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DEPARTMENTAL HUMAN RESOURCES

Department of Education

OFFICE CIRCULAR

No 2 of 2009

To: All Staff

GIFTS AND HOSPITALITY

INTRODUCTION

1. The purpose of this circular is to:
 - Provide advice and guidance on the principles governing the provision of official hospitality, official gifts and entertainment; and sets out the procedures to be followed where such expenditure is likely to be incurred;
 - Draw staff's attention to the revised version of the NICS Guidance on the Offer and Acceptance of Gifts and Hospitality

This circular supersedes Office Circular 7 of 2006 on Gifts and Hospitality.

Background

2. The revised version of DAO 10/06 (copy attached) was issued by DFP on 3 September 2009 to confirm that hospitality registers must include **offers of gifts and hospitality (worth more than £5) whether they are accepted or rejected**, and to ensure that the template at Annex A of DAO 10/06 is used to record such offers; paragraphs 10 and 11 below refer. It should be noted

that the revised version of DAO 10/06 also confirms that SCS hospitality registers will be published on Departmental websites.

PROVISION OF GIFTS AND HOSPITALITY

General Principles

3. As the expenditure of taxpayers' money on official hospitality is a sensitive matter, which could lead to public criticism, care must be taken to avoid exposing the individual or the Department to allegations of extravagance or impropriety.
4. Expenditure on official hospitality should only be incurred where it can be shown to be in direct support of the Department's business. The scale of the hospitality offered should also be appropriate to the needs of the occasion and the status of the guests. Care should always be taken to ensure that there could be no reasonable suspicion that personal judgement or integrity had been compromised.
5. Managers should consider the justification for any hospitality offered and should consider the most economical alternative when deciding upon its form and extent. Approval must be obtained at the appropriate level prior to hospitality being offered or provided. Final decisions will rest with the relevant Director or the Accounting Officer.

Requirements

6. Official hospitality should normally only be offered where two or more persons present are not Civil Servants. However, where the provision of tea/coffee/bottled water and biscuits/scones enables the business of large meetings to go forward, there may be a charge on public funds where the alternative would be an interruption of business.
7. Orders for hospitality in relation to refreshments for committees,

meetings etc are made using the in-house hospitality booking form which is available on the DE Intranet site under Utilities. Authority for approving expenditure on such refreshments must be obtained on the booking form prior to the event taking place and may not be delegated by Directors to grades lower than DP or analogous.

Guidelines

8. The following covers the range of circumstances in which expenditure on hospitality might be justified within the Department.

(a) Hospitality offered to visitors from outside the Department

The Department will normally meet expenditure for the provision of lunch/dinner to visitors (including those from other NI and GB Departments) or for a working lunch where a benefit will accrue to the Department or where it allows for the conduct of urgent business. In such circumstances, expenditure may be authorised within the following guidelines:

- Approval should not normally be granted where only NI civil servants are in attendance. In cases where the numbers of NI civil servants are greater than non-NICS guests, the approval of the relevant Director should be obtained.
- The numbers invited should be kept to a minimum.
- Hotels and restaurants used should be appropriate to the purpose. Where possible, government establishments should be used.
- Meals should cost a modest amount, with the total cost per head not exceeding £30 and the element for refreshments should not

exceed one third of the total bill.

- Where there is no service charge, a tip of 10% is considered reasonable.
- No spouses or guests of Departmental staff are eligible to receive official hospitality other than in exceptional circumstances and with the specific prior agreement of the relevant Director.

(b). Working lunches and refreshments for official committees and other ad hoc meetings.

The provision of lunch at public expense will be acceptable only where it is impossible to accommodate urgent meetings other than at lunch time and:

- There is a need to make provision for non-NICS guests.
- It is absolutely necessary for participants to remain together during lunch: or
- Pressure of work is likely to be such as to make it impractical to allow participants sufficient time to obtain lunch elsewhere. Such cases are likely to be rare.

The nature of the lunch should be appropriate to the purpose with costs kept to a minimum.

