

Guidance

Senior Officials' business expenses, hospitality received and meetings with external organisations and individuals.

Version: 2024-04-02

General guidance:

The [Central Government Corporate Transparency Commitments](#) require government departments to publish details of Senior Civil Servants' business expenses, hospitality received and meetings with external organisations on a quarterly basis.

Departments should produce data in a way that is mindful of the end user - ensuring data is meaningful, accurate and clear. Departments are responsible for the quality and timely publication of their transparency data, which must be cleared by the Permanent Secretary before publication.

Detailed guidance is included below on:

- Annex A:** Business expenses incurred by officials at SCS2 grade and above
- Annex B:** Hospitality received by officials at SCS2 grade and above
- Annex C:** Meetings with external organisations and individuals held by department Permanent Secretaries, Directors General, Finance Directors, Commercial Directors and Directors who are senior responsible owners in the Government's Major Projects Portfolio at SCS2 grade and above.

For details on ministers' and special advisers' transparency returns, please refer to the respective guidance documents.

Senior officials

Departments must declare all meetings, business expenses and hospitality received by senior officials based in the UK at SCS2 grade and above, including senior officials with duties on an interim basis (e.g., on temporary promotion, on loan or on secondment to the department).

Departments must declare all official meetings between Permanent Secretaries, Directors General, Finance Directors, Commercial Directors and Directors who are senior responsible owners in the Government's Major Projects Portfolio at SCS2 grade and above, and external organisations and individuals. Departments must also declare all official and social meetings between these officials and senior media figures. In instances where the senior official has nothing to declare, a Nil Return should be reported.

Preparing data

The Cabinet Office issues a template to accompany this guidance, which should be used to compile this data. The Cabinet Office will give departments notice if the template is updated and will attach the latest version to each commissioning email.

To support data accuracy, best practice is for departments to collate SCS data on an ongoing basis. Collators are encouraged to examine internal approval processes and, where possible streamline any administrative burden.

Departments should submit draft returns to the Cabinet Office Transparency Data team for review in line with this guidance.

Publishing data

Departments are responsible for publishing their transparency data on GOV.UK on the specified grid slot set by No 10. Departments should ensure declarations are made in full for each respective reporting period as outlined below (dates inclusive).

Data for the period of:

- 1st January to 31st March should be published by the end of June
- 1st April to 30th June should be published by the end of September
- 1st July to 30th September should be published by the end of December
- 1st October to 31st December should be published by the end of March.

Full draft submissions should be shared with the Cabinet Office's Transparency Data team for an advisory check **within one calendar month of the end of each reporting period**. For example, a draft of the department's data for the period of 1st January to 31st March should be shared with the Transparency Data team before the end of April.

Returns must be published in accordance with the 'How to publish' guidance on GOV.UK: <https://www.gov.uk/guidance/how-to-publish-senior-officials-business-expenses-hospitality-and-meetings>. This includes publishing business expenses, hospitality received and meetings as separate CSV files, ensuring files are correctly named and tagged in collection pages on GOV.UK. Do not include the 'Notes' sheet of the template file in your publications.

Returns must be published in CSV format using UTF-8 encoding wherever possible. All leading and trailing whitespace, empty rows and empty columns to the right of the dataset should be removed.

- Google Sheets should use UTF-8 encoding by default when selecting “Download As” - CSV.
- Excel provides the option to save individual sheets as “CSV UTF-8 (Comma Delimited) (.csv)”.

Departments must not publish this data in other file formats such as PDF, ODS or XSLX. Departments should undertake a final review of their datasets once these have been published on: <https://www.gov.uk/search/transparency-and-freedom-of-information-releases>.

Please contact the Cabinet Office Transparency Data team - transparencydatateam@cabinetoffice.gov.uk should you have any queries on the completion of these senior official transparency returns.

Propriety and ethics questions should be directed to the departmental permanent secretary’s office in the first instance, who may refer queries to the Cabinet Office Propriety and Ethics team proprietyandethics@cabinetoffice.gov.uk.

Annex A: Senior officials' business expenses

The [Civil Service code](#) sets out the standards and behaviour expected of all civil servants including the responsibility to ensure public money and resources are used properly and efficiently.

