cash | Gift | Cash / Voucher | Rejected | REDACTED | Resident of Arthur Dann Court | TRUE | | | Cash cannot be accepted | James Hill | | | |
| 12/12/2022 | £5 - £25 | | Stevie Bateman | £5 cash | Gift | Cash / Voucher | Rejected | REDACTED | Resident of Arthur Dann Court | TRUE | | | Cash cannot be accepted | James Hill | | | |
| 21/11/2022 | £5 - £25 | | Emily Peach | £5 cash | Gift | Cash / Voucher | Rejected | REDACTED | Resident of Arthur Dann Court | TRUE | | | Cash cannot be accepted | James Hill | | | |
| 02/08/2023 | £5 - £25 | | Shirley Hobbs | £5 cash | Gift | Cash / Voucher | Rejected | REDACTED | Resident of Bresler House where Shirley Hobbs works | TRUE | | | Cash cannot be accepted | James Hill | | | |
| 22/02/2023 | Over £25 (specify) | Estimated £100 | Toslina Akhtar | Lancome La vie est belle L'eau de parfum estimated value £100 | Gift | Other | Rejected | REDACTED | Tenant | TRUE | | | Box of perfume was wrapped at the time and tenant advised Housing Officer that it isn't much in there. Toslima opened the gift in presence of line manager Alex Mingay and discovered the perfume. We requested the tenant to come back and they have collected the perfume. | James Hill | | | |
| 22/06/2023 | £5 - £25 | | Alison Rimmer | Large bag of dog chews | Gift | Other | Rejected | REDACTED | Resident of Hale Court where Alison works as a Support Assistant | TRUE | | | Valued at £15 - so above £5 limit for sheltered housing | James Hill | | | |

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| 19/06/2023 | £5 - £25 | | Emma Hobbs | Peace lilly | Gift | Other | Rejected | REDACTED | Resident of Nicholson Gardens where Emma Hobbs works as Scheme Manager | TRUE | | | £5.99 - so rejected as above £5 limit for sheltered housing. | James Hill | | | |
| 08/06/2023 | £5 - £25 | | Lisa Jackson | River Island purse containing £5.00 | Gift | Other | Rejected | REDACTED | Resident of St Clares Court where Lisa works as Scheme Manager | TRUE | | | Valued at £22 - so rejected as above £5 limit. | James Hill | | | |

PCC Children Families and Education

| Date Received | Value Desc | Receiver | Description | Classification | Action | Donor Name | Donor Interests | Hide Donor Details? | Reason | Approver | Approved By Approver | Approver Decision Date | Approver Reason | Director |
|---------------|------------|--------------|--|----------------|------------------------------|------------|--|---------------------|--|------------|----------------------|------------------------|---|----------------|
| 08/06/2023 | £5 - £25 | Claire Young | Bottle of wine | Gift | Accepted (Refused) | REDACTED | Foster carer | TRUE | No longer to be working with this client moving forward, my involvement has now ended and did not wish to offend her by refusing. Update: Gift returned. | Sarah Daly | No | 09/06/2023 | Whilst I appreciate the challenge of this situation we cannot accept. | Alison Jeffery |
| 06/02/2023 | £5 - £25 | Gemma Jones | Flowers and chocolates to say thank-you. | Gift | Accepted | REDACTED | I have finished working with the family and this was a thank-you gift. | TRUE | I have worked closely with the family and supported mum through some emotion times. This was her way of saying thank-you and good-bye. | Sarah Daly | Yes | 06/02/2023 | Low level value - already accepted. | Alison Jeffery |