If morning or afternoon breaks are warranted, light refreshments (tea, coffee, bottled water, biscuits, scones) may be provided at public expense, at the discretion of the relevant Director (although

this discretion may be delegated to an officer of not less than DP grade).

Refreshments may be provided for business meetings where approval has been obtained at the relevant level.

(c). **Hospitality during training courses, conferences, workshops etc.**

A measure of hospitality at public expense may be offered to those taking part in training courses, both residential and non-residential. This may be extended to cover conferences, seminars, approved team building exercises and planning days, workshops etc. The following guidelines apply:

(i) **Residential** (where at least one night's accommodation is being provided and paid for as a part of the course)

(a) Whilst it is normal practice to meet the cost of meals and light refreshment (see paragraph 8b above), this should not be extended to include alcoholic refreshment.

(b) Expensive hotels should be avoided.

(c) The total cost of food and refreshment per person should be appropriate to the purpose and should be kept to a minimum.

(ii) **Non-residential**

Depending on the duration of the course/event, hospitality should be restricted to the provision of morning and afternoon tea/coffee with biscuits/scones. The provision of snacks or a buffet-type meal at lunch time will be at the discretion of the relevant Director who should take into account factors such as

the background and numbers of attendees, the availability of alternative facilities and the benefits which such provision might offer in terms of the running of the course/event. Where lunch and light refreshments are provided, subsistence expenses will not be payable.

Government establishments should be considered as first choice of venue and expensive hotels should be avoided.

Expenditure on Official Gifts

9. Official gifts should not be regarded as part of the normal conduct of Departmental business and should involve only modest expense. The Department has a delegated limit from DFP of £100 (inclusive of VAT) to cover such circumstances (set out in DAO 06/05). Directors may, therefore, approve the purchase of corporate gifts up to that value. If in exceptional circumstances it is deemed necessary to offer a gift of over £100, a case must be made, with the approval of the relevant Director, to the Accounts Team who will consider the proposal and pursue clearance from DFP Supply.

RECORDING OFFERS AND THE ACCEPTANCE OF GIFTS AND HOSPITALITY

10. Each Directorate must maintain a gifts and hospitality register which will be monitored by the relevant Director on an annual basis. All Senior Civil Service staff should maintain a separate register, which should be forwarded to the Head of Departmental HR at the end of each financial year. The SCS register will be monitored by the Permanent Secretary on an annual basis and published on the DE website.

11. All registers must be in the format of the template at Annex A of DAO 10/06 and **information on all offers of hospitality (worth more than £5) - whether or not they are accepted - must be recorded.**

CONCLUSION

12. It should be stressed that this guidance is designed to protect both individual members of staff and the Department in general. As the guidance cannot cover every eventuality, the advice of a senior manager should be sought where there is any doubt or uncertainty.

A handwritten signature in black ink, appearing to read 'B Medhurst', written in a cursive style.

BARBARA MEDHURST

13 November 2009

REVISED – 3 SEPTEMBER 2009

Treasury Officer of Accounts
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DAO (DFP) 10/06

10 August 2006

Dear Accounting Officer

ACCEPTANCE AND PROVISION OF GIFTS AND HOSPITALITY

Purpose

1. The purpose of this DAO is to update the guidance on the acceptance and provision of gifts and hospitality issued under cover of DAO (DFP) 14/05. To avoid confusion, DAO (DFP) 14/05 is hereby cancelled.

Provision of gifts/hospitality

2. The principles previously set out in DAO (DFP) 14/05, for the provision of gifts and hospitality by the department remain unchanged and are reissued at Appendix 1. The requirement that departments review their guidelines to ensure that they remain 'fit for purpose' remains.

Acceptance of gifts/hospitality

3. Departmental guidance based on general principles as set out in DAO (DFP) 14/05 has led to some inconsistencies and it is therefore considered appropriate to apply a common NICS wide set of guidelines on the acceptance of gifts and hospitality.