Departments must complete a return for all senior officials at an SCS2 grade and above.

Departments **should** include:

1. Details of all approved expenditure incurred by senior officials at an SCS2 grade and above in their official capacity.
2. Details of any travel expenses incurred in their capacity as senior official including both domestic and overseas travel.
3. Details of any gifts purchased or hospitality provided at an expense to the department by the senior official.
4. Details of any expense to the department incurred while working from home, or any expense relating to professional qualifications or renewal of professional memberships.
5. Details of any expense incurred while accompanying ministers on official visits, unless these are declared as part of the minister's transparency data publication.
6. Where a business expense was paid for by a senior official and expensed to the department at a later date, expenses should be declared in the reporting period wherein reimbursement was received.

Departments **should not** include:

7. The cost of any expenses to the department that were subsequently refunded in full, for example the cost of any cancelled travel.
8. The cost of any expense that will be published as part of another government publication e.g., where the full cost of travel for all officials is published as part of a minister's transparency data publication.
9. The cost of any expenses that would compromise GDPR, for example, eye tests or workplace adjustments.

How to format and present the data

- Ensure all senior officials operating at an SCS2 level and above are declared on a consolidated departmental business expenses return, including senior officials who have no business expenses to declare over the period (Nil Return).
- Where a Nil Return applies to one or more senior officials, ensure that all subsequent columns are populated with Nil Return.
- Where a senior official has multiple business expenses to declare, these should be listed chronologically.
- All expenses relating to a single trip should be combined and declared as one row of data.
- Do not include empty rows or cells between data entries, as this will create errors in the data once published online.
- When collating and editing data in the template, please ensure all internal comments are removed before submitting drafts for consistency checking.
- Please do not use soft returns i.e., enter data in each cell separating text using full stops, semicolons, backslashes or commas only.
- Departments may wish to consult the current [GDS style guide](#)¹ for help with style, spelling and grammar conventions.

Senior Official's Name	<ol style="list-style-type: none"> 1. List the senior official's full name for each entry using the format, [Forename][Surname] e.g., Jo Bloggs. 2. Do not include titles or honorifics. For example, please do not include: 'Sir/Lady//Dr' etc.
Start date of expense	<ol style="list-style-type: none"> 1. List the start and end dates the expense relates to using hyphens in the format: YYYY-MM-DD i.e., 2023-10-15. This ensures the date is displayed correctly, and avoids errors caused by differences between common British and International date formats. 2. Ensure dates correspond to the given reporting period. 3. Where an expense overlaps two reporting periods, the declaration should be attributed to the period during which the majority of the expense took place.
End date of expense	<ol style="list-style-type: none"> 4. Where an official has been provided with the use of an official secure car, the total cost to the department should be declared on the first day of each reporting period. 5. Where the senior official did not claim any expenses during the period, please report Nil Return.
Purpose of expense	<ol style="list-style-type: none"> 1. Provide a clear, informative description of the main purpose of the expense claimed. If the expense was a trip, avoid generic descriptions e.g., "Site Visit" wherever possible. 2. Contextual information should be included here only. 3. Where the senior official did not claim any expenses during the period, please report Nil Return.
Destination	<ol style="list-style-type: none"> 1. List all destinations in the format City or town, Country e.g., Doncaster; U.K. 2. Where a senior official completed a multi-destination visit, all destinations should be listed within the same entry using semicolons e.g., Doncaster; UK, York; UK. 3. Where the senior official did not claim any expenses during the period, please report Nil Return.