PCC Culture Leisure and Regulatory Services

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| 08/02/2023 | £5 - £25 | Donna Cook | bottle of wine | Gift | Other | Accepted | REDACTED | Conservation Volunteers | TRUE | | Don't want to offend group | Stephen Baily | Yes | 15/02/2023 | Refusal would offend |
| 16/01/2023 | £5 - £25 | Claire Looney | Box of Japanese biscuits from Maizuru City Council | Gift | Other | Accepted | REDACTED | | TRUE | | Non acceptance of the box of biscuits would have caused significant offence to a representative of our Japanese twin city. The biscuits were shared with staff in Cultural, Leisure & Regulatory Services | Stephen Baily | Yes | 15/02/2023 | Refusal would offend |
| 07/12/2022 | £5 - £25 | Clare Liddell | Two Christmas tea towels given as thanks for leading reading group | Gift | Other | Accepted | REDACTED | Not known | TRUE | | Rejection would cause offence. | Stephen Baily | Yes | 15/02/2023 | Reusal would offend |
| 04/11/2022 | £5 - £25 | Catherine Burland | I said I'd take some old cinema posters from the Uni Recruitment Fayre back to the library to distribute/use for arts and crafts/displays-then 2 complimentary vouchers for the cinema arrived on my desk | Gift | Cash / Voucher | Accepted | REDACTED | Not sure what this means | TRUE | | (I'm not sure what they're worth in monetary value) They've arrived on my desk without me being here and I asked management for advice :) | Stephen Baily | Yes | 30/01/2023 | Refusal would offend |
| 04/10/2022 | £5 - £25 | Ross Fairbrother | Hat and Jute bag bag from Wild Atlantic Way. | Gift | Other | Accepted | REDACTED | Donor was visiting museum to understand redevelopment project to inform similar projects in Ireland. | TRUE | | Accepted as not to offend. Gift was offered as a thank you for our time and host in showing museum and talking about project and operation of museum. | Stephen Baily | Yes | 15/02/2023 | Refusal would offend |
| 02/02/2023 | £5 - £25 | Jo Baker | A bottle of wine, as a thank you gift | Gift | Other | Donated | REDACTED | REDACTED organises events to which he invites the Lord Mayor. | TRUE | Lord Mayor Appeal | Donated to the Lord Mayor's Appeal as a raffle prize. Working for the Lord Mayor means I am aware that the appeal is always in need of such items for raffles and helps raise money for worthy causes. | Stephen Baily | | | |

PCC Executive

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| 16/08/2023 | £25 - £40 | | David Williams | Invitation to a celebration dinner to mark the start of the Clipper 2023-24 Round the World Yacht Race, and to view the departure ceremony | Hospitality | Rejected | Clipper Ventures plc | Organisers of the Clipper 2023-24 Round the World Yacht Race | Networking event - invited as a representative of the City Council. | Chris Ward | | | |
| 15/08/2023 | Over £40 (specify) | Approximately £140, including 3 adult tickets @ £36 | David Williams | Three tickets to the Portsmouth v Exeter City match (15 August 2023) and three pre-match suppers | Hospitality | Accepted | Portsmouth Football Club | The city's football club, works in partnership with the City Council | A gesture of thanks from the Football Club on David Williams' retirement as Chief Executive of the City Council, in recognition of his support and advice given to the club over the past 16 years. | Chris Ward | Yes | 17/08/2023 | Relatively low value. To refuse may offend and damage future relationships. The Chief Executive is retiring and therefore the gift can not be considered as any form of influence over future dealings with the Council. |
| 02/08/2023 | Over £40 (specify) | £80 for standard day ticket | David Williams | Invitation to see behind the scenes at the Festival build site or event day; invitation to attend a day at the Festival | Hospitality | Rejected | Victorious Events | Organisers of the annual Victorious Festival | Invited as a prominent member of Portsmouth's business community | Chris Ward | | | |
| 14/06/2023 | £5 - £25 | | David Williams | Invitation to the launch of the Spinnaker Tower's Sky Bar | Hospitality | Rejected | Continuum Heritage Projects - Spinnaker Tower | Operators of the Spinnaker Tower | Networking event and launch of a new local attraction. Invited as a representative of the City Council. | Chris Ward | | | |
| 30/03/2023 | £5 - £25 | | David Williams | Invitation to the launch of the Dive the Mary Rose 4D exhibition, including refreshments. | Hospitality | Rejected | Mary Rose Museum | Visitor attraction in the city. | Invited as a representative of the City Council. Unable to attend. | Chris Ward | | | |
| 15/03/2023 | £5 - £25 | | Kelly Nash | Lunch as part of a wider group | Hospitality | Accepted | Louise Wilders | Portsmouth Creates | Prepaid as part of a wider group | Paddy May | Yes | 15/03/2023 | Was part of a wider group discussing work issues and paid in one transaction |

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| 14/02/2023 | £25 - £40 | | David Williams | Invitation to a working dinner with Historic England's Historic Places Panel. | Hospitality | Rejected | Historic England | | Working and networking event - unable to attend. | Chris Ward | | | |

PCC Finance and Resources

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| 21/09/2023 | Under £5 | | Gerry Keely | Small box of M & S chocolate brazil nuts | Gift | Cash / Voucher | Accepted | REDACTED | Mother of a client | She wanted to thank me for assisting with her sons move to a care home. | Andy Biddle | Yes | 21/09/2023 | Small gift, would have been inappropriate to refuse, shared with colleagues . |
| 21/09/2023 | Under £5 | | Shona Peacock | Small gift bag containing following boxes of chocolates, 1x after eights, 1x quality street and 1x small celebrations and a thank you card. | Gift | Other | Accepted | REDACTED | DHP for removals paid. | it was a small gesture of thanks. | Chris Ward | Yes | 21/09/2023 | Approved - decline could have caused offence |
| 20/04/2023 | Over £40 (specify) | AM break £22.00, lunch £50.17, PM break £22.00 GBP, reception £30.00, for a total of £124.17 | Kieron Edmunds | Refreshments and Lunch during the day as part of my general attendance at Oracle Cloud World at London ExCel on 19-Apr-2023. Oracle event showcasing technical solutions, product development and trade stands for a variety of Oracle partner organisations. | Hospitality | | Accepted | Oracle Corporation | Software / Cloud Systems Provider (to PCC) | To remain aware of the direction of travel for Cloud products, networking and attendance at a variety of sessions throughout the day including a specific Public Sector stream. | Chris Ward | Yes | 24/04/2023 | Attendance is relevant to the role and the hospitality offered is proportionate so it is appropriate to attend |
| 25/01/2023 | £5 - £25 | | Jude Taylor | Aftershave | Gift | Other | Accepted | REDACTED | Ratepayer within Portsmouth | Visited office to discuss non domestic rates, gave as gift for resolving situation. | Chris Ward | Yes | 29/01/2023 | Low value. To refuse would offend |
| 11/01/2023 | £5 - £25 | | Gerry Keely | Box of Dairy Milk Chocolates | Gift | Cash / Voucher | Accepted | REDACTED | None | My Client REDACTED was very grateful for all my help and support over the past 18 months. We are just about to relinquish our Deputyship my mutual agreement. | Andy Biddle | Yes | 11/01/2023 | as per previous |
| 10/01/2023 | Under £5 | | Gerry Keely | Small box of chocolate truffles | Gift | Cash / Voucher | Accepted | REDACTED | None | REDACTED wanted to say thank you for the service given to REDACTED, I told her not to bother but she bought small gift none the less. | Andy Biddle | Yes | 10/01/2023 | Shared with the team, refusal would have caused offence |
| 09/12/2022 | Under £5 | | Sarah Kirby | Tub of celebrations | Gift | Other | Accepted | REDACTED | Claiming HB | Accepted and opened for the whole team | Stephen Baily | Yes | 09/03/2023 | Refusal would offend |

PCC Regeneration

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| 28/02/2023 | £5 - £25 | | Greg Crowe | Jasmine Tea Longhao. Chinese Tea Leaves. | Gift | Other | Accepted | REDACTED | Donor applied for parking permits at Ferry Road which he received. This is standard procedure. However REDACTED insisted on sending a gift for helping him. | | I sent a email to REDACTED saying no need to send a gift. However he sent the gift in the post using my address on my email signature. | Chris Wotton | Yes | 12/03/2023 | Shared by team |
| 19/12/2022 | Over £25 (specify) | circa £60 | Vernon Nash | Four bottles of wine | Gift | Cash / Voucher | Donated | REDACTED | Construction firm | Lord Mayor Appeal | One bottle of wine accepted at nominal value £5-£25 Three bottles of wine donated | Tom Southall | | | |
| 25/09/2023 | Over £40 (specify) | £100 | Jane Lamer | 2 evening meals 3 light buffet lunches | Hospitality | | Accepted | REDACTED | Economic development partnerships | | As part of the sister city arrangements visit 24th to 28th September. Budget covered our travel and hotel rooms but we were guests for dinners x 2 and for lunch arrangements each day (Monday - Wednesday) | Ian Maguire | Yes | 10/10/2023 | Necessary networking for the role |
| 13/09/2023 | Over £40 (specify) | £487 | Paul Walker | Invitation to attend the National Transport Awards on 5th October in London where Stagecoach South has been nominated for Bus Operator of the Year by Transport Focus. The value includes entry and a meal and overnight accommodation | Hospitality | | Accepted | Marc Reddy - Managing Director of Stagecoach South | Bus Operator | | Portsmouth City Council have been working closely through an adopted legal Enhanced Partnership with both Portsmouth bus operators and delivering bus service improvements for the city through central government funding. This is an important opportunity to showcase the city with funders and peers. The other Portsmouth commercial bus operator, First Bus, have not been nominated for this award by Passenger Focus. | Martin Lavers | Yes | 13/09/2023 | For the reasons given above and the opportunity they provide for significant future funding opportunities that will benefit Portsmouth |