4. The latest NICS personnel policy on the acceptance of gifts and hospitality by staff is set out at sections 1.9 and 1.10 of the Conduct Chapter of the NICS Staff handbook and is reflected in the new NICS-wide guidance prepared by Central Personnel Group which is attached at Appendix 2. In particular it sets out:
 - guidance on roles and responsibilities at all levels
 - guidance on the maintenance of gifts and hospitality registers, including registers for SCS Members and each Division
 - guidance on the publication of hospitality registers
 - guidance on the reporting and approval process to be followed
 - monitoring arrangements
 - standard forms to be used to record offers of gifts/hospitality and update hospitality registers
 - rules to be applied in specific circumstances
 - a summary checklist covering the various types of hospitality, the approvals required and cross references to the relevant part of the

guidance

Action

5. Departments and agencies should:
 - adopt the NICS guidance prepared by DFP's Central Personnel Group on the **acceptance of gifts and hospitality** with immediate effect (see appendix 2). This should replace any existing guidance currently used by departments/agencies.
 - ensure that their guidance on the **provision of gifts and hospitality** remains 'fit for purpose'. (Note: there is no requirement to change existing guidance as long as it is deemed to be 'fit for purpose').

Sponsored bodies

6. Departmental Accounting Officers should ensure that guidance on the acceptance of gifts and hospitality, with appropriate adjustments if necessary, is in place in their sponsored bodies. Appropriate adjustments refers only to the distinct reporting, approval and monitoring arrangements relevant to a sponsored body, and not the rules and principles applicable. Guidance on the provision of gifts and hospitality should already be in place in each sponsored body.

Revision to Guidance

7. Departments, agencies and sponsored bodies should ensure that their practices reflect any agreed NICS guidance updates prepared by Central Personnel Group in relation to the acceptance of gifts and hospitality. They should also periodically review their guidance on the

provision of gifts and hospitality to ensure that it remains 'fit for purpose'.

Queries

8. Any queries on the content of the guidance on the acceptance of gifts and hospitality should be directed to Barry Mulligan in Corporate HR
Tel 02890 572349 (network 83349) email (barry.mulligan@dfpni.gov.uk). Any queries on the content of the guidance on the provision of gifts and hospitality should be addressed to Jim Drennan in Central Finance Group, Tel 028 91277687 (network 69087), email (jim.drennan@dfpni.gov.uk).

Yours sincerely

A handwritten signature in black ink, appearing to read 'D Thomson'.

DAVID THOMSON

APPENDIX 1

THE PROVISION OF GIFTS AND HOSPITALITY BY THE DEPARTMENT

General Principles

- As with all public expenditure, hospitality expenditure should be value for money and incurred in accordance with the principles of regularity and propriety.
- Any hospitality offered should further the Government or taxpayers interest and involve no reasonable suspicion that personal judgement or integrity had been compromised (**i.e. a common sense test**).
- Consideration should be given to the central importance of propriety and correctness in line with Nolan principles.

Departmental guidance should at least cover:

- A list of groups to whom the Department might provide entertainment/ hospitality or gifts.
- Potentially a range of circumstances in which expenditure on hospitality might be expected to arise within the Department.
- Gifts (consider delegations to particular offices e.g. international duty).
- Quality and extent of any official entertainment, hospitality or gifts being provided should depend on the status and numbers of those being provided for.

- Particular caution should be exercised when hospitality is provided largely for departmental staff.
- Set out clearly when prior approval by Director or other Senior Officer is required.
- Delegations below Director level and relevant DFP Supply approval limits.
- Distinction between minor catering and major catering may be relevant.
- Official hospitality should be contained within approved budgets.
- Staff should not use public resources for personal benefit.

