

**APPENDIX 1: REGISTER OF OFFICER GIFTS AND HOSPITALITY 1 JULY 2023 TO 31 DECEMBER 2023**

Officer	Date	Description	G or H?	£	Provided by	Justification	Any conflict or future tender?	Approved by	Approved Date
Social Worker	13.12.2023	Box of chocolates	G	No more than £10	Member of the public	Initially advised family not to give me a gift - they did anyway and client has a brain injury so is unlikely to understand the inappropriateness of actions	No	Team Leader	14.12.2023
Digital Inclusion Co-ordinator	01.12.2023	Breakfast/Lunch Tote bag containing the following; water bottle, pen, notebook, advent calendar, box of chocolates, wireless earbuds, power bank charger	G	£50+	Sky	I attended an event at SkyHQ in London to celebrate the Sky Up programme. At the end of the event, I was given a tote bag containing the items. I wasn't aware of the contents of the bag until I had left the event. Note Digital devices have not been kept and will be made available to VCSE organisations via #Cov Connects Device Bank	No	Digital Services and Inclusion Leader	20.12.2023
Digital Service and Inclusion Lead	01.12.2023	Breakfast/Lunch Hospitality bag - earbuds, power bank, notepad/pen, chocolates, advent calendar, travel mug	G	Without the earbuds, power bank under £50	the Cabinet Office	Did not realise the earbuds/power bank were in the bag. Only realised when leaving the event. Digital kit - Earbuds and power bank has not been kept - added to #Cov Connects Device Bank	No	Head of Customer Services	20.12.2023

				Earbuds approx £83, Power bank £22.75					
Social Worker	14.12.2023	Box of Chocolates	G	No more than £10	Member of the public	Has been advised on numerous occasions that she cannot give me any gifts. I accepted these chocolates on the understanding that they would be shared with my colleagues in the office.	No	Team Leader	15.12.2023
Principal Officer	26.10.2023	Invitation to the HEA Conference including dinner and hotel stay for 2 members of staff	H	£300	Event organiser	The conference is an industry event where we learn about new innovation, advancements and rising issues with the lighting and highways sector. Allows us to make multiple new contacts for services we require with key participants in the industry. Allows us get more competitive quotations for when we require contractors. I cleared this through Line Managers	No	Head of Traffic	30.10.2023
Service Manager	29.09.2023	CBS and SBITC would like to invite you to our Befriending /Dementia support community event held in the Coventry Lounge on the 7 <sup>th</sup> October	H	Not known	Sky Blues in the Community (SBitC)	Coventry Dementia Partnership Hub (CDPH) have a number of partners including SBitC, we would be attending to support their Dementia Community Active event as well as promoting the hub's work and seeking opportunities to work with other partners.	No	Head of Service Localities and Social Care Operations	02.10.2023

		<p>Vs Norwich 3pm ko at the CBS Arena. Itinerary as follows. Coventry Lounge on matchday. Guests can arrive up to two hours before kick-off and for our usual befriending events, we'd go with meet around 1.30pm meet and ticket collection at the Jimmy hill Statue. On arrival into the lounge we will serve tea and coffee , then a light lunch of mixed sandwiches and hot potato wedges. At some point before kick- off, we have a CCFPA guest appearance interviewed by Harry Roberts and joining us today we will also have a few former players for this special occasion courtesy of CCFPA. 2.45pm out to watch the</p>							
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		match with seats in the Directors' Box area. Half time – back to the Lounge for tea and coffee. All guests receive a match-day programme and team sheet. After the game we then have an interview with today's man-of the Match – timings are a bit variable on this and it's usually about 45-60 mins after the final whistle.							
Library and Information Assistant, Relief Register	08.09.2023	£5 in cash	G	£5	Member of the public	Tried to return the gift but the customer would not accept it as they felt Emily had gone above and beyond to help them	No	Operations Manager Community Libraries	14.09.2023
Service Development manager	Monday 11th September 2023 to either Thursday 14th or Friday 15th September 2023	Flights, accommodation and expenses for research project led by Coventry University	H	Travel and accommodation + subsistence = €699		The Library Service agreed to be a partner on this project for three main reasons. 1. Increase the delivery of activities to tackle digital exclusion in Libraries. A large part of our service delivery comes from answering Library user enquiries and then	No. Bergen Seminar Key benefits for the Library Service 1.While Library staff have tested the game	Strategic Lead Transformation and Change	04.08.2023

