

Date: 12 December 2017

Item: Register of Gifts and Hospitality for Members and Senior Staff

This paper will be considered in public.

1 Summary

- 1.1 This paper sets out details of the gifts and hospitality declared by the Board and senior staff. This report covers the period 1 September to 30 November 2017. Details of the gifts and hospitality accepted by Members and the most senior staff are already routinely published on our website.

2 Recommendation

- 2.1 **The Committee is asked to note the paper.**

3 Background

- 3.1 TfL's policy on gifts and hospitality applies to TfL Board Members, all staff who work for TfL and staff contracted to work for TfL through a third party. It covers both gifts and hospitality offered directly or offered through a spouse or partner.
- 3.2 The policy starts from the premise that any gifts or hospitality offered should usually be declined. No offer should be accepted where there is a possibility, or a perception, of being influenced by it. The guidance provides advice on the few circumstances where acceptance might be appropriate but, as a guiding principle, Members and staff are advised to err on the side of caution and refuse any offer where there may be any doubt as to its integrity or lavishness.
- 3.3 The Board Members and staff are required to register with the General Counsel any gift or hospitality received in connection with their official duties that has a value of £25 or over, and also the source of the gift or hospitality. For staff, declarations are made at the end of every month. As the offering and acceptance of gifts or hospitality by Members is uncommon, they are asked to confirm any declarations at the end of every quarter. Offers accepted by Members and the most senior staff are then reviewed and published on tfl.gov.uk on a quarterly basis.
- 3.4 Gifts and hospitality declarations from Members, the Commissioner and Managing Directors, the General Counsel and the Chief Finance Officer have been published on tfl.gov.uk since 2012.

- 3.5 As part of the revised GLA Group Framework Agreement, considered by the Board on 22 September 2016, we committed to also provide a regular report to the Audit and Assurance Committee on the gifts and hospitality accepted. For these reports, the staff covered has been extended to all staff that appear on the top level organisation chart published on <https://tfl.gov.uk/corporate/about-tfl/how-we-work/corporate-governance/chief-officers>.

4 Update to the Gifts and Hospitality Policy and Guidance

- 4.1 During the current reporting period, the TfL Executive Committee approved revisions to the Gifts and Hospitality policy and guidance.
- 4.2 The key revisions made to the policy and guidance were to:
- (a) make it clear that the Policy covers all staff who work for TfL, including members of advisory groups;
 - (b) require acceptance of all offers over £25 to have prior approval by a line manager and to be recorded in the Gifts and Hospitality Register along with an explanation as to why acceptance was appropriate; and
 - (c) provide guidance relating to intercompany hospitality, whistleblowing and the disposal of gifts to registered charities.
- 4.3 A new Register was also introduced, which makes the process of recording entries easier and aligns with the revised Policy, specifically the requirement to have line manager approval for all offers accepted. The new Register also has a mandatory field to record the reason for acceptance of hospitality or gifts.

5 Reporting Period and Issues for Consideration

- 5.1 Appendix 1 sets out gifts and hospitality declared by senior staff over the three month period from 1 September to 30 November 2017 (the latest reporting period). There were no declarations by Members during this period.
- 5.2 A total of 250 declarations were made by senior staff in relation to gifts and hospitality received at a value of £25 or over within the period covered by the report (three months). A total of 177 offers were declined and 73 were accepted, which compares to 271 declarations with 192 declined and 79 offers accepted in the previous three month (June to August 2017) reporting period.

- 5.3 The table below provides a summary of the number of offers accepted and declined by senior staff who received more than ten offers during the period.

Name	Role	Offers	Accepted	Declined
Mike Brown MVO	Commissioner	39	10	29
Michele Dix	Managing Director Crossrail 2	41	16	25
Graeme Craig	Director of Commercial Development	39	9	30
Stephen Field	Director of Pensions and Reward	54	3	51
Lester Hampson	Property Development Director	14	4	10
Michael Hurwitz	Director of Transport Innovation	25	6	19

List of appendices to this report:

Appendix 1: Gifts and Hospitality Register, Members and Senior Staff 1 September to 30 November 2017.

List of Background Papers:

Corporate Gifts and Hospitality Register.

