

## GUIDANCE

### QUARTERLY PUBLICATION OF MINISTERS' GIFTS (GIVEN AND RECEIVED), OVERSEAS TRAVEL, HOSPITALITY RECEIVED AND MEETINGS WITH EXTERNAL ORGANISATIONS

#### General Guidance

- Returns should be compiled proactively over a weekly/ monthly period rather than at the end of each quarter for a timely response to the Cabinet Office for sense checking.
- Returns should be submitted to Cabinet Office after they have been cleared by the senior PPS in the Department. **Please ensure all returns are quality proofed before submitting to the Cabinet Office.**
- Minister's' data should be cleared by Ministers or the Minister's PPS prior to publication. Special Adviser's data should be cleared by Special Adviser or PPS to department prior to publication.
- When completing these on the template provided please ensure you use the standardised headings and formats specified to ensure consistency

#### Publication

- All Returns need to be published on the specified **grid date at the specified time in an CSV format. Other formats such as pdf should not be used.**
- On publishing all returns should be titled in the following format: Department Name, Type of Return and Quarterly Period i.e.  
**Cabinet Office, Gifts and Hospitality, Quarterly  
Period**
- Please contact the Propriety and Ethics Team - [proprietyandethicsteam@cabinetoffice.gov.uk](mailto:proprietyandethicsteam@cabinetoffice.gov.uk) should you have any queries on the completion of the Quarterly Transparency.

### **Ministers/Special Advisers**

- Departments should submit one complete email return containing a separate template for Ministers and a separate template for Special Advisers.
- All Minister's data should be cleared by Ministers prior to publication.

Detailed guidance is included below on:

**Annex A:** Ministerial gifts (received and given)

**Annex B:** Ministers' hospitality

**Annex C:** Ministers' overseas travel

**Annex D:** Meetings with external organisations and media organisations

## **Annex A**

### **MINISTERS' GIFTS (RECEIVED AND GIVEN)**

Guidance on giving and receiving gifts is set out in section 7 of the Ministerial Code.

#### **Gifts given or received over £140**

- ❖ Departments need to provide details of gifts given or received by Ministers valued at more than £140 only.
- ❖ Where it is difficult to estimate the cost or value of a gift, or it would be sensitive to disclose the value, please use "above limit"
- ❖ If there are a number of lower value gifts given by the same individual/ organisation and the total value exceeds £140, departments should combine and publish as one entry. Where a number of gifts are received a general description of the items should be provided rather than listing each one individually.
- ❖ Where a gift is given by an individual on behalf of an organisation, the organisation's name rather than the individual's name should normally be included.
- ❖ Departments need to confirm the 'outcome' in respect of each gift. This will state whether a gift is 'held by the department', 'purchased by the Minister' or 'used for official entertainment' (this usually when the gift received includes perishable goods or wine/alcohol). Please use the drop down menu in the template.
- ❖ Tickets to sporting, theatre and other events should be shown as **hospitality received**.
- ❖ **DO NOT** include gifts received in a Constituency or Party capacity.

**Example of template: GIFTS RECEIVED OVER £140**

GIFTS Tab of Template						
Minister	Date	Gift	Given or Received	Who gift was given to or received from	Value	Outcome (Received gifts only)
Firstname, Surname (NO Titles or Honorifics)	YYYY-MM-DD	Description	Use drop down menu	Individual/ Organisation	Value in £, Where value unknown, specify "Above Limit"	Please use drop down menu
E.g Theresa May	2017-11-01	Pen	Given	Individual or Organisation	£145	Purchased by Minister
Theresa May	NIL Return	NIL Return	NIL Return	NIL Return	NIL Return	NIL Return

**Please refer to the comments in the template for assistance in how to complete.**

**Please complete each column, even if NIL return, as per example above.**

**Please used standardised headings and formats as specified in template.**

**MINISTERS' HOSPITALITY**

Guidance on Ministers receiving hospitality is set out in section 7 of the Ministerial Code.

