



# DORSET & WILTSHIRE FIRE AND RESCUE SERVICE

## C014 – Gifts and Hospitality Checklist

To be used in conjunction with the Gifts and Hospitality Procedure (CG 7)

Would the provision or acceptance of the gift or hospitality?	Yes	No
<ul style="list-style-type: none"> <li>• Create suspicion or conflict between your role in Dorset &amp; Wiltshire FRS and your personal interests? (or the appearance of such?)</li> <li>• Give the impression (to any member of the public, organisation with whom you deal with or to your colleagues) that you have been, or might be, influenced to show favour or disfavour to any person or organisation?</li> <li>• Risk bringing Dorset &amp; Wiltshire FRS into disrepute?</li> <li>• Be, or be perceived to be, suspicious or dishonest</li> <li>• Attract public criticism of excessive generosity?</li> </ul>		
<b>Have you given, received or refused an offer of a gift or hospitality to/from this individual/organisation in the last six months?</b>		
If you have ticked <b>YES</b> to any of the above questions, then you should refuse the gift of hospitality as this creates doubt about the propriety of accepting or providing them.		
<b>Would the provision of acceptance of the gift or hospitality?</b> <ul style="list-style-type: none"> <li>• Stand up to public scrutiny?</li> <li>• Be in the best interests of DWFRS</li> <li>• Be regarded as a fair and reasonable use of public funds</li> </ul>		
If you have ticked <b>NO</b> to any of the above questions, then you should refuse the gift or hospitality as this creates doubt about the propriety of accepting or providing them.		

### REGISTER OF GIFTS/HOSPITALITY

To: Democratic Services/Executive Support (delete as necessary)

From: .....

Details of person/organisation offering the gifts(s)/ hospitality:

.....

Details of gifts(s)/hospitality approximate value:

.....

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To whom: .....

Accepted: Yes/No .....

Date received/rejected .....

Any other relevant information?

.....

Signed ..... Date .....