

Date: 7 June 2018

Item: Register of Gifts and Hospitality for Members and Senior Staff

This paper will be considered in public.

1 Summary

- 1.1 This paper sets out details of the gifts and hospitality declared by the Board and senior staff. This report covers the period 1 February to 30 April 2018. Details of the gifts and hospitality accepted by Members and the most senior staff are already routinely published on our website.

2 Recommendation

- 2.1 **The Committee is asked to note the paper.**

3 Background

- 3.1 TfL's policy on gifts and hospitality applies to TfL Board Members, all staff who work for TfL and staff contracted to work for TfL including on advisory groups or through a third party. It covers both gifts and hospitality offered directly or offered through a spouse or partner.
- 3.2 The policy was last reviewed and updated in November 2017. It starts from the premise that any gifts or hospitality offered should usually be declined. No offer should be accepted where there is a possibility, or a perception, of being influenced by it. The guidance provides advice on the few circumstances where acceptance might be appropriate but, as a guiding principle, Members and staff are advised to err on the side of caution. Acceptance of any offer requires line manager approval and an explanation as to why acceptance is appropriate.
- 3.3 Board Members and staff are required to register with the General Counsel any gift or hospitality received in connection with their official duties that has a value of £25 or over, and also the source of the gift or hospitality. For staff, declarations are made at the end of every month. As the acceptance of any offers of gifts or hospitality by Members is uncommon, they are asked to confirm any declarations at the end of every quarter. Offers accepted by Members and the most senior staff are then reviewed and published on tfl.gov.uk on a quarterly basis.
- 3.4 Gifts and hospitality declarations from Members, the Commissioner and Managing Directors, the General Counsel and the Chief Finance Officer have been published on tfl.gov.uk since 2012.

- 3.5 As part of the revised GLA Group Framework Agreement, considered by the Board on 22 September 2016, we committed to also provide a regular report to the Audit and Assurance Committee on the gifts and hospitality accepted. For these reports, the staff covered have been extended to all staff that appear on the top level organisation chart published on <https://tfl.gov.uk/corporate/about-tfl/how-we-work/corporate-governance/chief-officers>.

4 Reporting Period and Issues for Consideration

- 4.1 During this period, one Member, Kay Carberry, declared attendance at the Aslef parliamentary reception on 15 May 2018 for the purposes of networking.
- 4.2 Appendix 1 sets out gifts and hospitality declared by senior staff over the three month period from 1 February to 30 April 2018 (the latest reporting period). There were no declarations by Members during this period.
- 4.3 A total of 237 declarations were made by senior staff in relation to gifts and hospitality offered at a value of £25 or over within the period covered by the report (three months). A total of 201 offers were declined and 36 were accepted. Table 1 provides a summary of the number of offers accepted and declined by senior staff who received more than ten offers during the period.

Table 1: Staff receiving more than ten offers during the reporting period

Name	Role	Offers	Accepted	Declined
Mike Brown MVO	Commissioner	28	6	22
Graeme Craig	Director of Commercial Development	60	10	50
Michèle Dix	Managing Director Crossrail 2	21	1	20
Stephen Field	Director of Pensions and Reward	27	4	23
Sam Mullins	Director, London Transport Museum	10	2	8
Mark Wild	Managing Director London Underground	26	4	22

- 4.4 Previous reports to the Committee from the reporting period starting 10 January 2017 have shown figures for the total number of offers received, the total declined and the total accepted. As the reporting periods have varied from between two to five months, Table 2 shows the figures provided in previous reports and then breaks these down to a monthly average for each period reported, to enable some trend analysis.
- 4.5 On a monthly average basis, the actual number of offers received has fluctuated from a high of 90.4 to a low of 55, while the number of offers accepted has steadily declined.

Table 2: Figures reported to previous meetings and monthly averages

	101/01/17-31/05/17	01/06/17-31/08/17	01/09/17-30/11/17	01/12/17-31/01/18	1/02/18-30/04/18
Period reported to Committee	5 months	3 months	3 months	2 months	3 months
Total offers	389	271	250	110	238
Total declined	257	192	177	78	201
Total accepted	132	79	73	32	36
Monthly average					
Total offers	77.8	90.3	83.3	55	79.3
Total declined	51.4	64	59	39	67
Total accepted	26.4	26.4	24.3	16	12

List of appendices to this report:

Appendix 1: Gifts and Hospitality Register, Members and Senior Staff 1 February to 30 April 2018.