**Departments should include:**

- ❖ Hospitality given by individuals/ companies e.g. breakfasts, lunches, dinners, and tickets for sporting events/concerts etc. whilst in their Ministerial capacity.
- ❖ The date the hospitality was received in format of YYYY-MM-DD.
- ❖ Where hospitality is given by media proprietors, editors or senior executives, Departments should record the nature of the hospitality given and the name of the individual. Where hospitality is provided by individuals from media organisations below this level, Departments should only record the name of the organisation in question.
- ❖ Any travel (e.g. rail/flight) upgrades accepted. Entry should be shown as 'flight or rail upgrade'.
- ❖ There will be examples of where hospitality is provided as part of a meeting. For the avoidance of doubt, please list under both Meetings and Hospitality sections of the template.
- ❖ Please specify Yes or No from the drop down menu when accompanied by a spouse, family member or friend.

**Departments should not normally include:**

- ❖ Attendance at functions hosted by HM Government including HM Government agencies.
- ❖ Attendance at 'diplomatic' functions in the UK or abroad, hosted by overseas governments or international organisations or any other hospitality offered by these organisations.
- ❖ Hospitality received in their capacity as an MP in a Constituency or Party political capacity, unless received from senior media figures.
- ❖ Offers of hospitality which were subsequently declined.

- ❖ Hospitality below de minimis levels eg, tea/ coffee or sandwich lunches. This will usually include minor refreshments at meetings, receptions, conferences, and seminars.
- ❖ Hospitality received from MPs/Peers unless the MP/Peer was acting in another capacity, i.e. as a member of an external organisation.
- ❖ Hospitality offered by another Minister.

**Example template: HOSPITALITY RECEIVED**

<b>Hospitality Template</b>				
<b>Minister</b>	<b>Date</b>	<b>Person or Organisation that offered hospitality</b>	<b>Type of Hospitality Received</b>	<b>Accompanied by Spouse, Family Member or Friend</b>
Firstname, Surname (NO Titles or Honorifics)	YYYY-M M-DD	Individual/ Organisation	Breakfast/ Lunch/ Reception/ Dinner/ Tickets to Event/ Travel Upgrades	Please use drop down menu
E.g. Theresa May	2017-11- 01	External Organisation	Theatre Tickets	Yes
Theresa May	NIL Return	NIL Return	NIL Return	NIL Return

**Please refer to the comments in the template for assistance in how to complete.**  
**Please complete each column, even if NIL return, as per example above.**  
**Please used standardised headings and formats as specified in template.**

**MINISTERS' OVERSEAS TRAVEL**

Guidance on Ministers' travel is set out in section 10 of the Ministerial Code.

**NOTE**

Where a Minister has responsibilities in more than one department, the relevant departments should liaise together to ensure that a visit is not double counted. Any entry should be reflected in the return of the department paying for the visit.

If you are awaiting costs of travel supplied by a department which have been attributed to your particular Ministerial department please specify an estimated cost.

**Departments should include:**

- ❖ Details of **ALL** overseas travel by Ministers undertaken in an official capacity, even if there was no cost to the Government.
- ❖ The date and duration; destination(s) - city and country, purpose of the visit, mode of transport, and the cost for the Minister only. Costs should include cost of flight, accommodation, meals, cars and visas etc. rounded to the nearest pound.
- ❖ If the visit required the use of hired aircraft, whether RAF, or chartered/ private plane, departments should include the number of people accompanying the Minister e.g. officials, special advisers etc. For these trips, departments should provide the total cost of hiring the jet, minus any income from accompanying passengers.

**Departments should not include:**

- ❖ Accommodation and travel costs for accompanying staff, unless the flight was a Chartered/private plane where costs for staff will be included in the overall cost of the aircraft.
- ❖ Details of overseas trips that have been cancelled.

**Example template: MINISTERS' OVERSEAS TRAVEL**

Overseas Travel Template									
Minister	Start Date	End Date	Destination	Purpose of Trip	Mode of Transport	Cost of Private Jet or RAF plane hire (£)	Number of Officials who accompanied Minister if non-scheduled travel was used	Accompanied by spouse, family member(s) or friend at public expense	Total cost (for Minister only) including all visas, accommodation, travel meals etc.
Firstname, Surname (NO Titles or Honorifics)	YYYY-MM-DD	YYYY-MM-DD	City, Country	Clear Description	Please use drop down menu	Do not leave blank - Mark as NIL return	Do not leave blank - Mark as NIL return	Do not leave blank - Mark as NIL return	Please include full cost in £
E.g. Theresa May	2017-11-01	2017-11-15	Paris, France	EU Summit	Scheduled Flight	NIL Return	NIL Return	NO	£1500
Theresa May	NIL Return	NIL Return	NIL Return	NIL Return	NIL Return	NIL Return	NIL Return	NIL Return	NIL Return