					<p>expanding on these to demonstrate the benefit of digital services. While the Library does provide some advertised sessions - I-Pad cafes and Learn My Way courses these are limited. 2. A recent digital survey of all library staff in England concluded two main staff concerns for Library staff on running digital sessions. Firstly, that staff do not have sufficient digital knowledge to answer all user questions and secondly that they lack the confidence to undertake a tutorial role. The appeal of the games being tested are that the required knowledge is contained within the game and that staff undertake a facilitator role rather than as a tutor. 3. By partnering with Coventry University, we get to see first-hand the research being undertaken and thereby get to understand the impact of the sessions in a more professional manner.</p>	<p>with Library users there is still much to learn and understand about using games as a format for learning - this will be a key component of the three-day event 2.Libraries have only tested a limited number of games - the Seminar will provide an opportunity to experience a wider range of games but more importantly understand better the learning experience game playing has produced</p>		
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							<p>from a much wider sample size 3. Attendance will allow Coventry Libraries to lead nationally on discussions within the Library sector on the potential for learning through game playing. The game has already been demonstrated to a number of different Library Services throughout the country and has generated a great deal of interest.</p>		
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Digital Services and Inclusion Lead	Monday 11th September 2023 to Friday 15th September	Flights, accommodation, food and expenses for research project being led by Coventry University	H	Travel and accommodation +subsistence =€699	Coventry University	#Cov Connects agreed to be a partner on this project for three main reasons. 1. As an emerging programme #CovConnects aims to work in partnership with organisations to understand digital exclusion, look at innovative ways to increased inclusion and to evaluate and measure the impact of any interventions. By partnering with Coventry University, we have gained their knowledge and expertise, particularly in this area relating to innovation of teaching digital and data literacy in play based formats. 2. The #CovConnects programme has led community testing with our community partners earlier in the year, gaining feedback and evaluation as to the effectiveness of the games and we are keen to continue to learn and develop the games, and ensure the voice of inclusion is embedded. 3.#CovConnects is keen to explore the innovative ways digital and data literacy skills can be delivered, as digital exclusion is incredibly complex, a more diverse range of 'interventions' may enable better outcomes for	No. Key benefits for attending the Bergen Seminar for #CovConnects. 1. Increased understanding and knowledge relating to the games delivery, knowledge of using play based approached to digital and data literacy and underpinning research. 2. To date #CovConnects have only delivered one game model in the community-the seminar will provide the opportunity to test and understand a more	Head of Customer Services	04.08.2023
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						<p>residents supported via our programme.</p>	<p>diverse programme of digital and data literacy games, and their underpinning research, but also for #CovConnects to promote the accessibility and inclusion elements of game design. 3. This opportunity will allow us to demonstrate #CovConnects as an innovative programme nationally, as this is an area other LA's have been keen to follow based on our initial conversatio</p>		
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							<p>ns, particularly as a tool for community digital skills delivery. We will use this opportunity to connect with other countries across Europe involved with the project, and capture the experience and learnings to share across our networks. Finally Coventry University require 2-3 stakeholder s who have been involved with training and pilots to attend as a requiremen t of the funder.</p>		
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Director of Business, Investment & Culture	09.10.2023	Investment dinner at Party Conference, Coventry Business and Investment Opportunities	H	£58	Cavendish Consulting	To represent the council as Director of Business, Investment and Culture. Attract Investment into the city.	No	Chief Executive	28.02.2024
Director of Property Services and Development	09.10.2023	Investment dinner at Party Conference, Coventry Business and Investment Opportunities	H	£58	Cavendish Consulting	To represent the council as Director of Property Services and Development. Attract Investment into the city.	No	Director of Finance	28.02.2024
Chief Executive	09.10.2023	Investment dinner at Party Conference, Coventry Business and Investment Opportunities	H	£58	Cavendish Consulting	To represent the council as Chief Executive. Attract Investment into the city.	No		28.02.2024

Policy & Public Affairs Lead	09.10.2023	Investment dinner at Party Conference, Coventry Business and Investment Opportunities	H	£58	Cavendish Consulting	To represent the council as Strategic Lead Policy and Public Affairs. Attract Investment into the city.	No	Director of Partnerships and Performance	28.02.2024
Chief Executive	10/08/23	Lunch at the Ivy, Birmingham	H	£40.00	Turner Townsend	Working lunch with a small group of Chief Executives to discuss skills in the retrofit and construction industry.	No	N/A	N/A
Chief Executive	13/08/23	Attendance at LGC Summit - including x1 night accommodation at INNSiDE Manchester Hotel and informal dinner.	H	£200	Local Government Chronicle (LGC)	National conference and professional networking with other local authority chief executives discussing current issues facing local government.	No	N/A	N/A
Chief Executive	11/10/23	Dinner at St Mary's Guildhall as part of the BITC Seeing is Believing visit.	H	£70.00	Business in the Community	These visits bring a group of business leaders into communities to see the challenges being faced and the role that business can take in tackling these issues.	No	N/A	N/A
Chief Executive	26/10/23	Wildlife Photographer of	H	£50.00	CV Life	Representing CCC alongside local partners.	No	N/A	N/A

		the Year Exhibition and dinner							
Director of Finance & Resources	30/11/23	Society of Municipal Treasurers (SMT) Presidential Dinner and conference including x 1 night accommodation at the Belfry Hotel	H	£200	SMT (Various commercial sponsors)	This is a professional organisation for Local Authority Section 151 officers which provides access to networks, analysis and information.	No - SMT is not an organisation that provides services	Chief Executive	Yes