¹ <https://www.gov.uk/guidance/style-guide>

Mode(s) of transport	<ol style="list-style-type: none"> 1. If travel was taken, report the mode of transport used from the list below: <ul style="list-style-type: none"> ○ Private Car ○ Taxi ○ Official Secure Car ○ Bus / Coach ○ Train ○ Eurostar ○ Scheduled flight ○ Ferry ○ Nil Return 2. Where multiple forms of transport were used, please report these in turn using commas e.g., Scheduled flight, taxi. 3. Where the senior official did not claim any expenses during the period, please report Nil Return.
Class of transport	<ol style="list-style-type: none"> 1. Select the class of transport from the options in the drop-down menu. Where travel providers use alternate descriptions, please pick the option that best captures the class of travel: <ul style="list-style-type: none"> ○ Economy/Standard ○ Premium Economy/Standard Premier ○ Business /Business Premier ○ First 2. Where class of travel is not applicable, please report N/A. 3. Where the senior official did not claim any expenses during the period, please report Nil Return.
Sub-total cost of all transport used (£)	<ol style="list-style-type: none"> 1. Report the total cost of all expenses related to transport claimed to the taxpayer in GBP. 2. Include the full cost of the use of an official secure car in this column. 3. Include numerics only - do not include other characters or text e.g., £. 4. Where the official did not claim an expense for transport, please report N/A. 5. Where the senior official did not claim any expenses during the period, please report Nil Return.
Sub-total cost of all accommodation and meals (£)	<ol style="list-style-type: none"> 1. Report the total cost of all expenses related to accommodation and meals claimed to the taxpayer in GBP. 2. Include numerics only - do not include other characters, commas or text e.g., £ 3. Where the official did not claim an expense for accommodation or meals, please report N/A. 4. Where the senior official did not claim any expenses during the period, please report Nil Return.
Sub-total cost of all other expenses, including hospitality given (£)	<ol style="list-style-type: none"> 1. Report the total cost of all other expenses claimed to the taxpayer in GBP. 2. Include numerics only - do not include other characters or text e.g., £. 3. Where the senior official did not claim any other expenses, please report N/A.

	<ol style="list-style-type: none"> 4. Where the senior official did not claim any expenses during the period, please report Nil Return.
<p>Total cost of expenses claimed (£)</p>	<ol style="list-style-type: none"> 1. Report the total cost for the expense claimed to the taxpayer in GBP. This includes the cost of any use of an official secure car, where applicable. 2. Include numerics only - do not include other characters or text e.g., £. 3. Where the senior official did not claim any expenses during the period, please report Nil Return.

Example of data : SENIOR OFFICIALS' BUSINESS EXPENSES

Senior Official's Name	Start date of expense	End date of expense	Purpose of expense	Destination	Mode(s) of transport	Class of transport	Sub-total cost of all transport used (£)	Sub-total cost of all accommodation and meals (£)	Sub-total cost of all other expenses, including hospitality given (£)	Total cost of expenses claimed (£)
Julie Mustermann	2023-10-09	2023-11-09	To attend Civil Service Live	Derby, UK	Train	Standard	103.55	51.65	N/A	155.20
Julie Mustermann	2023-11-08	2023-11-08	Equipment purchased to work from home	N/A	N/A	N/A	N/A	N/A	125	125
Jo Bloggs	2023-11-01	2023-10-05	To meet with representatives of Generic Firm and discuss the cost of hiring apprenticeships	Carlisle, UK	Car	Private	102	150.30	N/A	252.30
John Smith	2023-12-13	2023-12-13	Hospitality provided to representatives from Generic Firm	N/A	N/A	N/A	N/A	N/A	114.72	114.72
John Smith	2023-12-15	2023-12-15	Annual renewal of professional membership	N/A	N/A	N/A	N/A	N/A	200	200
Alex Bailey	Nil Return	Nil Return	Nil Return	Nil Return	Nil Return	Nil Return	Nil Return	Nil Return	Nil Return	Nil Return

Annex B: Senior officials' hospitality

Departments must complete a return for all officials at an SCS2 grade and above. Guidance on civil servants accepting hospitality is set out as part of the [Civil Service code](#).

Departments should include:

1. Details of hospitality received by senior officials in their official capacity for example, receptions, meals, travel upgrades, tickets for sporting events and concerts etc., including attendance at non-ticketed events, except where set out below.
2. The name of the organisation or individual who provided the hospitality. Where hospitality is given by media proprietors, editors or senior executives,² departments should record the name of the individual, their role and the media organisation. Where hospitality is provided by individuals from media organisations below this level, departments should only record the name of the organisation.
3. Hospitality received when accompanying a minister.
4. There will be instances where hospitality above de minimis levels is provided as part of a meeting, in which case, a corresponding entry should be declared for both meetings and hospitality.
5. For hospitality received, departments need to confirm whether the senior official was accompanied by a guest. In instances where an accompanying guest received a personal invitation, it is nonetheless recommended departments declare the attendance of the plus one.
6. Where a government department has distributed hospitality on behalf of an external organisation or individual among other departments, the external organisation or individual should be named, and the hospitality declared in the usual way.