**Please refer to the comments in the template for assistance in how to complete.**

**Please complete each column, even if NIL return, as per example above.**

**Please use standardised headings and formats as specified in template.**



**MINISTERS' MEETINGS WITH EXTERNAL ORGANISATIONS AND INDIVIDUALS  
(INCLUDING MEETINGS WITH NEWSPAPER AND OTHER MEDIA PROPRIETORS,  
EDITORS AND SENIOR EXECUTIVES)**

Guidance on Ministers' meetings with external organisations is set out in paragraph 8.14 of the Ministerial Code.

*Previous administrations including the current Government have stated that all Ministers will be open about its links with the media. All meetings with newspaper and other media proprietors, editors and senior executives will be published quarterly regardless of the purpose of the meeting.*

Therefore, meetings with people within this category should be recorded regardless of whether it was in an **official**, **political** or **social** capacity.

**General**

**What is an external organisation?**

- ❖ An external organisation means any group, company, organisation or individual person external to Government. Constituency meetings should not be included unless they have an impact on the Ministerial role or ministerial decisions are made. Cabinet Office Propriety and Ethics Team can provide advice in cases of doubt.
- ❖ The name of the external organisation meeting the Minister should be provided. Where a meeting was with an individual not connected with an organisation the name of the individual should be provided.

**Departments should include:**

- ❖ The date the meeting took place this should include the exact date not just the month in the YYYY-MM-DD format.
- ❖ The name of the organisation meeting the Minister rather than the name of individuals who represented the company /organisation, except for meetings with Media and Executives as set out below, in which case the individual must be named.
- ❖ Ministers' meetings with external organisations at Party conferences will generally be in a political capacity so there is no need to normally declare these. However, if Ministers exceptionally hold meetings in the margins of Party conference in an official ministerial capacity then they should be recorded and published in the normal way.

- ❖ Departments should make every effort to provide details on the purpose of the meeting. ‘General Discussion’ should not normally be used.
- ❖ Where hospitality was provided as part of a meeting for example working lunch/breakfast), this should be listed under ‘hospitality received’.
- ❖ Where a Minister meets with multiple organisations (e.g. a roundtable) they may list each organisation separately or use a collective name instead.
- ❖ Where MPs attend meetings with their constituents then this should be included and referenced as “Meeting with Constituents”, rather than the name of individual constituents.
- ❖ If a Minister attended the same meeting as a Ministerial colleague in another department you should check with the relevant Private Office in the other Department and ensure the purpose of the meeting is consistent for both entries. There is no need to state ‘attended with [name of other Minister]’.
- ❖ Meetings with external organisations held by Ministers in the course of visits (including visits overseas) should be included (generally visits on their own are not included).

**Ministers’ Meetings with Senior Figures** i.e newspaper and other media proprietors, editors and senior executives, the names of the attendees and the organisation they represent rather than their role should be included.

	<u>Proprietors</u>	<u>Editors</u>	<u>Senior Executives</u>
<b>Newspapers</b> (including Regional Publications)	<b>Chair/ Owner</b>	<b>The Editor</b>  <b>Senior Editorial Staff including Political, Business, and Economic Editors</b>	<b>CEOs</b>
<b>Broadcasters</b> (Including Regional Broadcasters)	<b>Chair/ Owner</b>	<b>Senior Editorial Staff including Political, Business, and Economic Editors</b>  <b>Channel Controllers</b>  <b>Directors of Programming</b>  <b>Radio Controllers</b>	<b>Director Generals</b>  <b>CEOs</b>

- ❖ Departments should include Ministers' meetings with newspapers and other media proprietors, broadcasters and corporate senior executives (as set out above) whether they are held in an **official, social and political capacity**.
- ❖ **Official** meetings with individuals from media organisations operating below Editorial or Senior Figure Level (as set out in the table above should be included but shown as the name of the organisation only.
- ❖ Where hospitality was provided by a media organisation this should be included in the hospitality return, following the principles above (see Annex B).
- ❖ If Ministers are simply at the same event as a senior media figure, such as a reception, and do not have a 'sit down meeting' with them this does not need to be included.