List of Background Papers:

Corporate Gifts and Hospitality Register.

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Gifts and Hospitality - TfL Board Members and Senior Officers

Appendix 1

1 February - 30 April 2018

Name of Officer	Offer Status	Donor/Provider of Gift/Hospitality	Detail of Gift/Hospitality	Reason for Accepting Gift / Hospitality	Date of Event/Hospitality
Adams Isabelle	Accepted	Young Rail Professional (YRP) sponsored by CPC	Dinner to celebrate YRP awards	YRP senior representative	13/04/2018
Adams Simon	Accepted	Bruton Group	Networking event at the Guildhall	Opportunity to meet senior individuals from the wider industry.	06/02/2018
Adams Simon	Accepted	Nichols	Retirement drinks.	Networking	15/03/2018
Adams Simon	Accepted	DS&A	Business dinner.	Networking	04/04/2018
Adams Simon	Accepted	ARUP	Lessons learned discussion Crossrail vs Crossrail 2	Networking	18/04/2018
Adams Simon	Accepted	Turner and Townsend	London First Awards	Networking	19/04/2018
Barton Glynn	Accepted	Siemens	Travel and accommodation to speak at a conference	TfL speaker at a conference to announce TfL's work with Siemens to deliver an innovative transport management system	20/03/2018
Brown Mike	Accepted	Martin Dean, CEO Confederation of Passenger Transport	CPT Annual Black Tie Dinner	500 guests for bus and coach industry - networking	01/02/2018
Brown Mike	Accepted	Helen Wollaston, Chief Executive WISE	WISE black tie dinner with HRH Princess Royal in attendance	Collaboration to recruit and retain women in STEM roles in the UK	26/02/2018
Brown Mike	Accepted	Cindy Yendell, Unspun	Dinner	Business strategy	06/03/2018
Brown Mike	Accepted	Lisburn Castlereagh City Council & Catalina Consulting	Dinner	Business opportunities	17/04/2018
Brown Mike	Accepted	London First	London First Awards	TfL nominated for Awards	19/04/2018
Brown Mike	Accepted	Retired Railway Officers Society	Lunch	Commissioner giving keynote address	19/04/2018
Cernoia-Russo Emanuela	Accepted	Deutsche Bank, Connor Hennebry	Treasurers' Dinner, Savoy Hotel, London WC2	Dinner hosted by Tom Joyce, sharing views on how markets will react to Central Bank's crisis-era programmes & ongoing technical revolution.	28/02/2018
Clark George	Accepted	Ian Jones Siemens	Rail Business Awards dinner	Function/ceremony where representing TfL	22/02/2018
Clark George	Accepted	Siemens - Ian Jones	Dinner	Representing TfL Engineering	01/03/2018
Coff Tanya	Accepted	KMPG	Senior Business Women's Network Event (Private View - evening)	Networking	18/04/2018
Craig Graeme	Accepted	London First	MIPIM Reception/Drinks - London First 2018 Landing Drinks	Networking Event	12/03/2018
Craig Graeme	Accepted	MIPIM - London Chamber of Commerce & Industry	President's Reception	Networking	13/03/2018

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Craig Graeme	Accepted	CBRE	One London, 33 Boroughs, One Team Dinner	Networking	13/03/2018
Craig Graeme	Accepted	MIPIM - Caroline Howard - Brecher	Breakfast Meeting	Networking	14/03/2018
Craig Graeme	Accepted	Arcadis	MIPIM - Lunch	Networking	14/03/2018
Craig Graeme	Accepted	Eversheds Sutherland	MIPIM - International Real Estate Brunch	Networking	14/03/2018
Craig Graeme	Accepted	AECOM	MIPIM - Drinks on the Beach	Networking	14/03/2018
Craig Graeme	Accepted	Brendon Walsh - Be Living	MIPIM - Dinner	Networking	14/03/2018
Craig Graeme	Accepted	JonesLangLaSalle	Transforming Real Estate Evening	Networking	08/03/2018
Craig Graeme	Accepted	Mishcon de Reya	Drinks	Networking	18/04/2018
Dix Michèle	Accepted	London First	London First's Annual Chairman's Reception 2018	Celebrating London's achievements awards	27/02/2018
Everitt Vernon	Accepted	Transport Times	London Transport Awards Dinner	Representing TfL	01/03/2018
Fairholme Nick	Accepted	Ringway Jacobs (RJs)	London Transport Awards 2018 event with Ringway Jacobs (shortlisted)	TfL and RJs were shortlisted for collaboration on a joint project so Nick attended the awards with RJs.	01/03/2018
Fairholme Nick	Accepted	Ringway Jacobs	invitation to CIHT annual dinner	Ringway Jacobs is one of the directorate's suppliers/contractors	20/03/2018
Field Stephen	Accepted	Sue Golton, SPS Conferences	SPS Investment Strategies for Pension Funds	CPD and Networking	08/02/2018
Field Stephen	Accepted	Lisa Ho, Event Manager, Aon Hewitt	Aon Pension Conference	CPD and Networking	20/02/2018
Field Stephen	Accepted	Neil Lalley, Punter Southall	Review Meeting and Lunch	Review Meeting and Networking	23/03/2018
Field Stephen	Accepted	Ian Skinner, Senior Associate, Willis Towers Watson	Meeting followed by lunch	Service review meeting followed by lunch	06/04/2018
Hughes David	Accepted	London Transport Museum	Evening reception	Corporate member	26/04/2018