Departments should not include:

7. Hospitality received from devolved or foreign governments, HM Government bodies, including other government departments, non-departmental public bodies, non-ministerial departments, members of the Royal Household, executive agencies, government reviews and government advisory groups or representatives of Parliament.
8. Hospitality from government non-executive directors, unless in the capacity of other non-government roles the non-executive director may hold.
9. Offers of hospitality which were declined.
10. Hospitality below de minimis levels. This will usually apply to minor refreshments at meetings, receptions, conferences and seminars e.g., tea or coffee.
11. Hospitality received from ministers, MPs and Peers unless the minister, MP or Peer was acting in another capacity, i.e., representing an external organisation.
12. Hospitality provided by another senior official operating in an official role.
13. The names of any accompanying guests.

² See page 14 for table of Media Proprietors, Editors and Senior Executives.

How to format and present the data

- Ensure that all senior officials at an SCS2 grade and above are declared on a consolidated departmental senior officials' hospitality return, including senior officials who did not receive any hospitality for the period (Nil Return).
- Where a Nil Return applies for one or more senior official, ensure that all subsequent columns are populated as Nil Return.
- Where a senior official has multiple hospitality entries to declare, these should be listed chronologically.
- Do not include empty rows or cells between data entries, as this will create errors in the data once published online.
- When collating and editing data in the template, please ensure all internal comments are removed before submitting drafts for consistency checking.
- Please do not use soft returns i.e., enter data in each cell separating text using full stops, semicolons, backslashes or commas only.
- Departments may wish to consult the current [GDS style guide](#)³, for help with style, spelling and grammar conventions.

Senior Official's name	<ol style="list-style-type: none"> 1. List the senior officials' full name for each entry/row using the format, [Forename][Surname] e.g., Jo Bloggs. 2. Do not include titles or honorifics. For example, 'Sir/Lady//Dr'.
Date	<ol style="list-style-type: none"> 1. Report the date the hospitality took place using hyphens in the format: YYYY-MM-DD i.e., 2023-10-01. This ensures the date is displayed correctly and avoids errors caused by differences between common British and International date formats. 2. Ensure dates correspond to the given reporting period. 3. Where the senior official did not receive any hospitality during the period, please report Nil Return.
Individual or organisation that provided hospitality	<ol style="list-style-type: none"> 1. Include names of individual(s) or organisation(s) in this column. Names of individuals should only be included where the individual is representing their own interests, with the exception of senior media figures. 2. For senior media figures,⁴ record the name of the individual, the media organisation and their role. For individuals from media organisations below this level, departments should record the name of the organisation only. 3. <u>Do not</u> include contextual information such as 'drinks reception with' etc. 4. Report organisation names in full, spelling out any acronyms for greater accessibility, except where these are in common use e.g., BBC. 5. Honorifics may be used here. 6. Where the senior official did not receive any hospitality during the period, please report Nil Return.
Type of hospitality received	<ol style="list-style-type: none"> 1. Report the nature of the hospitality received e.g., 'Lunch', 'Drinks reception', 'Flight upgrade', 'Tickets to screening'. 2. Where the senior official did not receive any hospitality, please report Nil Return.

³ <https://www.gov.uk/guidance/style-guide>

⁴ See page 14 for table of Media Proprietors, Editors and Senior Executives.