PCC Regeneration

| Date Received | 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 |
|---------------|--------------------|--|------------------|--|----------------|--------------------|----------|--|--|------------|---|------------------|----------------------|------------------------|---|
| 20/08/2023 | Over £40 (specify) | Award ceremony entry, meal and accommodation - £487.00 | Felicity Tidbury | Invitation to attend the National Transport Awards on 5th October in London where Stagecoach South has been nominated for Bus Operator of the Year by Transport Focus. The value includes a meal and overnight accommodation. | Hospitality | | Accepted | Marc Reddy - Managing Director of Stagecoach South | Bus Operator | | Portsmouth City Council have been working closely through an adopted legal Enhanced Partnership with both Portsmouth bus operators and delivering bus service improvements for the city through central government funding. This is an important opportunity to showcase the city with funders and peers. The other Portsmouth commercial bus operator, First Bus, have not been nominated for this award by Passenger Focus. | Kerri Farnsworth | Yes | 13/09/2023 | Approved for the reasons given above which in themselves may lead to opportunities for future multimillion pound funding. |
| 01/08/2023 | Over £40 (specify) | £414.00 | Peter Shelley | Invitation to the Route One Awards for the bus industry in Birmingham on 8 November, where Stagecoach South's Engineering Director has been nominated for an award. The gift includes the award dinner and accommodation. I will meet my own travel costs. | Hospitality | | Accepted | REDACTED | Portsmouth City Council has established an Enhanced Partnership with the two operators in the city, Stagecoach South and First South to improve bus services for residents. Working effectively together has brought significant Government funding to the city, | | Accepted after agreement with the Director. Seen as an opportunity to strengthen our relationship with local bus operators and showcase the city. An invitation to attend the awards was accepted in 2022 from First South so both operators are being treated the same. | Kerri Farnsworth | Yes | 18/09/2023 | I have spoken to the Director of Transport and agreed this is appropriate as the award nomination relates to services delivered in Portsmouth and is part of an essential working relationship with local bus operators |
| 18/10/2022 | Over £40 (specify) | £478.52 | Peter Shelley | Invitation to attend the Route One Awards in Birmingham on 2 November where Marc is a finalist for Bus Manager of the Year. Portsmouth City Council provided a letter of support for his nomination. The value comprises a meal and overnight accommodation. I would meet my own travel costs. | Hospitality | | Accepted | REDACTED | First provide bus services, mainly commercially without subsidy, as one of two bus operators in Portsmouth but also operate local bus contracts through a competitive tendering process. | | REDACTED is no longer at First Hampshire, Dorset and Berkshire, but worked effectively in partnership with the City Council on recent bids for Government funding and delivering local bus services. | Tristan Samuels | Yes | 18/10/2022 | important opportunity to showcase the city with funders and peers |