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Hughes David	Accepted	Crossrail Ltd	The Secret Life of a Megaproject exhibition launch - focusing on how Crossrail has benefitted the UK	Member of Crossrail Sponsor Board	28/03/2018
Hurwitz Michael	Accepted	Independent Transport Commission	Winter Discussion Evening exploring the topic: 'What will be the future shape of taxi and private hire services in the UK?'	Discussion with panel of experts	20/02/2018
Kilonback Simon	Accepted	Grant Thornton - Will McWilliams	Dinner to discuss Vibrant Capital	As agreed with Commissioner	18/04/2018
Ljustina Nick	Accepted	Pinsent Mason	Compulsory Purchase Association dinner with speakers	Compulsory Purchase networking	09/02/2018
Mann Claire	Accepted	Exterion Media	Annual Dinner	Networking	08/02/2018
Mann Claire	Accepted	David Begg - Transport Times	Guest at the London Transport Awards	Going for Gareth Powell	01/03/2018
Mann Claire	Accepted	RATP	Dinner with RATP Dev Board Members	Maintaining business relationships with suppliers	22/02/2018
Mann Claire	Accepted	Skanska	CIHT London Region Dinner	Maintaining business relationships with suppliers	20/03/2018
Mann Claire	Accepted	Keolis	Reception to mark the launch of Transports Publics 2018, the European Mobility Exhibition.	Maintaining business relationships with suppliers	11/04/2018
Mullins Sam	Accepted	Dulwich Picture Gallery	Private view of David Milne exhibition	Networking and development	13/02/2018
Mullins Sam	Accepted	BADA	Private view of BADA Fair exhibition	Networking and development	13/03/2018
Plowden Ben	Accepted	Debbie Whitfield, NLA	Evening Reception to celebrate 40 Years of Pipers	Networking	08/02/2018
Powell Gareth	Accepted	Wrights Group	Annual Dinner	Keeping good relationship with contractor	01/02/2018
Smith Howard	Accepted	SNC Lavalin	Dinner & Award Ceremony	Maintaining business relationships with suppliers and Networking	22/02/2018

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Appendix 1

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West Nick	Accepted	Turner and Townsend	London First Awards. TfL nominated in a number of the categories	Networking and representing TfL	19/04/2018
Wild Mark	Accepted	Transport Times - David Begg	London Transport Awards Dinner	Requested to attend on behalf of the Commissioner and invited separately by D. Begg	01/03/2018
Wild Mark	Accepted	Women in Transport - Katie Hlland - President	Women in Transport Winter Reception and Panel Discussion on Data and Decision Making	Patron of the group.	07/02/2018
Wild Mark	Accepted	Iwona Blazwick OBE and Sir Terry Morgan	Exhibition Preview - Art capital - art for the Elizabeth line	To view exhibition prior to discussion re the handing over the management of the Elizabeth Line art on the underground	13/03/2018
Wild Mark	Accepted	London Transport Museum	Keith Ludeman, Chairman of London Transport Museum	Billed as special guest alongside Mike Brown and Gareth Powell	26/04/2018
Wylie David	Accepted	Odgers and Proxima	CPO Round Table Discussion and Dinner	Discussion around Procurement Transformation	08/02/2018