Accompanied by guest	<ol style="list-style-type: none"> 1. Specify whether the senior official was accompanied to the hospitality event by selecting 'Yes' or 'No' from the drop down menu. 2. Do not name the accompanying guest 3. Where the senior official did not receive any hospitality during the period, please report Nil Return.
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Example of data: HOSPITALITY RECEIVED

Senior official's name	Date	Individual or organisation that provided hospitality	Type of hospitality received	Accompanied by guest
Jo Bloggs	2023-11-01	Bircaster University	Dinner	No
Faizan Bannister	2023-12-19	Generic Company	Drinks reception	Yes
Chris Anderson	2023-11-04	George Cartwright, Political Editor, Bright News Network	Concert tickets	No
Alex Bailey	Nil Return	Nil Return	Nil Return	Nil Return
Julie Kaplin	Nil Return	Nil Return	Nil Return	Nil Return

Annex C: Senior officials' meetings with external individuals and organisations

Departments must complete a declaration of all official meetings their Permanent Secretaries, Directors General, Finance Directors, Commercial Directors and Directors who are senior responsible owners in the Government's Major Projects Portfolio (GMPP) at SCS2 grade and above hold with external organisations and individuals, for those based in the UK and irrespective of whether the official is in a permanent or interim role.

Meetings with newspaper and other media proprietors, editors and senior executives ("senior media figures") will also be published, regardless of whether the purpose of the meeting was official or social.

What is an external organisation, individual or senior media figure?

1. An external organisation means any group, company or organisation external to government. An external individual means any individual representing their own interests, or those of an external organisation. Details of all meetings with external organisations and individuals in an official capacity must be declared. This applies to meetings with lobbyists registered on the Register of Consultant Lobbyists.
 - a. Meetings with government and legislative bodies, such as other government departments, non-departmental public bodies, non-ministerial departments, members of the Royal Household, executive agencies, government reviews and government advisory groups, representatives of Parliament (unless meeting outside their parliamentary capacity), and devolved or foreign governments *would not* normally be declared. If, however, any of the above attended a meeting where an external organisation or individual is also in attendance, then details of that meeting must be declared.
2. **Senior media figures** i.e., newspaper, broadcast and other media proprietors, editors and senior executives are outlined in the table below. Meetings with media figures of equivalent seniority should also be declared in accordance with these guidelines.
 - a. Where a meeting with a senior media figure has taken place, the name of the senior media figure, their role (i.e., job title), and the organisation they represent should be included regardless of the purpose of the meeting.
 - b. **Official** meetings with individuals from media organisations operating below the level of senior media figures must also be declared.

Senior media figures including Media proprietors, Editors and Senior Executives

	Proprietors	Editors	Senior Executives
Newspapers (Including regional publications and online editions)	Chair/Owner	The Editor, all Senior Editorial Staff including Political, Business, Economic Editors and Deputy Editors	CEOs
Broadcasters (Including regional broadcasters)	Chair/Owner	All Senior Editorial Staff including Political, Business, Economic and Deputy Editors, Channel Controllers Directors of Programming and Radio Controllers	Director Generals CEOs

Departments should include:

3. Meetings held in an official capacity with external organisations or individuals.
 - a. All meetings with senior media figures, regardless of whether the meeting was official, or social. Meetings with media figures of equivalent seniority should also be declared in line with these guidelines. Official meetings with media representatives below this level must also be declared.
 - b. Meetings held in-person. Remote formal meetings using video or audio-conferencing technology should also be included. Audio calls should only be reported where these replace or take the format of an official meeting.
 - c. In instances of doubt, departments may consider whether the senior official and one or more persons external to government discussed official government business or policy, subject to the exemptions listed below, and whether government resources were used in arranging the meeting.
4. All meetings with senior media figures, regardless of whether the meeting was official, or social. Official meetings with media representatives below this level must also be declared.
5. The name of the external organisation meeting the senior official rather than the individual(s) representing the organisation, with the exception of meetings with senior media figures, in which case the individual, their job title and organisation must be named. Where a meeting was with an individual not connected with an organisation, the name of the individual should be provided, unless they do not have a prominent public profile. Here a generic description should be used instead e.g., 'Widow of veteran'.
6. Departments should make every effort to provide a meaningful and clear description of the 'purpose of the meeting', succinctly capturing
 - a. the key topic(s) discussed and;
 - b. state any specific area(s) of government policy/ legislation etc., affected.

