



# Gifts & Hospitality Policy

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<b>Policy Title</b>	Gifts and Hospitality Policy
<b>Policy Sponsor &amp; Owner</b>	Director
<b>Committee</b>	Audit and Risk Assurance Committee – Board
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<b>Related Procedures</b>	
<b>Related Guidance</b>	Code of Conduct for Board Members Code of Conduct for Staff DAO (DFP) 10/06 (Revised Sept 2009) – Acceptance and Provision of Gifts and Hospitality DAO (DFP) 02/15 – Whistleblowing Guidance (Jan 2015) DAO (DoF) 04/17 – Managing the risk of bribery and corruption guide

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## 1. Introduction

1.1 NIMC recognises that contractors and other customers of our services may extend from time to time offers of gifts and hospitality to Board Members and Staff.

1.2 It is also acknowledged that in the course of carrying out business it may on occasions be appropriate for NIMC to offer gifts and/or hospitality to individuals and groups in support of NIMC business.

1.3 NIMC recognises that its representatives and 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 NIMC and its core values.

1.4 NIMC's Board and Staff adhere to the Seven Principles of Public Life including integrity, honesty, selflessness and objectivity. Consequently, they should never receive benefits of any kind from a third party which might reasonably be thought to comprise their personal judgement or integrity, nor should the provision of official gifts and/hospitality give cause for reasonable suspicion that personal judgement or integrity is comprised. **Perception is as important as reality.**

1.5 **The fundamental principle is that no Board or Staff member 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.**

1.6 This policy, in line with DAO (DfP) 10/06, *Acceptance and Provision of Gifts and Hospitality* (revised), should also be seen as applying **to spouses, partners and other associates**, if it can be argued or perceived that the gift and/or hospitality is in fact for the benefit of the official.

1.7 External people working on behalf of NIMC (e.g. consultants, contracted staff including agency staff) must also abide by the Gifts and Hospitality policy.

## 2. Purpose

2.1 The purpose of this policy is to:

- Provide transparency in the approach and management of offers of gifts or hospitality to NIMC Board and staff
- Provide clear parameters under which gifts and hospitality can be offered in support of NIMC business

- Provide reassurance and confidence to NIMC's sponsor department, stakeholders and the public
- Protect the integrity and reputation of NIMC, its Board Members and Staff

### **3. Managing the Offer and Acceptance of gifts and hospitality**

**3.1** This section outlines the guiding principles governing the offer and acceptance of gifts and hospitality. It also provides specific advice for NIMC Board Members and Staff. The guidance is designed to remind Board Members and Staff of their responsibility to exercise judgement and propriety regarding offer of gifts and hospitality.

### **3.2 Legal Obligations**

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

- to 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 and may be subject to criminal proceedings. In addition, any breach of the rules of conduct can lead to disciplinary action.

### **3.3 Records of Gifts, Hospitality, Invitations, etc**

NIMC 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 or that the principles of objectivity and impartiality have been breached. The registers may be subject to Freedom of Information (FOI) queries and Board Members and Staff should bear this in mind when deciding on the acceptance of any gift or hospitality.

**3.4 Staff Registers-** It is the responsibility of the Director to ensure all staff are made aware of this guidance and that registers are in place and properly maintained and updated for appropriate staff. All Board Members and Staff must complete regular (quarterly) gifts and hospitality returns.

**3.5** Form 1 template in Appendix 1 should be used by staff to register gifts, hospitality, invitations, etc.

- 3.6** Where no offers of gifts and / or hospitality have been received “nil” returns should be made.
- 3.7** Registers should detail all offers of gifts or hospitality including those that have been declined or returned.
- 3.8** **Board Member Registers** - Each Board Member should maintain a Register of Gifts and Hospitality offered to him / her by a third party, whether accepted or declined.
- 3.9** Form 2 template in Appendix 1 should be used by Board Members to register gifts, hospitality, invitations, etc.
- 3.10** Where no offers of gifts and / or hospitality have been received “nil” returns should be made.
- 3.11** Registers should detail all offers of gifts or hospitality including those that have been declined or returned.
- 3.12** Completed Board Member Registers should be forwarded on a quarterly basis to the Chair of NIMC for review. The Chair’s Register will be reviewed quarterly by the Audit and Risk Assurance Committee. It should be noted that all Registers are subject to review by others including the Audit and Risk Assurance Committee, Internal and External Audit.

