**Appendix A – Declaration of Gifts, Hospitality and Sponsorship Form**

**To: The Monitoring Officer – Oxfordshire County Council**

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| Name and Post |  |
| Service/Team  |  |
| What was the gift, hospitality or sponsorship offered? |  |
| What were the circumstances of the offer? |  |
| Who made the offer? |  |
| What is your personal or professional relationship with that person or company? (e.g. do they provide goods, works and/or services for the council or hope to do so). |  |
| What is your best estimate of its market value or cost? |  |
| **For completion by line manager:** Please state whether the gift / hospitality / sponsorship was declined or accepted and the reasons for the decision. If hospitality is accepted, state the work purpose. |  |
| **I certify that I have read the Gifts and Hospitality Policy and that to the best of my knowledge I have complied with it.** |
| Date: ……………Date: …………… | Signature:………………….……….…….. Officer………………………………… Line Manager/Director |

**Note: The completed form (signed and dated by officer and line manager) should be forwarded (together with any written or emailed confirmation of the offer) direct from the line manager to the Monitoring Officer,** **governance@oxfordshire.gov.uk****.**