**NORTHERN IRELAND CIVIL
SERVICE**

**GUIDANCE ON OFFERS AND THE
ACCEPTANCE OF**

GIFTS AND HOSPITALITY

GUIDANCE ON OFFERS AND THE ACCEPTANCE OF GIFTS AND HOSPITALITY

Introduction

Section 1

- 1.1 The Northern Ireland Civil Service (NICS) recognises that contractors and other customers of our services may extend from time to time offers of gifts and hospitality to staff. The NICS also recognises that its employees have a responsibility, in the interests of public confidence, to exhibit high standards of propriety, and carry out their role with dedication and a commitment to the Civil Service and its core values: integrity, honesty, objectivity and impartiality.
- 1.2 **Section 2** of this guidance sets out the principles governing the acceptance of gifts and hospitality by staff and provides some specific advice on how these principles should be interpreted across the NICS. The guidance is designed to remind staff of their responsibility to exercise judgement and propriety regarding offers of gifts and hospitality. **The guidance is effective immediately but will be subject to review when required.**
- 1.3 The NICS Staff Handbook indicates that civil servants should conduct themselves with honesty and impartiality in the exercise of their duties. As a consequence, they should never receive benefits of any kind from a third party which might reasonably be thought to compromise their personal judgement or integrity. In this field, **perception is as important as reality.**

- 1.4 **The fundamental principle is that no member of staff should do anything which might give rise to the impression that he or she has been or might be influenced by a gift or hospitality or other consideration to show bias for or against any person or organisation while carrying out official duties.**
- 1.5 **Section 3** of this guidance sets out the monitoring arrangements that departments must put in place to ensure that the arrangements are operating effectively and that they can be seen to be operating effectively.

Section 2

- 2.1 This guidance sets out good practice concerning the acceptance or rejection of gifts or hospitality, and details responsibilities and procedures for the authorisation and recording of such instances. As Civil Servants our standards of conduct are determined by what the Government and the public as taxpayers expect and not by what may be a common practice in the private sector.
- 2.2 External people acting on behalf of the NICS (for example, consultants, contracted staff etc) must also abide by the policy. If it is believed that an external person may have breached the policy, the matter should be reported to the Head of Division or more senior manager, who will take the matter forward with the individual or his/her company. **This requirement should be notified to external staff before they start work within any NICS Department or Agency.**
- 2.3 This guidance should also be seen as applying to **spouses, partners or other associates** if it can be argued or perceived that the gift or hospitality is in fact for the benefit of the official.
- 2.4 Any breach of the rules of conduct can lead to disciplinary action and in some circumstances can be a criminal offence.

2.5 The policy governing the acceptance of gifts, hospitality and awards by Northern Ireland Civil Servants is set out in the HR Handbook on HR Connect. The specific section can be accessed as follows: HR Handbook – HR Policies – 6.Employee Relations – 6.01. Standards of Conduct – 10. Acceptance of Gifts, Hospitality and Rewards.

2.6 This Guidance focuses on the key issues and the specific rules, which all staff in the NICS should adopt.

Legal Obligations and Fundamental Principles

2.7 Under the Prevention of Corruption Acts of 1906 and 1916 it is an offence for an officer in his/her official capacity:

- to corruptly accept any gift or consideration as an inducement *or* reward for doing, or refraining from doing, anything in that capacity; *or*
- to show favour or disfavour to any person; *or*
- to receive money, gifts or consideration from a person or organisation holding or seeking to obtain a Government contract.

All of these are deemed by the Courts to have been received corruptly unless it is proven otherwise.

Record of gifts, hospitality, invitations, etc

2.8 Departments will maintain **Registers of Gifts, Hospitality and Awards** which will be available for periodic review. The purpose of the Registers will be to counter any possible accusations or suspicions of breach of the rules of conduct by staff. The registers are subject to **Freedom of Information (FOI)** queries. A template is attached at **Annex A** that should be used to register gifts, hospitality, invitations etc.

2.9 It will be the responsibility of each Department to ensure all staff are made aware of this guidance and that registers are in place and properly maintained and updated. To facilitate the monitoring arrangements at paragraph 3.1 Departments should maintain a register for each Division and a separate register for senior civil service.

Publication of Hospitality Registers on Websites

2.10 It is recommended good FOI practice for departments to produce “disclosure logs” of gifts and hospitality, although it is not mandatory for them to do so. Departments should therefore as a minimum, publish gifts and hospitality information for SCS staff and note on their websites that records are also kept for staff at all other grades. Such logs can be published and placed on websites at fixed points in the year – for example at the end of each financial year (or more frequently if appropriate) – and can be a valuable alternative to responding to ad hoc FOI requests about gifts and hospitality matters. . Departments would still have to respond to such ad hoc FOI requests if they referred to groups of staff or individuals falling outside those included in a department’s disclosure log. Departments may, however, decide to publish the registers for staff at all grades.

Acceptance of Gifts

2.11 The general principle is that all gifts offered should be refused. However seasonal, promotional or trivial gifts (such as calendars, diaries, pens etc), which bear Company names and/or logos of the provider of the gift and have a value of less than £50, may be accepted by individuals without the need for these to be reported or approved in advance. A token gift may be accepted if it is presented by an organisation, however, these and the acceptance of any other gifts must have been approved by management (see paragraph 2.17) and must be declared by the member of staff in their Departmental/Agency register

2.12 More expensive or substantial items, valued at **£50** or more and gifts of lottery tickets, cash, gift vouchers or gift cheques, cannot on any account be accepted. All gifts offered (apart from those which are trivial or inexpensive), even if they are declined/returned need to be recorded in the register.

Trade, loyalty or Discount Cards

2.13 Trade, loyalty or discount cards by which an officer might personally benefit from the purchase of goods or services at a reduced price are classified as gifts and **should be refused or returned to sender**.

2.14 Frequent flyer cards used by airlines can be used by staff to avail of special departure lounges and priority booking and check-in. They must **NOT make private use of any flights/air miles**, which derive from flights paid for from the public purse.

Staff involved in the procurement or monitoring of a contract

2.15 Apart from trivial / inexpensive seasonal gifts, such as diaries, no gifts or hospitality of **ANY** kind from any source should be accepted by anyone involved in the procurement or monitoring of a contract. This will ensure that no criticism can be made regarding bias to a particular company or supplier.

Gifts received in recognition of work done

2.16 On no account should a gift or gratuity be solicited or requested. Where gifts by way of gratuities, vouchers or book tokens etc for lectures, broadcasts or similar occurrences are offered, then acceptance should be based on how much of the preparatory work for

the event was done in the officer's own time, how much in official time and the extent to which Departmental/Agency resources, other than, for example, use of an officially issued lap-top at home, were used in the preparation. The following guidelines should be applied:

- a) If the preparation was carried out entirely in the individual's own time and the event took place outside normal working hours at no expense to the Department/Agency, it would be acceptable for the individual officer to retain the whole fee, token or other gift;
- b) If, however, the preparation was done wholly in Departmental/Agency time with use of Department/Agency resources, no gifts or fee should be accepted unless the event is carried out outside of normal working hours when a gift or token to the value of up to **£50** is acceptable; and
- c) If the preparation was carried out and the lecture etc, delivered in an officer's own time but Departmental/Agency facilities were used for typing, preparation of PowerPoint / overheads etc, then a gift or token to the value of not more than **£75** is acceptable.

2.17 In the case of either b, or c, Departments and Agencies can, if they so choose, charge the organisation or body a fee based on the salary costs of the individual and/or the use of resources. If a series of gifts from the same source exceed the monetary limits set out above the same rules apply.

Reporting Gifts and Approval Process to be followed

2.18 If gifts (apart from those trivial or inexpensive gifts for which approval is not required under Paragraph 2.10 of this Guidance) are received, the **approval of the Head of Division for staff up to Grade 6/7 and the Head of Department/Chief Executive for senior civil service should be sought using form A1 which is attached at Annex C.** In the case

of Heads of Departments gifts may be accepted after discussion at the Permanent Secretary Group. If the recipient has or will reject the gift, they only need to send details to their line manager for inclusion in the Departmental/Agency Register.

- 2.19 In each case submitted to him/her, the approving officer will decide in writing or email, whether to:
- a) allow the recipient to keep the gift;
 - b) return the gift to the donor with a suitably worded letter explaining why the gift cannot be accepted. A template has been attached at **Annex B** which should be tailored to suit each individual circumstance;
 - c) use or dispose of it, if possible, in or by the Department/Agency;
or
 - d) donate the gift to a nominated Charity.

The approving officer will ensure that the details of the case and his/her decision are recorded in the Gifts and Hospitality register.

Hospitality

- 2.20 The handling of offers of hospitality is recognised as being much more difficult to regulate but it is an area in which staff must exercise careful judgement. In exercising this judgement it is acknowledged that there can be difficulty in distinguishing between a "gift" and "hospitality". It is also recognised that it can be as embarrassing to refuse hospitality, as it can be to refuse a gift.
- 2.21 The acceptance of what would be accepted as conventional hospitality, for example working lunches, should, in the main, cause no problem especially if there is some official means of reciprocity and provided that it is **limited to isolated occasions** and its acceptance is in the **interests of the Department/Agency**. Hospitality, which would not be

acceptable, would include invitations to frequent or more expensive social functions where there is no direct link to official business (sporting events, the theatre, opera or ballet etc), particularly where these come from the same source, and those which involve travel, hotel or other subsistence expenses. For further guidance refer to the checklist at **Annex D**.

2.22 It can be argued that if officers are to achieve the best value for money in dealings with suppliers or consultants then they need to build up contacts and that it is quite legitimate for them to have a close working relationship with organisations or individuals, which may involve a degree of hospitality. There may also be instances where staff receive invitations to events run by voluntary organisations such as Annual Conferences or Dinners. Attendance at such events is considered an integral element in building and maintaining relationships with these sectors and any hospitality received is likely to be reasonable and proportionate, and therefore acceptable. Additionally, very occasional acceptance of meals or tickets to public sporting, cultural or social events may be accepted if attendance is justified as being in the Department's or Agency's particular business interest. But it will be for the officer and his/her managers to demonstrate clearly that acceptance was in the departmental interest.

2.23 **The main point is that in accepting hospitality staff need to be aware of and guard against, the dangers of misrepresentation or perception of favouritism by a competitor of the host.**

2.24 To sum up, in deciding whether hospitality can be accepted, staff should consider if it:

- a) is likely to help business effectiveness;
- b) places no obligation or perceived obligation on the recipient;
- c) is not frequent, lavish or prolonged;

- d) is unconnected with any decision affecting the organisation or the individual offering it;
- e) can be justified; and
- f) provides benefits to the Department or Agency, which outweigh the risk of possible misrepresentation of the hospitality.

Reporting Hospitality and Approval Process to be followed

2.25 When in doubt about accepting hospitality or an invitation line management or the Establishment Officer should be consulted. In **all instances** where other than conventional hospitality (infrequent working lunches) is offered, the **approval of the Head of Division for staff up to Grade 6/7 and the Head of Department/Chief Executive for senior civil service should be sought using form A1 which is attached at Annex D.** In the case of Heads of Departments the hospitality may be accepted following discussion at the Permanent Secretary Group. If the recipient has or will reject the offer of hospitality, they only need to send details to their line manager for inclusion in the Departmental/Agency Register. It is particularly important to ensure that a Department or Agency is not over-represented at an event or function and care should be taken to ensure that this does not happen, for example, by enquiring from the host as to other staff who have received similar invitations. To guard against the multiple acceptance of invitations to the same event, each Department should make arrangements to ensure that corporate consideration is given to all invitations.

Awards or Prizes

2.26 Staff should consult with their line management if they are offered an award or prize in connection with their official duties. They will normally be allowed to keep it provided:

- a) there is no risk of public criticism;

- b) it is offered strictly in accordance with personal achievement;
- c) It is not in the nature of a gift nor can be construed as a gift, inducement or payment for a publication or invention to which other rules apply.

2.27 A process as outlined in Paragraph 2.17 should be followed.

Section 3

Monitoring arrangements

3.1 Departmental Registers of Gifts, Hospitality and Awards will be subject to the following monitoring arrangements.

- Heads of Divisions will be responsible for monitoring the Registers of their respective Business Units on an annual basis.
- Each Head of Department will be responsible for monitoring the Registers of Senior Civil Service colleagues within their Department on an annual basis.
- The Head of the NI Civil Service will monitor the Registers for Permanent Secretaries annually.

