

DECLARATION OF INTERESTS AND RECEIPT OF GIFTS/HOSPITALITY

2010

Name
Position held

The purpose of this declaration is to register interests held and gifts or hospitality received by employees of the Royal Household, or by their immediate family during the year ended 31st December 2010. These include gifts (which individually or in aggregate had a value in excess of **£60**) or hospitality (which individually or in aggregate had a value in excess of **£180**) received from external organisations who currently supply, or aspire to supply, goods or services to the Royal Household and gifts and hospitality received from third parties as a result of employment with the Royal Household, including those received from Royal Warrant Holders. Gifts received during Inward and Outward State Visits or from Members of the Royal Family should be included. (The Christmas present and Christmas pudding from The Queen do not need to be included).

Details should be recorded in Sections A and B of this form and in the *Record of Gifts and Hospitality Received*. "None" should be entered under any heading where there is nothing to declare.

The declaration on page 4 should then be signed and the completed document returned, together with the *Record of Gifts and Hospitality Received*, to the Director of Personnel.

Notes:

1. For the purposes of this declaration, a member of an employee's immediate family is defined as a partner or cohabitee, where the relationship is akin to that of a spouse, and a child under the age of 18. Spouses who are separated in such circumstances that the separation is likely to be permanent need not be regarded as being within the definition.
2. In the context of this declaration, an external organisation is defined as any organisation other than that which acts to further The Queen's interests or the national interest. Exceptions to disclosure would, therefore, include the Duchy of Lancaster, the Duchy of Cornwall and Government Departments.

SECTION A

1. Employment

If you or any member of your immediate family is employed by, or acts as a consultant to, any organisation or individual that supplies, or aspires to supply, goods or services to the Royal Household, you should give a short description of the function performed, e.g. director, consultant.

Name of employer or body	Description of employment or activity

2. Contracts with the Royal Household

You should give details of all contracts for the supply of goods, services, or works (other than your contract of employment with the Household) between the Royal Household and:

- yourself or any member of your immediate family;
- a company in which you or any member of your immediate family has a beneficial interest; or,
- a company of which you or any member of your immediate family is a director.

Name of supplier	Description of contract

3. Interests in companies and securities

You should list the names of any companies, firms, or other bodies that provide, or aspire to provide, the Royal Household with goods or services, in which you or any member of your immediate family has had a substantial interest.

For this purpose a substantial interest is defined as being a holding of shares or other securities in the company with a nominal value of more than £25,000 or more than 1/100th of the issued shares or securities (of any class, if several classes issued). The requirement also covers shares and securities held in the name of other people, in which you have a beneficial interest.

Name of company/body	Goods/ services provided

SECTION B

4. External employment, paid consultancies, trusteeships, governorships or directorships

You should enter details of any cases (other than those already declared in Section A above) where you have been employed by or acted as a consultant to any external organisation, acted as a trustee or governor of a public body or held a company directorship during the year. All such positions should be shown whether or not you received any payment.

Name of employer or body	Description of function or activity

DECLARATION

I,
(name in full)

confirm that during the year ended 31st December 2010

1. Other than declared in Section A above or in the accompanying *Record of Gifts and Hospitality Received*, neither I, nor any member of my immediate family, have:
 - a) had any employment with or acted as a consultant to any organisation or individual which supplies, or aspires to supply, goods or services to the Royal Household;
 - b) had any interest in any contract with the Royal Household for the supply of goods or services;
 - c) had any direct or indirect substantial pecuniary interests in any organisation which supplies, or aspires to supply, goods or services to the Royal Household;
 - d) received any gifts (which individually or in aggregate had a value in excess of **£60**) from any organisation or individual which supplies, or aspires to supply, goods or services to the Royal Household;
 - e) received any gifts from other parties, such as during Inward or Outward State Visits, or from members of the Royal Family; or,
 - f) received any hospitality (which individually or in aggregate had a value in excess of **£180**) from any organisation, individual or their representative body which supplies, or aspires to supply, goods or services the Royal Household.
2. I did not have (except as disclosed in Section A) any employment with, or act as a paid consultant to, any external organisation, act as a trustee or governor of a public body or hold any company directorship other than as set out in Section B above.
3. Neither I, nor any member of my immediate family have purchased any discounted goods from any organisation or individual which supplies goods or services to the Royal Household, except as permitted by the Royal Household's guidelines on discounts.
4. I have conformed with the tradition that whilst in Royal Service I have refrained from political activity other than voting.

Signed

Date.....

RECORD OF GIFTS AND HOSPITALITY RECEIVED BY

Date	Description of gift or hospitality (e.g. lunch, nature of event)	Received from (Name and organisation)	Reason gift or hospitality accepted	Value (if known) £