

CABINET OFFICE

GIFTS RECEIVED¹ BY SPECIAL ADVISERS

1 AUGUST 2010 – 30 SEPTEMBER 2010

MINISTER FOR THE CABINET OFFICE, PAYMASTER GENERAL

Nil return for: Laura Trott

MINISTER OF STATE, CABINET OFFICE

Nil return for: Martha Varney

MINISTER WITHOUT PORTFOLIO

Nil return for: Naweed Khan

¹ Staff should not accept a gift unless it is a trivial item (an inexpensive pen, calendar, diary etc) or refusing it would cause embarrassment or offence to the donor (eg a gift offered as part of an inter-governmental visit). Staff may keep a trivial gift but may not keep any other gift without the agreement of their SCS line manager. Their SCS line manager may allow them to keep a gift provided its retail value is not more than £25 for general items, £50 for gifts to a team, to be kept by the team as a whole, £75 for gifts from an overseas government or international organisation. Staff must record all offers of gifts (some Heads of Management gift without the agreement of their SCS line manager. Their SCS line manager may allow them to keep a gift provided its retail value is not more than £25 for general items, £50 for gifts to a team, to be kept by the team as a whole, £75 for gifts from an overseas government or international organisation. Staff must record all offers of gifts (some Heads of Management Unit may allow staff not to record offers of trivial items or other items with a value of less than £25).

HOSPITALITY RECEIVED² BY SPECIAL ADVISERS

1 AUGUST 2010 – 30 SEPTEMBER 2010

MINISTER FOR THE CABINET OFFICE, PAYMASTER GENERAL

Date of hospitality	Name of organisation	Type of hospitality received
Laura Trott		
17 August 2010	Taxpayers' Alliance	Lunch

MINISTER OF STATE, CABINET OFFICE

Date of hospitality	Name of organisation	Type of hospitality received
Martha Varney		
5 August 2010	Connect Communications	Lunch

MINISTER WITHOUT PORTFOLIO

Date of hospitality	Name of organisation	Type of hospitality received
Naweed Khan		
16 August 2010	Islamic Relief	Dinner

² Does not normally include attendance at functions hosted by HM Government; 'diplomatic' functions in the UK or abroad, hosted by overseas governments; minor refreshments at meetings, receptions, conferences, and seminars; and offers of hospitality which were declined.