**Departments should not normally include:**

- ❖ Whether a meeting is a meeting should be decided on a case-by-case basis, but visits, attendance at seminars, conferences, receptions, media interviews etc. would not normally be classed as meetings. If a Minister took an active role in a seminar then you may wish to consider including it.
- ❖ Meetings with Government bodies such as other Government Departments, NDPBs, Non-Ministerial Departments, Members of the Royal household, Agencies, Government reviews or representatives of Parliament, devolved or foreign governments. If any of the above attend alongside a wider meeting of stakeholders then this should be included.
- ❖ Meetings with organisations contracted to provide services to departments (e.g. head-hunters, IT providers or facilities contractors).
- ❖ Departmental Non-Executive Directors unless in the capacity of other non-Government roles they may hold.

**Example template: MEETINGS WITH EXTERNAL ORGANISATIONS (INCLUDING MEETINGS WITH NEWSPAPER AND OTHER MEDIA PROPRIETORS, EDITORS AND SENIOR EXECUTIVES**

<b>MEETINGS Template</b>			
<b>Minister</b>	<b>Date</b>	<b>Name of Organisation or Individual</b>	<b>Purpose of Meeting</b>
Firstname, Surname (NO Titles or Honorifics)	YYYY-MM-DD	Please specify the name of the individual /organisation and when applicable their role.	Please avoid using the term "General Discussion"

E.g. Theresa May	2017-11-01	XXXXXXXXXX, Editor of XXXXX Publication	Interview
Theresa May	NIL Return	NIL Return	NIL Return

**Please refer to the comments in the template for assistance in how to complete.**  
**Please complete each column, even if NIL return, as per example above.**  
**Please used standardised headings and formats as specified in template.**

## **SPECIAL ADVISERS**

### **GIFTS RECEIVED**

- ❖ Details of gifts received by special advisers in an official capacity, in line with their departmental policy on receiving and recording gifts.
- ❖ The date the gift was received in format YYYY-MM-DD.
- ❖ The outcome in respect of each gift. This will state whether the gift was either retained and/or purchased by the recipient or held by the department.
- ❖ Multiple gifts received from the same individual or organisation should be recorded as one entry.
- ❖ Where a gift is given by an individual on behalf of an organisation, the organisation's name rather than the individual's name should normally be included.
- ❖ Tickets to sporting, theatre and other events should be shown as **hospitality received**

### **HOSPITALITY**

- ❖ Hospitality given by individuals/companies e.g. breakfasts, lunches, dinners, and tickets for sporting events/concerts and the provision of entertainment in their Special Adviser capacity.
- ❖ Details of hospitality received when accompanying Ministers.
- ❖ The date the hospitality was received in format of YYYY-MM-DD.
- ❖ Where hospitality is given by media proprietors, editors or senior executives, Departments should record the nature of the hospitality given and the name of the individual. Where hospitality is provided by individuals from media organisations below this level, Departments should only record the name of the organisation in question.
- ❖ Any travel (e.g. rail/flight) upgrades accepted. Entry should be shown as 'flight or rail upgrade'.
- ❖ There will be examples of where hospitality is provided as part of a meeting. For the avoidance of doubt, please list under both Meetings and Hospitality sections of the template.

- ❖ Please specify Yes or No from the drop down menu when accompanied by a spouse, family member or friend.

**Departments should not normally include:**

- ❖ Attendance at functions hosted by HM Government including HM Government agencies.
- ❖ Attendance at 'diplomatic' functions in the UK or abroad, hosted by overseas governments or international organisations or any other hospitality offered by these organisations.
- ❖ Hospitality received in their capacity as an MP in a Constituency or Party political capacity, unless received from senior media figures.
- ❖ Offers of hospitality which were subsequently declined.
- ❖ Hospitality below de minimis levels eg tea/coffee or sandwich lunches. This will usually include minor refreshments at meetings, receptions, conferences, and seminars.
- ❖ Hospitality received from MPs/Peers unless the MP/Peer was acting in another capacity, i.e. as a member of an external organisation.
- ❖ Hospitality received in a Political Party Capacity (unless received from Senior Media individuals).
- ❖ Hospitality offered by another another Special Adviser.