PCC Regeneration

| Date Received | 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 |
|---------------|--------------------|-----------------|-----------------|---|----------------|--------------------|----------|------------|-----------------------------------|------------|--|------------------|----------------------|------------------------|--|
| 10/10/2022 | Over £40 (specify) | £70 | Tristan Samuels | Matchday Hospitality at Fratton Park (29/10/22) | Hospitality | | Accepted | REDACTED | owner of Portsmouth Football club | | Key networking event with the owners and local stakeholders, who are attending for the first-time post pandemic | David Williams | Yes | 10/10/2022 | Approved as within policy - important networking opportunity with the owners and management. |
| 15/11/2022 | £25 - £40 | | Adrian Legg | Christmas lunch | Hospitality | | Rejected | REDACTED | Project Management/Consultancy | | REDACTED are being considered for the employer's agent role at Cabbagefield Row and this could count against that award. | Kerri Farnsworth | | | |

PCC Portsmouth International Port

| Date Received | Value Desc | Specified Value | Receiver | Description | Classification | Action | Donor Name | Donor Interests | Reason | Approver |
|---------------|--------------------|-------------------|-------------------|---|----------------|----------|-----------------|--|---|--------------|
| 20/12/2022 | £5 - £25 | | Rachel McMinn | Small basket of food items, jam, biscuits, chocolate bar and shortbread. | Gift | Accepted | REDACTED | Audio branding | Accepted and agreed by Mike Sellers due to low value of items. Shared amongst the Port Communications Team. The paperwork for this is saved in port folder N:\Adminis\GiftsandHospitality\2022 due to not being able to upload this on the system, due to Outlook issues - PCC IT are aware. | Mike Sellers |
| 05/09/2023 | Over £40 (specify) | £70 approximately | Ben McInnes | VIP guest to 2023 Formula Kite European Championships, Visit to Beach Club and board Seafin motor yacht to sail to the race area. Lunch and drinks will be served all afternoon | Hospitality | Accepted | REDACTED | Royal Yachting Association | Mike Sellers has authorised Ben to attend as his role in Harbour Master. The email can be seen in Filestream under Ben's folder. This is because it cannot be uploaded here, PCC IT and Port IT aware. | Mike Sellers |
| 03/09/2023 | £25 - £40 | | Ben McInnes | Front row seat at start of the departure ceremony and race start, lunch reception and light afternoon tea included. Invitation was extended to Mike Sellers but he was unable to attend so passed to Ben McInnes. | Hospitality | Accepted | REDACTED | Sponsoring event and hospitality - Clipper Round the World Event 2023/24 | Ben attended on behalf of the Port Director. This hospitality email trail will be saved on Filestream at the port, as cannot be uploaded on this site due to port IT issues, PCC aware. | Mike Sellers |
| 31/05/2023 | £25 - £40 | | Andrew Williamson | Networking event and future business opportunities | Hospitality | Accepted | Clement Mousset | Future cruise customer | Business potential for the Port. Cannot upload the form due to technical issues that cannot be resolved by PCC IT. It is saved in N Drive/G&H/2023 | Mike Sellers |
| 17/01/2023 | £25 - £40 | | Ian Palacio | Invite to Mike Sellers to attend the Southampton Master Mariners Club Sea Pie Supper, black tie event. Mike was unable to attend so extended this to Ian Palacio. | Hospitality | Accepted | REDACTED | Stakeholder of Portico Shipping Company | Shipping, towage facilities. Due to not being able to save attachments due to PCC/IT issues, the email trail for this is saved in Adminis folder N:\Adminis\Giftsandhospitality\2023 | Mike Sellers |

PCC Portsmouth International Port

| Date Received | Value Desc | Specified Value | Receiver | Description | Classification | Action | Donor Name | Donor Interests | Reason | Approver |
|---------------|------------|-----------------|---------------|--|----------------|----------|------------|---|--|----------------|
| 24/11/2022 | £25 - £40 | | Joseph Jordan | Site visit to review security procedures including watching a sporting event at the end of the visit. | Hospitality | Accepted | REDACTED | | Port use Carlisle, Ian Diaper approved this as Joe's line manager. This has been entered late due to issue with IT trying to sort access to Alison Broomfield to enter. Cannot attach the original signed form so this has been saved in N:Old Drive/Adminis/G&H/2022 at the Port | Mike Sellers |
| 17/01/2023 | £25 - £40 | | Mike Sellers | Shipping, towage facilities. Due to not being able to save attachments due to PCC/IT issues, the email trail for this is saved in Adminis folder N:Adminis\Giftsandhospitality\2023 | Hospitality | Rejected | REDACTED | Stakeholder, provides pilot boats for Portico | Mike Sellers was unable to attend so has referred this to Ian Palacio, Business Development Manager to attend on his behalf. | David Williams |