- c. Broad descriptions such as ‘general discussion’, ‘introductory meeting’, ‘informal catch-up’, ‘bilateral meeting’ etc. should not normally be used.
 - d. An example of a good description would be - ‘Discussion during visit to the National Space Centre, on the National Space Strategy and UK Investment in the space sector’.
7. There will be instances where hospitality above de minimis levels⁵ is provided as part of a meeting. Here a corresponding entry should be declared for both meetings and hospitality in accordance with the principles set out in this guidance.
 8. Where a senior official meets with multiple organisations (e.g., as part of a roundtable), departments should list each organisation or individual in turn. Where it is impracticable to list attendees individually, a descriptive collective name may be used instead e.g., ‘roundtable with UK broadband providers’.
 9. If a senior official attended the same meeting as a minister or senior official from another department, private offices should liaise to ensure the purpose of the meeting and the list of attendees is consistent for both departments’ entries.
 10. Meetings with the wider public sector, including local government authorities, schools, emergency services and NHS service providers, unless there is a risk of disclosing classified information or personal data.
 11. Meetings with members of the judiciary.

Departments should not include:

12. Information relating to meetings in cases where disclosure would engage exemptions under the Freedom of Information Act 2000 ("the Act"). This would most commonly apply to Sections; 23-24, 26, 35-36 and 43 of "the Act". Departments should give due consideration as to whether a careful account of these meetings would allow these to be declared, particularly in instances where there is a record of the meeting already in the public domain.
13. Where an individual represents an organisation, their name should not be included, with the exception of senior media figures. Private individuals without a public profile should also not be named. Here a generic description should be used instead e.g., ‘Widow of veteran’.
14. Whether external engagement would be considered to be a meeting should be decided by departments on a case-by-case basis in accordance with the principles set out in point 3. Visits (e.g., tours), speeches, attendance at seminars, conferences, receptions, media interviews etc., would not automatically be classed as meetings, except where the senior official took away views and discussion points from attendees on matters of government business through active engagement (e.g., Q&A or in-depth discussions).
15. Meetings with government bodies such as other government departments, non-departmental public bodies, non-ministerial departments, members of the Royal Household, executive agencies, government reviews and government advisory groups, representatives of Parliament (unless meeting outside their parliamentary capacity), and devolved or foreign governments. If any of the above attend a meeting alongside external organisations or individuals not covered by this exemption, the meeting should be declared including the names of these organisations or individuals only.

⁵ Hospitality under de minimis levels includes minor refreshments e.g., tea or coffee.

16. Meetings regarding contracted services being provided to departments (e.g., head-hunters, IT providers or facilities contractors). However, meetings with contracted organisations outside of the terms of their contract(s), for example to discuss broad industry trends, should be included.
17. Meetings with departmental Non-Executive Directors, unless operating in the capacity of other, non-government roles they may hold.

How to format and present the data

- Ensure that all permanent secretaries, including second permanent secretaries, all director generals, and all finance directors, commercial directors and directors who are senior responsible owners in the GMPP are declared on a consolidated departmental senior officials' meetings return.
- Where a Nil Return applies for one or more senior officials, ensure that all subsequent columns are populated as Nil Return.
- Where a senior official has multiple meetings to declare, these should be listed chronologically.
- Do not include empty rows or cells between data entries, as this will create errors in the data once published online.
- When collating and editing data in the template, please ensure all internal comments are removed before submitting drafts for consistency checking
- Please do not use soft returns i.e., enter the data in each cell. Please separate text using full stops, semicolons, backslashes or commas only.
- Departments may wish to consult the current [GDS style guide](#)⁶, for help with style, spelling and grammar conventions.

