

	Local Authority				
Comparisons	Leeds	Authority A	Authority B	Authority C	Authority D
What is the maximum value which can be accepted?	£25	Not stated	£25	Not stated	£25
Is the maximum value calculated per occasion or over a period of time?	Calculated over the last 12 months	Not stated	Not stated	Not stated	
Do you have to seek permission before accepting all gifts/hospitality?	No (do not have to declare items of token value at/below £25 in value)	No (do not have to declare items of token value)	No (do not have to declare items of business related nature at/below £25 in value)	No (do not require permission to accept low value promotional work related gifts)	
Do you have to declare all gifts/hospitality?	Not required to declare items of token value at/below £25 in value. All other offers require declaration.	Yes	Not required to record minor items if received within the council whilst on duty. All other offers require declaration.	Not required to record low value promotional work related gifts. All other offers require declaration.	
Who approves the declarations?	Director (unless director has nominated someone else to deal with the declaration)	Strategic director through the Head of Service	Below Division Manager = Divisional Manager Divisional Manager = Assistant Director Assistant Director = Director City Solicitor = Chief Executive or Director of Finance and Resources Director of Finance and Resources = Chief Executive or City Solicitor Chief Executive = Director of Finance and Resources or City Solicitor	Not stated (all completed forms should be sent to Head of Service who will check it has been completed correctly).	
How often are the declarations reviewed?	12 months	Time to time (no period stated)	Must be open for inspection at any time (no period stated)	Must be open for inspection at any time (no period stated)	
How long do the declarations have to be retained for?	Not stated	Not stated	3 finical years plus the remainder of the current year	Not stated	
How many days do you have to declare any gifts/hospitality from the offer being made?	Not stated	Not stated	Within 28 days of the offer being made	Not stated	Within 28 days of the offer being made
How do you declare gifts/hospitality?	Form	Register of gifts and hospitality	Register of gifts and hospitality	Form	
Is it a separate or standalone policy?	Standalone	Separate (part of the code of conduct)	Separate (part of the code of conduct)	Standalone guidance issued in accordance with the code of conduct	Separate (part of the code of conduct)
Are both acceptances and declines recorded?	Both recorded	Both recorded	Both recorded	Both recorded	
What are the arrangements for directors declarations and acceptances?	Directors can sign-off their own gifts/hospitality. They may wish to discuss this with their peers, Chief Executive or the Monitoring Officer.	Directors must refer any gifts/hospitality to the Monitoring Officer (or in the absence of the Monitoring Officer the City Treasurer).	Directors must seek authorisation from the Chief Executive or Director of Finance and Resources.	Not stated	

Only provided us with FAQ - no policy

Only provided us with statutory register form - no policy

Authority E	Authority F	Authority G	Authority H	Authority I
£25	£25	States gifts/hospitality may only be accepted when they are low cost functional items suitable for business use (no value provided).	£20	£10
Calculated per occasion	Not stated	Not stated	Not stated	Calculated per occasion
No (do not have to declare items of value at/below £25)	No (do not have to declare items of token value at/below £25)	Not stated	Yes	Not stated
Not required to declare items of value at/below £25. All other offers require declaration.	Not required to declare items of token value at/below £25. All other offers require declaration.	Not stated	Yes	Not required to declare items of value at/below £10. All other offers require declaration.
Corporate Director or Director	Director	Chief Officer	Executive Director	Head of Service
Not stated	Not stated	Regular audit inspection (no period stated)	Not stated	Not stated
Not stated	Not stated	Not stated	Not stated	Not stated
Within 28 days of receipt	Not stated	Not stated	Within 7 days of the offer being made	Not stated
Form	Form	Register of gifts and hospitality	Register of gifts and hospitality	Form
Standalone guidance issued in accordance with the code of conduct	Separate (part of the code of conduct)	Separate (part of the code of conduct)	Standalone	Separate (part of the code of conduct)
Not stated	Both recorded	Not stated	Both recorded	Not stated
Directors must seek authorisation from the Chief Executive or Corporate Director.	Chief Executive Directors are not required to obtain prior authorisation but must declare acceptance in the normal manner.	Not stated	Not stated	Directors must seek authorisation from the Chief Executive