

CABINET OFFICE

SPECIAL ADVISERS INFORMATION

1 JULY – 30 SEPTEMBER

GIFTS RECEIVED¹

MINISTER FOR THE CABINET OFFICE, PAYMASTER GENERAL, THE RT HON FRANCIS MAUDE MP

Laura Trott			
Date gift received	From	Description of Gift	Outcome
Nil Return			

MINISTER OF STATE, CABINET OFFICE, THE RT HON OLIVER LETWIN MP

Martha Varney			
Date gift received	From	Description of Gift	Outcome
Nil Return			

MINISTER WITHOUT PORTFOLIO, THE RT HON BARONESS WARSI

Naveed Khan			
Date gift received	From	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

MINISTER FOR THE CABINET OFFICE, PAYMASTER GENERAL, THE RT HON FRANCIS MAUDE MP

Laura Trott		
Date of hospitality	Name of organisation	Type of hospitality received¹
20 July 2011	BSkyB	Lunch
20-21 August 2011	Virgin	Tickets to festival

MINISTER OF STATE, CABINET OFFICE, THE RT HON OLIVER LETWIN MP

Martha Varney		
Date of hospitality	Name of organisation	Type of hospitality received¹
7 July 2011	Fleishman-Hillard	Dinner
11 August 2011	Fleishman-Hillard	Dinner

MINISTER WITHOUT PORTFOLIO, THE RT HON BARONESS WARSI

Naveed Khan		
Date of hospitality	Name of organisation	Type of hospitality received¹
13 July 2011	Diocese of Westminster	Lunch

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

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

**MINISTER FOR THE CABINET OFFICE, PAYMASTER GENERAL, THE RT
HON FRANCIS MAUDE MP**

Laura Trott		
Month of Meeting	Name	Purpose of Meeting
Nil return		

**MINISTER OF STATE, CABINET OFFICE, THE RT HON OLIVER LETWIN
MP**

Martha Varney		
Month of Meeting	Name	Purpose of Meeting
Nil return		

MINISTER WITHOUT PORTFOLIO, THE RT HON BARONESS WARSI

Naveed Khan		
Month of Meeting	Name	Purpose of Meeting
Nil return		