PCC Adult Services

| Date Received | Value Desc | Specified Value | Receiver | Description | Classification | Sub Classification | Action | Donor Name | Donor Interests | Hide Donor Details? | Donated To | Donated To Other | Reason | Approver | Approved By Approver | Approver Decision Date | Approver Reason |
|---------------|------------|-----------------|------------------|---|----------------|--------------------|----------|---------------|------------------------------|---------------------|------------|------------------|--|-------------|----------------------|------------------------|--|
| 21/09/2023 | Under £5 | | Helen Bence | Bottle of white wine | Gift | Other | Accepted | REDACTED | Client | TRUE | | | Client gave OT gift, when OT was leaving client's property, to express her thanks for all the work that has been completed with her over the last 10 months. | Andy Biddle | | | |
| 30/06/2023 | Under £5 | | Mark Chamberlain | Heroes chocolate. | Gift | Other | Accepted | REDACTED | | TRUE | | | Gift to team under £5. | Andy Biddle | Yes | 05/07/2023 | Shared with team, avoiding offence |
| 15/06/2023 | Under £5 | | Jack Holt | Prayer beads | Gift | Cash / Voucher | Accepted | REDACTED | ASC Client | TRUE | | | Gift accepted at insistence of client to thank me for the work we had completed together. | Andy Biddle | Yes | 15/06/2023 | Agreed, small value and resident wanted to make the gift |
| 18/05/2023 | £5 - £25 | | Christine Bates | Cake- shared by 4 of us on the visit. A bunch of flowers | Gift | Cash / Voucher | Accepted | Jessica Cooke | | FALSE | | | Cake and flowers offered by a client on my leaving ASC after being her Social Worker for aprox 14 years. It would have been disrespectful to refuse. Team Manager advised to update this list. | Andy Biddle | Yes | 19/05/2023 | Extraordinary set of circumstances |
| 15/05/2023 | Under £5 | | Zuzana Okonkwo | 1 pear | Gift | Other | Accepted | REDACTED | | TRUE | | | REDACTED was very persistent and if I did not accept the pear, he would be offended and upset. | Andy Biddle | Yes | 16/05/2023 | For reasons above. |
| 15/05/2023 | Under £5 | | Zuzana Okonkwo | 1 pear | Gift | Other | Accepted | REDACTED | | TRUE | | | REDACTED was very persistent and if I did not accept the pear, he would be offended and upset. | Andy Biddle | Yes | 24/09/2023 | As above, avoiding offence |
| 27/04/2023 | Under £5 | | Emma Davies | Photo frame | Gift | Other | Accepted | REDACTED | | TRUE | | | Client wanted to express gratitude, following my support, referrals to external services + completion of major adaptations. I did not want to cause offence by declining. | Andy Biddle | Yes | 27/04/2023 | Accepted so as not to cause offence |
| 31/03/2023 | Under £5 | | Katie Trubridge | A thank you card and a small pot rose. | Gift | Other | Accepted | REDACTED | Occupational Therapy clients | TRUE | | | Mr and Mrs REDACTED wanted to thank OT for the support and input they have received. | Andy Biddle | Yes | 02/04/2023 | No personal benefit for the member of staff concerned, a living gift would be difficult to donate to LM charity. |

