
Ethics Committee

19 March 2026

Name of Cabinet Member:

N/A - Ethics Committee

Director Approving Submission of the report:

Director of Law, Governance and Safer Communities

Ward(s) affected:

None

Title: Six Monthly Review of Officers' Gifts and Hospitality

Is this a key decision?

No

Executive Summary

In its Work Programme, the Committee has decided to review entries in the Registers of Officers' Gifts and Hospitality every six months.

Recommendations: -

The Ethics Committee is recommended to consider the entries of gifts and hospitality received by Officers from 1 July 2025 – 31 December 2025 and to make any recommendations that it considers appropriate.

List of Appendices included:

- Appendix 1: Table of Gifts and Hospitality received by Officers between 1 July 2025 to 31 December 2025.

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No

Report title: Six Monthly Review of Officers' Gifts and Hospitality

1. Context (or background)

1.1 The Committee's Work Programme includes an item for this meeting to review entries on the registers of officers' gifts and hospitality every six months.

1.2 The Code of Conduct for Employees sets out the requirements for employees when being offered or accepting gifts and hospitality, The basic rules are:

(a) Gifts

- Personal gifts should never be accepted unless they are modest and are of token value (less than £50). The manager's permission must be obtained.
- Items such as coffee mugs, diaries, calendars, pens or other promotional materials can be retained if they are in use in the office and can be considered to form part of the general mailings of a company.
- Where small gifts, such as chocolates, are given as thanks for a service provided, these can be accepted if they are shared within the Team or raffled for charity.
- Gifts worth more than £50 should be refused. If this is not possible, the manager should dispose of them to charity and record the fact in the register.

(b) Hospitality

- Hospitality consisting of light refreshments, working lunch or other meals which are part of a visit, conference, meeting or promotional exercise is acceptable.
- Invitations to social events offered as part of normal working life, or where the Council should be seen to be represented, may be accepted if authorised in advance by the appropriate Assistant Director.
- Invitations to other types of hospitality which are not directly linked to the City Council's functions should not be accepted.

The rules relating to gifts and hospitality were amended by the Committee in June 2016 and those changes were accepted by full Council in September 2016.

2. Options considered and recommended proposal

2.1 The Directorates have been asked to provide details of gifts and hospitality received during the second six months of 2025. The position for each Directorate is set out in the Table in Appendix to this report.

3. Results of consultation undertaken

Not applicable

4. Timetable for implementing this decision

Not applicable

5. Comments from the Director of Finance and Resources and the Director of Law, Governance and Safer Communities

5.1 Financial implications

There are no specific financial implications arising from the recommendations within this report.

5.2 Legal implications

There are no specific legal implications arising from this report. However, reviewing the gifts and hospitality offered to employees on a regular basis will help to demonstrate that the Council continues to monitor and review ethical standards within the Council.

6. Other implications

None

6.1 How will this contribute to achievement of the One Coventry Plan?

Not applicable

6.2 How is risk being managed?

Not applicable

6.3 What is the impact on the organisation?

Keeping matters such as this under review help to promote high standards amongst elected members and employees in accordance with the Localism Act

6.4 Equalities / EIA

There are no public sector equality duties which are of relevance

6.5 Implications for (or impact on) climate change and the environment

None

6.6 Implications for partner organisations?

None at this stage

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Councillor S Nazir	Chair of Ethics Committee		02/03/2026	09/03/26

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