**MEETINGS WITH SENIOR MEDIA FIGURES**

Departments should include :

- ❖ Special Adviser's meetings with newspaper and other media proprietors, editors and senior executives (as set out below) in an official, social and political capacity.

	<u>Proprietors</u>	<u>Editors</u>	<u>Senior Executives</u>
<b>Newspapers</b> (including Regional Publications)	<b>Chair/ Owner</b>	<b>The Editor</b>  <b>Senior Editorial Staff including Political, Business, and Economic Editors</b>	<b>CEOs</b>

<b>Broadcasters</b> (Including Regional Broadcasters)	<b>Chair/ Owner</b>	<b>Senior Editorial Staff including Political, Business, and Economic Editors</b>  <b>Channel Controllers</b>  <b>Directors of Programming</b>  <b>Radio Controllers</b>	<b>Director Generals</b>  <b>CEOs</b>
--	---------------------	--	---

- ❖ The date the meeting took place YYYY-MM-DD.
- ❖ The purpose of the meeting.
- ❖ Any meetings held at a Party Conference should be recorded and published.
- ❖ Where hospitality is provided as part of the meeting, this should also be listed under Hospitality return.
- ❖ If a Special Adviser attended the same meeting as another Special Adviser in another department, you should check with the relevant Private Office in the other department and ensure the purpose of the meeting is consistent for both entries.

Departments should not include:

- ❖ Meetings with individuals below the senior level outlined above should not be included.
- ❖ Interviews and general informal briefings.
- ❖ Where Special Advisers are attending official meetings which their Ministers are also attending, the special adviser's attendance does not need to separately recorded as the Minister will be the main attendee.

## Example Templates

GIFTS Template						
Special Adviser	Date	Gift	Given or Received	Who gift was given to or received from	Value	Outcome (Received gifts only)
Firstname, Surname (NO Titles or Honorifics)	YYYY-MM-DD	Description	Use drop down menu	Individual, Organisation	Value in £, where value unknown, specify "Above Limit"	Please use drop down menu
E.g Firstname/Surname	2017-11-01	Pen	Given	Individual or Organisation	£145	Purchased by Adviser
Firstname/Surname	NIL Return	NIL Return	NIL Return	NIL Return	NIL Return	NIL Return

**Please refer to the comments in the template for assistance in how to complete.**

**Please complete each column, even if NIL return, as per example above.**

**Please used standardised headings and formats as specified in template.**

Hospitality Template				
Special Adviser	Date	Person or Organisation that offered hospitality	Type of Hospitality Received	Accompanied by Spouse, Family Member or Friend
Firstname, Surname (NO Titles or Honorifics)	YYYY-MM-DD	Individual/ Organisation	Breakfast/ Lunch/ Reception/ Dinner/ Tickets to Event/ Travel Upgrades	Please use drop down menu
E.g. Theresa May	2017-11-01	External Organisation	Theatre Tickets	Yes
Theresa May	NIL Return	NIL Return	NIL Return	NIL Return

**Please refer to the comments in the template for assistance in how to complete.**

**Please complete each column, even if NIL return, as per example above.**

**Please used standardised headings and formats as specified in template.**



<b>MEETINGS Template</b>			
<b>Minister</b>	<b>Date</b>	<b>Name of Organisation or Individual</b>	<b>Purpose of Meeting</b>
Firstname, Surname (NO Titles or Honorifics)	YYYY-MM-DD	Please specify the name of the individual /organisation and when applicable their role.	Please avoid using the term "General Discussion"
E.g. Theresa May	2017-11-01	XXXXXXXXXX, Editor of XXXXX Publication	Interview
Theresa May	NIL Return	NIL Return	NIL Return

**Please refer to the comments in the template for assistance in how to complete.**  
**Please complete each column, even if NIL return, as per example above.**  
**Please used standardised headings and formats as specified in template.**

+++++