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**Gifts and Hospitality - TfL Board Members and Senior Officers
1 September - 30 November 2017**

Appendix 1

Name of Officer	Offer Status	Donor/Provider of Gift/Hospitality	Detail of Gift/Hospitality	Reason for Accepting Gift / Hospitality	Date of Event/Hospitality
Adams Simon	Accepted	Ashurst	Transport Museum fund raising dinner.	Fund raising event.	18/10/2017
Adams Simon	Accepted	Major Projects Association	Major Projects Association annual dinner.	Networking event	27/11/2017
Adams Simon	Accepted	Burges Salmon	Evening reception at the national gallery.	Networking event	24/10/2017
Adams Simon	Accepted	Turner and Townsend	Annual dinner of the Infrastructure Risk Group	Chair of IRG.	20/11/2017
Brand Justin	Accepted	Stephen Barney	Dinner & Auction - London Transport Museum	Networking event	18/10/2017
Brown Matt	Accepted	Siemens	Matt Brown, Director of News, attendance at the PRCA Awards dinner	Networking event	25/10/2017
Brown Mike	Accepted	National Skills Academy for Rail	National Skills Academy for Rail (NSAR) Board dinner Neil Robertson, CEO NSAR	Networking Event - Commissioner is Chair of the Board	12/09/2017
Brown Mike	Accepted	London First	London First Infrastructure Summit Dinner Beena Chester, London First Events Director	Networking event	13/09/2017
Brown Mike	Accepted	Socia	Alex Cameron, Partner Socia - dinner	Networking event	19/09/2017
Brown Mike	Accepted	Australian British Chamber of Commerce	Australian British Chamber of Commerce Dinner	Networking event	26/09/2017
Brown Mike	Accepted	International Union of Railway Medical Services	International Union of Railway Medical Services (UIMC) World Congress Gala Dinner	Commissioner delivered after dinner speech	28/09/2017
Brown Mike	Accepted	Bob Thorogood, London Transport Old Comrades Association	London Transport Old Comrades Association Remembrance Dinner	Represent TfL at the annual remembrance dinner	10/11/2017
Brown Mike	Accepted	Vernon Hill II, Chairman Metro Bank	Lunch	Introductory meeting	20/10/2017
Brown Mike	Accepted	Cindy Yendell, Unspun	Dinner with Unspun and Paul Crowther of BTP	Business discussion	13/11/2017
Brown Mike	Accepted	Simon Linnett, Vice President, Rothschild	Rothschild Annual Client Dinner	Represent TfL	16/11/2017
Brown Mike	Accepted	Worshipful Company of Paviers, Miles Ashley, Master	Worshipful Company of Paviers Dinner. Mike guest speaker	Invitation to attend as guest speaker re infrastructure projects	30/11/2017
Craig Graeme	Accepted	National AIDS Trust	Reception	Networking event	11/09/2017
Craig Graeme	Accepted	Mischon	Reception	Networking event	13/09/2017
Craig Graeme	Accepted	J C Decaux	Lunch	Networking event	14/09/2017

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Craig Graeme	Accepted	J C Decaux	Breakfast Meeting	Networking event	04/10/2017
Craig Graeme	Accepted	BAI Communications	Dinner	Networking event	18/10/2017
Craig Graeme	Accepted	SAVE	Invitation to Speak	Networking event	25/10/2017
Craig Graeme	Accepted	City & Westminster Property Association	Lunch	Networking event	16/11/2017
Craig Graeme	Accepted	Savills Planning & Development	Reception	Networking event	16/11/2017
Craig Graeme	Accepted	The McAlpine Family	Reception	Networking event	28/11/2017
Daniels Leon	Accepted	The Worshipful Company of Masons' Livery	Hospitality	Member of Worshipful Company	01/11/2017
Daniels Leon	Accepted	Planning and Transportation Committee of the City of London	Hospitality	Speaking engagement	09/11/2017
Dix Michèle	Accepted	CBI London Council	Drinks Reception	Networking event	06/09/2017
Dix Michèle	Accepted	London First	Dinner	Networking event	13/09/2017
Dix Michèle	Accepted	Major Projects Association (MPA)	MPA 35th Annual Conference, 20 & 21 September 2017 which took place at Moor Hall Conference Centre, Cookham. This required an overnight stay.	Networking event	20/09/2017
Dix Michèle	Accepted	London First	London First dinner at the Labour Party conference in Brighton.	Networking event	24/09/2017
Dix Michèle	Accepted	London First	Cities and Growth Reception at Labour Party Conference, hosted by the Federation of Small Businesses, London Chamber of Commerce and Industry, London First, and the Institute of Directors	Networking event	25/09/2017
Dix Michèle	Accepted	London First	Dinner at the Conservative Party Conference	Speaking engagement	02/10/2017
Dix Michèle	Accepted	Westminster Property Association	Spoke at Conservative Party Dinner	Speaking engagement	02/10/2017
Dix Michèle	Accepted	London First	Reception at Conservative Party Conference	Speaking engagement	03/10/2017
Dix Michèle	Accepted	FREF	Follow up Dinner	Networking event	09/10/2017
Dix Michèle	Accepted	Saon Ducal	Lunch	Networking event	16/10/2017

