

Reference: 1-261509495

31 May 2017

Julia Snape
Secretariat

information.requests@ofcom.org.uk

Freedom of Information: Right to know request

Thank you for your request for information regarding gifts and hospitality which we received on 25 April and have considered under the Freedom of Information Act 2000 (the Act).

You asked:

- 1) *Can I get a breakdown of of all gifts and hospitality given to Ofcom executives in the last two years to April 2017 please?*
- 2) *Can you tell me whether it was a a gift or hospitality?*
- 3) *Can you give me a description of the gift/hospitality?*
- 4) *Can you tell me who gift/hospitality was from and who given to?*
- 5) *Can you tell me the value of the gift/hospitality?*

We have taken executive to mean senior management and leadership team colleagues as we don't have a specific category of employee that act as executives taking decisions.

We publish, on our website, the gifts and hospitality entries for Ofcom's senior management and leadership team (in line with the publication of expenses).

Ofcom has strict rules on colleagues accepting gifts and hospitality. Hospitality should only be accepted where there is clear benefit to the organisation and its work.

Ofcom's policy is that all gifts received that are greater than £10 in value should not be retained by colleagues but should be entered into a charity raffle.

You should note that Ofcom does not keep a record of the gifts or hospitality offered to its colleagues and turned down - only those accepted. The values listed for hospitality are colleague estimates for the total bill (i.e. the Ofcom colleague plus host).

Please see the following link for the information:

<https://www.ofcom.org.uk/about-ofcom/annual-reports-and-plans/other-financial-reporting>

Please quote the reference number above in any future correspondence as this will help us to deal with your query more quickly. If you have any further questions please contact our Media Team who will be happy to assist.

Yours sincerely

Julia Snape

If you are unhappy with the response or level of service you have received in relation to your request from Ofcom, you may ask for an internal review. If you ask us for an internal review of our decision, it will be treated as a formal complaint and will be subject to an independent review within Ofcom. We will acknowledge the complaint and inform you of the date by which you might expect to be told the outcome.

The following outcomes are possible:

- the original decision is upheld; or
- the original decision is reversed or modified.

Timing

If you wish to exercise your right to an internal review **you should contact us within two months of the date of this letter**. There is no statutory deadline for undertaking internal reviews and it will depend upon the complexity of the case. However, we aim to conclude all such reviews within 20 working days, and up to 40 working days in exceptional cases. We will keep you informed of the progress of any such review. If you wish to request an internal review, you should contact:

Steve Gettings
The Secretary to the Corporation
Ofcom
Riverside House
2a Southwark Bridge Road
London SE1 9HA

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF