

**NHS 24  
BOARD MEETING  
24 APRIL 2025  
ITEM NO 12.2  
FOR ASSURANCE**

**GIFTS AND HOSPITALITY REGISTER UPDATE 2025**

**Executive Sponsor:**

John Gebbie, Director of Finance

**Lead Officer/Author:**

Geraldine Mathew, Board Secretary

**Action Required:**

The NHS 24 Board is asked to note the Gifts and Hospitality Register for 2024/25.

**Key Points for the Board/Committee to consider:**

This paper provides an overview of the Gifts and Hospitality registered by Board members, Executive Management Team, and NHS 24 staff since April 2024. This information is included within the Corporate Governance Activity Report which is presented to each Audit and Risk Committee meeting on a quarterly basis.

**Governance process:**

This paper was presented to the Executive Management Team meeting on 15 April 2024.

**Strategic alignment and link to overarching NHS Scotland priorities and strategies:**

This paper aligns with the principles of the Blueprint for Good Governance.

**Strategic alignment and link to Corporate Delivery Plan activity:**

The Gifts and Hospitality Register ensures transparency and accountability, which are essential components to the achievement of Corporate Delivery Plan activities.

**Key Risks:**

Failure to annually review the Gifts and Hospitality Register could expose the Board to several risks including lack of transparency leading to a perception of impropriety, potential breaches of policies and principles, and potential conflicts of interest.

**Financial Implications:**

There are no financial implications associated with this process.

**Equality and Diversity:**

There are no equality and diversity implications associated with this process.

**1. RECOMMENDATION**

- 1.1 The NHS 24 Board is asked to note the Gifts and Hospitality Register for 2024/25 for assurance.
- 1.2 All non-Executive Directors of NHS 24 Board and Executive Directors of the Board are required to declare any gifts and hospitality offered, regardless of whether these are accepted or not, as outlined in the Members Code of Conduct, within the Corporate Governance Framework.
- 1.3 All NHS 24 staff are required to advise the Board Secretary of any gifts or hospitality offered, regardless of whether these are accepted or not, in line with the Gifts and Hospitality Policy. The provision of the policy shall be held to apply to all staff, Board members, and secondees of NHS 24. There is no seniority threshold.

**2. TIMING**

- 2.1 A review of the Gifts and Hospitality Register is undertaken by the Board Secretary on an annual basis and is presented to the NHS 24 Board for assurance, prior to publication on the NHS 24 website. In addition, the Gifts and Hospitality Register is updated on an ongoing basis and reported as part of the Corporate Governance Activity Report, at each meeting of the Audit and Risk Committee.

**3. BACKGROUND**

- 3.1 In meeting the requirements of the Members Code of Conduct, NHS 24 Staff Code of Conduct, and the associated Gifts and Hospitality Policy, it is the responsibility of each individual to submit accurate information in a timely manner.

**4. ENGAGEMENT**

- 4.1 All Board members, Executive Management Team, Senior Managers, and all NHS 24 staff are engaged in this process.

**5. FINANCIAL IMPLICATIONS**

- 5.1 There are no financial implications associated with this process.

**6. MEASURABLE BENEFITS**

- 6.1 Conducting the annual review of the Gifts and Hospitality Register ensures transparency and accountability within NHS 24. It promotes ethical behaviour and helps identify conflicts of interest, aligning with the organisation's commitment to public trust and high governance standards.

**7. NEXT STEPS**

- 7.1 The Gifts and Hospitality Register will be published on the NHS 24 website.
- 7.2 Reference to the Gifts and Hospitality Register will be included within the NHS 24 Annual Report and Accounts.

## NHS 24 Gifts and Hospitality Register

**2024-25**

Name	Position	Nature of Hospitality/Gift	Organisation	Venue	Accepted/ Declined	Approx Value	Date
Mr Jim Miller	Chief Executive	CCA Gala dinner	CCA	Unknown	Declined	Approx: £35.00	25.04.2024
Communications Team	N/A	Tickets to Disco Days Events	TGC Leisure	Club Tropicana venues - Glasgow, Paisley, Aberdeen, Dundee & Edinburgh.	Declined	Approx: £6.00 per ticket	10.04.2024
Ms Stephanie Phillips	Director of TSPP	Scottish Veterans Awards 2024	Sight Scotland	Prestonfield House, Edinburgh, EH16 5UT	Accepted	Approx: £35.00	24.04.2024
Ms Stephanie Phillips	Director of TSPP	Sight Scotland Dinner Gathering	Sight Scotland and Sight Scotland Veterans	Sight Scotland and Sight Scotland Veterans	Accepted	Approx: £35.00	08.05.2024
Mr Jim Miller	Chief Executive	Black Tie Dinner	Strathclyde University	Unknown	Declined	Approx: £50.00	22.05.2024
Ms Louise Gordon	Head of People Services	Gleneagles Voucher  This is part of the national Our Turn to Care Initiative which is in place for all Health Boards/Special Boards/Territorial Health Boards and Social Care Partners shortly.  NHS 24 only get one voucher allocated and we put it in a prize draw for all staff to have access to win.  It is a one night stay at the Gleneagles hotel with dinner bed and breakfast.	Gleneagles Hotel through HIT Scotland and Scottish Government.	The Gleneagles® Hotel Auchterarder, Perthshire Scotland PH3 1NF	Accepted	Approx: £500	19.10.2024
Ms Lisa Morton	Associate Head of Communications	Credit Union offered £1000 sponsorship of our awards. This went toward costs to hold 7 ceremonies, including presentation for our winners and recognition cards for all of our nominees. They gifted an iPad to be given away in a staff draw. All staff were eligible to win this prize.	NHS Credit Union	N/A	Accepted	Approx: £1300.00	05.11.2024
Ms Lisa Morton	Associate Head of Communications	Contribution to/sponsorship of Staff Spotlight Awards.	Unison	N/A	Accepted	£600.00	05.11.2024
Dr Jacqui Hepburn	Deputy Chief Executive & Director of Workforce	HR Networking Awards	Eden Scott	Glasgow Hilton Hotel	Accepted	Approx: £150.00	14.11.2024
Mr Jim Miller	Chief Executive	Civic Reception at Glasgow City Chambers	University of Strathclyde Glasgow	City Chambers	Accepted	Approx £25	26.11.2024
Mr Jim Miller	Chief Executive	Roundtable dinner in conversation with Paul Lawrence, CEO of City of Edinburgh Council, and Stuart Wallace, CEO of Forth Ports Group.	FWB Executive Search Ltd	Bonham Hotel, Edinburgh	Declined	Approx £50	30.01.2025
Ms Ann-Marie Gallacher	Chief Information Officer	Meal, Forrit CMO & CIO in Collaboration	Forrit	Kimpton Charlotte Square Hotel, 38 Charlotte Square Hotel, Edinburgh, EH2 4HQ	Accepted	Approx £30	09.02.2025
Mr Damien Snedden	Deputy Director of Finance	Scottish Life Sciences Dinner and Awards Ceremony	Addleshaw Goddard	Unknown	Declined	Approx £75	24.02.2025
Mr John McAnaw	Associate Clinical Director	Meal at Brightsmith Restaurant NEC. Digital Health REWIRED Conference.	Better.Care	Brightsmith Restaurant, Birmingham	Accepted	£60.00	18.03.2025