

York and North Yorkshire LEP

LEP Officer Register of Gifts and Hospitality

For guidance in relation to the registration and acceptance or refusal of gifts or hospitality see the Gifts and Hospitality policy on the website [here](#).

SECTION A: (to be completed by the Officer registering the gift or hospitality)

Date	
Name of Employee	
Job Title	
Nature of gifts and/or hospitality being registered	
Approximate value of gifts and/or hospitality being registered	
Name of person/organisation offering gifts and/or hospitality	
Signature of Employee	

SECTION B: (to be completed by the Line Manager of the employee by whom the gift or hospitality is being registered)

Name of Manager	
Job Title	
Acceptance of gift and/or hospitality approved (Yes/No)	
Reason for agreeing in the event of acceptance	
Any additional comments	
Signature of Manager	

Please email the completed form back to norma.hood@ynylep.com

This form should be forwarded to the Head of Assurance for retention and copied to the Accountable Body's Monitoring Officer (Assistant Chief Executive Legal and Democratic Services) at North Yorkshire County Council for retention in the Council's Central Employee Register of Gifts and Hospitality.