PCC Adult Services

| Date Received | Value Desc | Specified Value | Receiver | Description | Classification | Sub Classification | Action | Donor Name | Donor Interests | Hide Donor Details? | Donated To | Donated To Other | Reason | Approver | Approved By Approver | Approver Decision Date | Approver Reason |
|---------------|------------|-----------------|------------------|---|----------------|--------------------|----------|------------|--|---------------------|------------|------------------|--|-------------|----------------------|------------------------|------------------------------|
| 21/03/2023 | £5 - £25 | | Helen Bence | Am embroidered tablecloth and plate mat | Gift | Other | Accepted | REDACTED | Donor was a client under OT services | TRUE | | | Client presented gift to OT at the end of the last OT visit. The gift was wrapped and OT was informed that client had brought it back with her from a recent visit home to Iran as thanks for all the work OT had completed for client and her husband. OT thanked client and her husband and brought the gift into the office. Informed supervisor. | Andy Biddle | Yes | 06/04/2023 | Approved to mitigate offence |
| 21/03/2023 | £5 - £25 | | Helen Bence | Am embroidered tablecloth and plate mat | Gift | Other | Accepted | REDACTED | Donor was a client under OT services | TRUE | | | Client presented gift to OT at the end of the last OT visit. The gift was wrapped and OT was informed that client had brought it back with her from a recent visit home to Iran as thanks for all the work OT had completed for client and her husband. OT thanked client and her husband and brought the gift into the office. Informed supervisor. | Andy Biddle | Yes | 24/09/2023 | approved |
| 17/01/2023 | £5 - £25 | | Zuzana Okonkwo | Box of chocolates | Gift | Other | Accepted | REDACTED | REDACTED told me she got a small gift for me as a 'thank you' for the service given to her. I told her not to bother but she already bought it | TRUE | | | Shared with the team, refusal would have caused offence | Andy Biddle | Yes | 18/01/2023 | As above |
| 13/01/2023 | Under £5 | | Jordan Pullinger | Small bunch of flowers for team. | Gift | Other | Accepted | REDACTED | | TRUE | | | Attempted refusal, client became upset and advised they would end up in the bin if I didnt take them. | Andy Biddle | Yes | 13/01/2023 | As per the reason for action |

PCC Adult Services

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|---------------|------------|-----------------|--------------------|---|----------------|--------------------|----------|------------|---|---------------------|-------------------|-------------------------|--|-------------|----------------------|------------------------|--|
| 28/12/2022 | Under £5 | | Valentina Capitano | Aroma diffuser (1.75 £) | Gift | Other | Accepted | REDACTED | | TRUE | | | I explained that I could not accept gifts from clients. She said she understood it. However she said she would like I kept it, as it was only a little present to thank me for supporting her. | Andy Biddle | Yes | 22/01/2023 | As above, would cause offence if rejected |
| 10/03/2023 | £5 - £25 | | Jessica Tutt | Bush Rose Large Easter Egg Sketch Books | Gift | | Donated | REDACTED | client wanted to shower appreciation for support given, they are aware that items will be donated on. | TRUE | Other | Royal Albert Day Centre | items would be used by Royal Albert Day Centre before expiration. | Andy Biddle | | | |
| 14/02/2023 | £5 - £25 | | Alison McLean | REDACTED gave me 10 pounds as a gift in the middle of a coffee shop to say thank you. He became upset and angry when I refused and told me to give it to charity if it made me feel better. | Gift | Cash / Voucher | Donated | REDACTED | Husband of client open to adult services | TRUE | Other | Banado's Charity | To have refused would have caused an incident in a public place which would have escalated if I hadn't taken the money | Andy Biddle | | | |
| 12/12/2022 | £5 - £25 | | Emma Ralston | Food & Drink Gift Hamper - inclusive of biscuits, coffee, tea, wine, fudge, chocolate, breadsticks and crisps. | Gift | Other | Donated | REDACTED | Domiciliary care agency to ASC clients. | TRUE | Lord Mayor Appeal | | Donation exceeds gift policy for ASC, donated to the Lord Mayor's charity as it benefits local residents. | Andy Biddle | | | |
| 30/08/2023 | Under £5 | | Jessica Tutt | we met in a cafe, client purchased me a drink before I arrived. | Hospitality | | Accepted | REDACTED | Nil | TRUE | | | not to cause offence. | Andy Biddle | Yes | 31/08/2023 | not something that could or should have been refused |

CODE OF CONDUCT - MEMBERS' GIFTS & HOSPITALITY REGISTER

Portsmouth City Council

| Councillor | Estimated Value | Gift(s) and/or Hospitality details | | | |
|------------|-----------------|------------------------------------|---------------------|----------------------------|---------------|
| | | Name of Donor(s) | Address of Donor(s) | Nature of Gift/Hospitality | Date Received |
| Steve Pitt | Unknown (<£50) | Delegation from Zhuhia, China | Zhuhai, China | Ladies square silk scarf | 23/08/23 |
| | | | | | |