Senior Official's name	<ol style="list-style-type: none"> 1. List the senior official's name for each entry/row using the format, [Forename][Surname] e.g., Jo Bloggs. 2. Do not include titles or honorifics. For example: 'Sir/Lady/Dr'.
Date	<ol style="list-style-type: none"> 1. List the date the meeting took place using hyphens in the format: YYYY-MM-DD i.e., 2023-10-01. This ensures the date is displayed correctly, and avoids errors caused by differences between common British and International date formats. 2. Ensure dates correspond to the given reporting period. 3. Where the senior official did not meet with external organisations or individuals, please report Nil Return.
Name of individual or organisation	<ol style="list-style-type: none"> 1. Include names of Individual(s) <u>or</u> organisation(s) in this column, with the exception of senior media figures, where the job title should also be included using the format, First name Surname, role, organisation. E.g., Joe Bloggs, Political Editor, UK TV News. 2. Report organisation names in full, spelling out any acronyms for greater accessibility, except where these are in common use e.g., BBC. 3. Honorifics may be used here. 4. <u>Do not</u> include contextual information e.g., 'meeting with' or 'telephone call to discuss' etc here. 5. Where the senior official did not meet with external organisations or individuals, please report Nil Return.
Purpose of meeting	<ol style="list-style-type: none"> 1. Provide a clear, informative description of the main topic(s) of discussion or meeting objectives and any area of policy implicated. 2. Broad descriptions e.g., 'general discussion', 'introductory meeting', and 'general catch-up' <u>should not</u> be used. 3. Contextual information e.g., 'meeting' or 'telephone call to discuss' etc. should be included in this column only.

⁶ <https://www.gov.uk/guidance/style-guide>

	4. Where the senior official did not meet with external organisations or individuals, please report Nil Return.
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Example of data: MEETINGS WITH EXTERNAL ORGANISATIONS (INCLUDING MEETINGS WITH NEWSPAPER AND OTHER MEDIA PROPRIETORS, EDITORS AND SENIOR EXECUTIVES

Senior Official	Date	Name of individual or organisation	Purpose of meeting
Alex Bailey	2023-11-30	Generic Company	To discuss the UK engineering sector and the long-term impact COVID-19 has had on recruiting apprentices.
Christine Anderson	2023-12-02	George Cartwright, Political Editor, UK TV News	To discuss the findings of the Green Tech Emissions Review.
Julie Kaplin	2023-12-03	International Monetary Body	To discuss the ongoing impact of COVID-19 on youth employment.
Erika Mustermann	2023-10-06	Chemical Co; Newco; Unobtanium Ltd	Roundtable to discuss the challenges the engineering and hydroelectricity sector is currently facing
Jo Bloggs	Nil Return	Nil Return	Nil Return

Change log:

2024-04-02

- **Page 1, Annex C / Page 2, first paragraph / Page 12, first paragraph** - *'Meetings with external organisations and individuals held by department Permanent Secretaries, Directors General, Finance Directors, Commercial Directors and Directors who are senior responsible owners in the Government's Major Projects Portfolio at SCS2 grade and above.'*
 - **Additional text of "...at SCS2 grade and above."**
 - **Clarification required to ensure disclosure of information relates to appropriate staffing grades.**
- **Page 1, final paragraph** - *"Departments must declare all **meetings**, business expenses and hospitality received by senior officials based in the UK at SCS2 grades and above"*
 - **Additional text of "...meetings,..."**
 - **Clarification required to ensure all UK-based SCS2 grade and above declare meetings, business expenses, and hospitality received.**
- **Page 4, Point 6** - *"6. Details of any business expenses paid in part by the senior official e.g., travel upgrades."*
 - **Removal of line to avoid confusion.**
 - **See page 4, point 1.**
- **Page 12, first paragraph** - *Departments must complete a declaration of all official meetings their Permanent Secretaries, Directors General, Finance Directors, Commercial Directors and Directors who are senior responsible owners in the Government's Major Projects Portfolio (GMPP) hold with external organisations and individuals, **for those based in the UK and** irrespective of whether the official is in a permanent or interim role.*
 - **Addition of "...for those based in the UK and..."**
 - **Reiteration of page 1, final paragraph.**
- **Page 14, point 12** - *~~Meetings content of which~~ Information relating to meetings in cases **where** disclosure would engage exemptions under the Freedom of Information Act 2000 ("the Act"). This would most commonly apply to Sections; 23-24, 26, 35-36 and 43 of "the Act". Departments should give due consideration as to whether a careful account of these meetings would allow these to be declared, particularly in instances where there is a record of the meeting already in the public domain.*
 - **Rephrase as above.**
 - **Continuation of good practice of working to the Freedom of Information Act 2000.**