CABINET OFFICE

SPECIAL ADVISERS INFORMTION

1 APRIL - 30 JUNE 2011

GIFTS RECEIVED1

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

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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).

HOSPITALITY²

MINISTER FOR THE CABINET OFFICE, PAYMASTER GENERAL

Date of hospitality	Name of organisation	Type of hospitality received
Laura Trott		
2 June	The News of the World	Lunch
8 June	Portland	Lunch
15 June	Sky	Lunch

MINISTER OF STATE, CABINET OFFICE

Date of hospitality	Name of organisation	Type of hospitality received	
Martha Varney			
21 April	Fleishman-Hillard	Dinner	

MINISTER WITHOUT PORTFOLIO

Nil return for: Naweed Khan

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