

Date: 6 March 2018

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 December 2017 to 31 January 2018. 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.
- 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 have 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 two month period from 1 December 2017 to 31 January 2018 (the latest reporting period). There were no declarations by Members during this period.
- 5.2 A total of 110 declarations were made by senior staff in relation to gifts and hospitality offered at a value of £25 or over within the period covered by the report (two months). A total of 78 offers were declined and 32 were accepted, which compares to 250 declarations with 177 declined and 73 offers accepted in the previous three month (September to November 2017) reporting period. 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	14	9	5
Michele Dix	Managing Director Crossrail 2	29	8	21
Graeme Craig	Director of Commercial Development	18	3	15
Stephen Field	Director of Pensions and Reward	14	3	11
Mark Wild	Managing Director London Underground	10	0	10

List of appendices to this report:

Appendix 1: Gifts and Hospitality Register, Members and Senior Staff 1 December 2017 to 31 January 2018.

List of Background Papers:

Corporate Gifts and Hospitality Register.

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**Gifts and Hospitality - TfL Board Members and Senior Officers
1 December - 31 January 2018**

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
Brown Andy	Accepted	Bircham Dyson Bell	BDB Christmas Celebration	Improved supplier relationships	06/12/2017
Brown Mike	Accepted	TheCityUK, John McFarlane Chairman	TheCityUK Annual Dinner	Member of TheCityUK Advisory Board	05/12/2017
Brown Mike	Accepted	Sir Peter Hendy, Chair Network Rail	Victoria Grand Regeneration Vision Stakeholder Dinner	Stakeholder dinner	06/12/2017
Brown Mike	Accepted	Alex Cameron - Socia	Lunch	Business discussion	21/12/2017
Brown Mike	Accepted	Max Weston, Panthea	Dinner	Build business relationships in informal setting	09/01/2018
Brown Mike	Accepted	City of London	London Government Dinner	Influential dinner - opportunity to promote TfL	11/01/2018
Brown Mike	Accepted	Prince's Trust	Prince's Trust Leadership Dinner	Attended in capacity as Chair of STAT - networking	22/01/2018
Brown Mike	Accepted	UITP	UITP CEO Forum Dinner	Attending to speak at the forum - international networking	24/01/2018
Brown Mike	Accepted	UITP	UITP New Year Reception	Part of CEO Forum which Commissioner spoke at - international networking	25/01/2018
Brown Mike	Accepted	Craig McWilliam, CEO Grosvenor Britain & Ireland	WEP Board Dinner	Dinner for the WEP Board, of which Mike is a member	31/01/2018
Cernoia-Russo Emanuela	Accepted	Industry and Parliament Trust / IPT	IPT Dinner/Discussion - Green Finance Investing in the future	Business Dinner - "How green finance has emerged as a key priority for international financial centres"	11/12/2017
Clark George	Accepted	Deloitte	Dinner with Deloitte Director	Review of team performance and benchmarking with other TfL workstreams	04/12/2017
Craig Graeme	Accepted	Santander	Christmas Drinks	Networking	12/12/2017
Craig Graeme	Accepted	The Guardian	Lunch	Networking	19/01/2018
Craig Graeme	Accepted	GVA	Launch the Crossrail Property Impact and Regeneration Study 2012-2026	Networking	30/01/2018
Dix Michèle	Accepted	New Civil Engineer	New Civil Engineer Graduate of the year award	To judge the graduate of the year	01/12/2017
Dix Michèle	Accepted	New Civil Engineer	NCE Tunnelling Summit speaking event	Invitation to speak at this event	06/12/2017

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Dix Michèle	Accepted	Local Government Association	Local Government Dinner	Requested to attend on behalf of the Commissioner	11/01/2018
Dix Michèle	Accepted	Pinsent Masons	Speaking invitation regarding Transport-Led Development in London and the South East 2018	Speak about Crossrail 2	16/01/2018
Dix Michèle	Accepted	University of East London	Invitation event to speak at the University of East London	To talk about Crossrail 2 to students and lecturers	18/01/2018
Dix Michèle	Accepted	KPMG	The future of infrastructure: technology and innovation panel discussion and Q&A	Networking and panel discussion	22/01/2018
Dix Michèle	Accepted	UITP	UITP Dinner	Member of the UITP Board	24/01/2018
Dix Michèle	Accepted	UITP	UITP New Year Reception	Member of the UITP Board	25/01/2018
Everitt Vernon	Accepted	Panthea	Dinner	Networking Dinner	09/01/2018
Fairholme Nick	Accepted	Ringway Jacobs	CIHT Annual Luncheon	Networking with our supply chain	08/12/2017
Field Stephen	Accepted	Steven Berkovi, Cardano Investment	Catch-up meeting and lunch	Networking	05/12/2017
Field Stephen	Accepted	Ian Pittaway, Sackers	Sackers Christmas Reception	Networking	05/12/2017
Field Stephen	Accepted	Neil Lalley - Punter Southall	End of Year Review Meeting and Lunch	Meeting and Networking	15/12/2017
Kilonback Simon	Accepted	The Lord Mayor, The London Mayor and Chair of London Councils	London Government Dinner	Request to attend by the Commissioner	11/01/2018
Ljustina Nick	Accepted	Ashurst	Lunch at Ashurst's offices	Networking and celebrating successes during the year	13/12/2017
Miller Elspeth	Accepted	BNP Paribas Real Estate	Breakfast and Lunch	Gain insight into EU and UK markets' outlook and predictions for the future of the property industry ("Capitalise: Prospects for Property Seminar")	25/01/2018
Wright Tricia	Accepted	Ron Kalifa	Business lunch with Ron Kalifa, TfL Board Member	Meeting to discuss upcoming CFO recruitment	09/01/2018