Section 4

Enquiries

4.1 Any enquiries about this guidance should be directed to Barry Mulligan, Corporate HR, tel. 02890572349; e-mail Barry.Mulligan@dfpni.gov.uk .

Annex B

Template for Return of Offer of Gift/Hospitality

(The content of this template should be tailored to suit each circumstance)

Contact name Name of company Address of company	Name of Business Manager/Head of Division: Office Address
Date	
Dear	
The Northern Ireland Civil Service operates a Gift and Hospitality Policy to ensure high standards of propriety in the conduct of its business.	
On account of public confidence, perception is as important as reality and because of this I am obliged to return your offer of <u>INSERT: Name of gift / hospitality.</u>	
This is not in any way meant to offend or to imply that your [gift/hospitality] was offered in anything but the utmost good faith, but is designed to protect both individual members of staff and the Northern Ireland Civil Service. I hope you will accept our response in that spirit and that we can look forward to continued effective working relationships.	
Yours	

Annex C

(Part 1 to be completed by recipient – part 2 overleaf to be completed by approving officer)

GIFT/HOSPITALITY FORM A1 (Part 1) DETAILS	
Offered to:	
Name of ultimate recipient if not as above (ie if gift or hospitality passed on to someone else):	
Date of event or gift offered:	
Who made the offer:	
Description of offer:	
Why was the offer made:	
Estimated/actual value of offer:	
State whether offer was declined:	
Is there a current/potential contract with the donor? If yes provide details:	
Signature:	Signed: Date:

PLEASE TURN OVER FOR PART 2 TO BE COMPLETED BY THE APPROVING OFFICER

**GIFT/HOSPITALITY FORM A1 (Part 2)
OUTCOME**

Decision: (Approved/Not Approved)	
Reasons why approval has/has not been granted:	
Is gift being returned? If so, a letter should be issued (template at Annex B to be used)	
Has the gift been used or disposed of? If so give details:	
Has the gift been donated to a nominated charity?	
Has the Gifts and Hospitality register been updated?	
Signature of Approving Officer:	Signed: Date:

NB: FORM NOT VALID UNLESS BOTH PARTS 1 AND 2 HAVE BEEN COMPLETED

Annex D

Offers of Hospitality Checklist

Type of gift/hospitality	Approval required	Guidance reference
1. Modest conventional hospitality (eg working lunch).	No	2.24
2. More formal lunch or dinner, by prior invitation.	Prior approval required from Head of Division or Head of Department/Chief Executive as appropriate.	2.19 to 2.24
3. Hospitality for a team	Prior approval required from Head of Division or Head of Department/Chief Executive as appropriate.	2.22
4. Commemorative or similar occasion organised by contractor, consultant or supplier (eg to celebrate an anniversary, opening or handover).	Prior approval required from Head of Division or Head of Department/Chief Executive as appropriate.	2.19 to 2.24
5. Trade promotion on company's premises with meals or drinks.	Prior approval required from Head of Division or Head of Department/Chief Executive as appropriate.	2.19 to 2.24
6. Annual dinner of Professional Institute or Association: <ul style="list-style-type: none">• where the officer is a guest of the Institution or Association• where the officer is a guest of a particular consultant, contractor or supplier.	Prior approval required from Head of Division or Head of Department/Chief Executive as appropriate.	2.19 to 2.24
7. Overseas visits to inspect manufacturers' products/premises.	Prior approval required from Head of Division or Head of Department/Chief Executive/Head of the Civil Service as appropriate.	2.19 to 2.25
Form A1: Gifts and Hospitality Approval Form and Gift and Hospitality Register must be completed on all occasions.		
Examples where hospitality may not be accepted (not a prescriptive list)		
*Leisure Events * Complimentary Tickets		
*Sporting Events *Weekend breaks or holidays, whether paid for or not.		
(very occasional acceptance of meals or tickets may be accepted - see paragraph 2.21)		