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Dix Michèle	Accepted	Capella Macba	Evening Reception	Networking event	16/10/2017
Dix Michèle	Accepted	Evening Standard	Event	Networking event	19/10/2017
Dix Michèle	Accepted	University of East London	Lunch	University Graduation	31/10/2017
Dix Michèle	Accepted	City Hall	Metro Mayors Lunch	Networking event	01/11/2017
Dix Michèle	Accepted	Institute of Civil Engineers	Awards Ceremony	Speaking event	03/11/2017
Dix Michèle	Accepted	Major Projects Association	Annual Dinner	Networking event	27/11/2017
Everitt Vernon	Accepted	Committe for Sydney	Dinner	Networking event	26/09/2017
Everitt Vernon	Accepted	Committe for Sydney	Dinner	Networking event	27/09/2017
Everitt Vernon	Accepted	Cubic	Dinner	Client Management	17/10/2017
Field Stephen	Accepted	Punter Southall	Conference and Lunch	Networking opportunity	28/09/2017
Field Stephen	Accepted	SPS Property	Complimentary invitation to the SPS Property, Real Assets and Infrastructure Investment Strategies for Pension Funds	Complimentary Conference / Networking event	12/10/2017
Field Stephen	Accepted	Pensions Insight	DC Awards 2017 & TfL Pension Fund being nominated	Networking and being nominated as finalist	15/11/2017
Fox Jonathan	Accepted	Rail Magazine	Awards and Dinner	Networking event	21/09/2017
Fox Jonathan	Accepted	Arriva	Dinner and Level 1 Meeting for London Overground	Twice Yearly level 1 meeting and dinner	12/10/2017
Fox Jonathan	Accepted	Arriva	Partnership Event / Reception	The Operator / partner on the Overground	19/10/2017
Fox Jonathan	Accepted	House of Commons	Invitation to Reception at House of Commons	Invitation to House of Commons	24/10/2017
Fox Jonathan	Accepted	Institute of Civil Engineers	Invite to meeting / reception ICE	Interesting subject matter	06/11/2017
Fox Jonathan	Accepted	Taylor Woodrow	Invitation to the annual Railway Children's Ball	Annual event, usually attended by TfL	24/11/2017
Hampson Lester	Accepted	U+I - estimated value only	U+I + TfL dinner	Continued relationship building with Property Partner	11/10/2017
Hampson Lester	Accepted	CBRE	Private Dinner with Simon Gallagher - event	Continued relationship contact with CBRE	19/10/2017
Hampson Lester	Accepted	James Lang Lasalle	JLL Inaugural Wine Challenge with TFL	Continued relationship building	01/11/2017

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Hampson Lester	Accepted	Deloitte	Deloitte breakfast seminar - estimated value only	Continued good relationship management with Deloitte	28/11/2017
Hurwitz Michael	Accepted	Cenex	Access to VIP car park which Michael did not use as he travelled by public Transport	Networking event.	07/09/2017
Hurwitz Michael	Accepted	BOSCH	Lunch by Bosch at LCV Event	Networking event	07/09/2017
Hurwitz Michael	Accepted	KPMG	Dinner - Impact of the electrification of transport on the UK energy system'	Networking event	13/09/2017
Hurwitz Michael	Accepted	The Aspen Institute and Bloomberg Philanthropies	Bloomberg Aspen Initiative meeting lunch	TfL represent the Mayor at all Bloomberg Aspen Initiative Meetings	23/10/2017
Hurwitz Michael	Accepted	Society of Motor Manufacturers and Traders' (SMMT)	SMMT Annual Dinner	To contribute and learn from the collective experience of the SMMT	28/11/2017
Hurwitz Michael	Accepted	Riacardo PLC	Speaking invitation at Ricardo PLC Board dinner	Guest speaker at this event	07/11/2017
Powell Gareth	Accepted	Stagecoach	Guest at a Table	Networking event	18/10/2017
Powell Gareth	Accepted	RATP	Guest at the Inspire Awards	Maintaining good relationships with contractor	09/11/2017
Powell Gareth	Accepted	Turner & Townsend	Railway Childrens Ball	Networking event	24/11/2017
Reid Stuart	Accepted	VCCP/MEC	Invitation to Marketing Society dinner	Networking event	15/11/2017
Smith Howard	Accepted	MTR	Meeting over Dinner	Meeting held over dinner	10/10/2017
Smith Howard	Accepted	Mainspring	Dinner	Networking event	19/10/2017
Turner Lucinda	Accepted	Mayor of London / Finn Williams - Public Practice	Drinks reception prior to speeches	Networking event - representing TfL at a Launch	30/10/2017
Williams Alex	Accepted	New West End Company	Breakfast	Speaking engagement on a panel	03/11/2017