

**BUSINESS MANAGERS SPECIAL ADVISERS'- CHIEF WHIP (COMMONS) AND
LEADER OF THE HOUSE OF COMMONS QUARTERLY RETURN**

July to September 2012

GIFTS RECEIVED¹

BEN WILLIAMS			
Date gift received	From	Brief Description of Gift	Outcome
Nil return			

CHRIS WHITE			
Date gift received	From	Brief Description of Gift	Outcome
Nil return			

ROBERT RIDDELL			
Date gift received	From	Brief Description of Gift	Outcome
Nil return			

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 Unit may allow staff not to record offers of trivial items or other items with a value of less than £25).

HOSPITALITY RECEIVED²

BEN WILLIAMS		
Date	Name of Organisation	Type of Hospitality Received
Nil return		

CHRIS WHITE		
Date	Name of Organisation	Type of Hospitality Received
Nil return		

ROBERT RIDDELL		
Date	Name of Organisation	Type of Hospitality Received
Nil return		

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. * indicates if accompanied by spouse/partner or other family member or friend.

MEETINGS WITH NEWSPAPER AND OTHER MEDIA PROPRIETORS, EDITORS AND SENIOR EXECUTIVES)³

BEN WILLIAMS		
Date of Meeting	Name of Organisation	Purpose of Meeting
Nil return		

CHRIS WHITE		
Date of Meeting	Name of Organisation	Purpose of Meeting
Nil return		

ROBERT RIDDELL		
Date of Meeting	Name of Organisation	Purpose of Meeting
Nil return		

³. Does not include details of official meetings where special advisers attended alongside their Ministers

LEADER OF THE HOUSE OF LORDS

GIFTS RECEIVED BY SPECIAL ADVISERS

James Marshall			
Date gift received	From	Brief Description of Gift	Outcome
Nil return			

Elizabeth Plummer			
Date gift received	From	Brief Description of Gift	Outcome
Nil return			

Flora Coleman			
Date gift received	From	Brief Description of Gift	Outcome
Nil return			

HOSPITALITY RECEIVED

James Marshall		
Date of hospitality	Name of organisation	Type of hospitality received
Nil return		

Elizabeth Plummer		
Date of hospitality	Name of organisation	Type of hospitality received
Nil return		

Flora Coleman		
Date of hospitality	Name of organisation	Type of hospitality received
Nil return		

SPECIAL ADVISERS' MEETINGS NEWSPAPER AND OTHER MEDIA PROPRIETORS, EDITORS AND SENIOR EXECUTIVES

James Marshall		
Month of Meeting	Name	Purpose of Meeting
Nil return		

Elizabeth Plummer		
Month of Meeting	Name	Purpose of Meeting
Nil return		

Flora Coleman		
Month of Meeting	Name	Purpose of Meeting
Nil return		