**3.13** **Publication of Gifts/Hospitality Registers**

In line with good practice, NIMC will produce ‘disclosure logs’ of gifts and hospitality. NIMC, as a minimum, will publish gifts and hospitality information for the Chairperson and Members of the NIMC Board and the Chief Executive on an annual basis.

**4. ACCEPTING OR DECLINING offers of Gifts**

- 4.1** **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 £10, may be accepted by individuals without the need for these to be reported or approved in advance.
- 4.2** Seasonal gifts with a value less than £10 (such as chocolate / biscuits given to staff by grateful customers) may be accepted without the need for these to be reported or approved in advance. Typically these gifts should be shared between staff in a branch or in a section and not be accepted for individual use.

- 4.3** All offers of gifts with a value of between £10 and £50 must be recorded on the appropriate Gifts and Hospitality Register even if they are declined / returned.
- 4.4** Board Members should carefully consider whether acceptance of such an offer could place an obligation, or be perceived as placing an obligation, on the recipient in respect of their role as a Board Member of NIMC.
- 4.5** Employees offered a gift with a value of between £10 and £50 should also consider the actual or potential obligation which may arise from acceptance and in all cases where acceptance is being considered they must seek prior approval from management.
- 4.6** Apart from trivial / inexpensive exceptions detailed at 4.1 and 4.2 above staff and Board Members must not under any circumstances accept any of the following;
- (i) substantial items or gifts with a value of **£50** or more
  - (ii) gifts of lottery tickets, cash, gift vouchers or gift cheques
  - (iii) trade, loyalty or discount cards by which an officer might personally benefit from the purchase of goods or services at a reduced price.
- 4.7** **Staff involved in procurement or monitoring of contracts** - no gifts of any kind from any source should be accepted by anyone **directly** 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.
- 4.8** **Gifts received in recognition of work done** - 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 NIMC resources, other than, for example, use of an officially issued lap-top at home, were used in the preparation.
- 4.9** The following guidance should be applied:
- (i) 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 organisation, it would be acceptable for the individual officer to retain the whole fee, token or other gift;
  - (ii) If, however, the preparation was done wholly in working hours with use of NIMC 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

- (iii) If the preparation was carried out and the lecture etc, delivered in an officer's own time but NIMC 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.

**4.10** In the case of either (ii) or (iii), NIMC can 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. Staff should refer to the NIMC Declaration of Interest arrangements when considering such work.

## **5. REPORTING of Gifts and APPROVAL process**

**5.1** If gifts (apart from those trivial or inexpensive gifts for which approval is not required under 4.1 and 4.2 above) are received, the **approval of the NIMC Director** (including the Chairperson of the Board for gifts offered to the Chief Executive) should be sought using Form 3 in Appendix 1.

**5.2** In each case submitted to him/her, the Director will confirm in writing or by email, whether to:

- (i) allow the recipient to keep the gift;
- (ii) return the gift to the donor with a suitably worded letter explaining why the gift cannot be accepted. A template is attached at Appendix 2 which should be tailored to suit each individual circumstance;
- (iii) use or dispose of it, if possible, in or by NIMC; or
- (iv) donate the gift to a nominated charity.
- (v) The approving officer will ensure that the details of the case and his/her decision are recorded in the Gifts and Hospitality Register.

## **6.0 ACCEPTING OR DECLINING offers of Hospitality (including Awards/Prizes)**

**6.1** 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.

**6.2** The acceptance of what would be deemed to be conventional hospitality, for example light refreshments or 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 NIMC**. Hospitality, which is not 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 please see Appendix 3.

- 6.3 Board Members** - by the nature of their private business interests or their association with other organisations, may need to develop effective working relationships which could involve acceptance of a degree of hospitality with organisations or individuals that have an actual or potential contractual relationship with NIMC.
- 6.4** Where this is the case Members should consider if it is more appropriate to meet the cost of such hospitality, as far as it relates to themselves, their spouse, partner or other associates, from their own resources so as not to potentially compromise their position as Members. Regardless of whether or not the hospitality is paid for from within the Member's own resources the offer made by the organisation must be recorded in the Gifts and Hospitality Register.
- 6.5** In all cases where hospitality is offered and accepted (including where the Member pays the cost from within their own resources) Board Members should take steps to ensure that:
- (i) there is no danger of misrepresentation or perception that the hospitality provided is connected to matters associated with NIMC;
  - (ii) it places no obligation or perceived obligation on the recipient in respect of their membership of the Board of NIMC or on NIMC as an organisation.
- 6.6 Staff** - 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 particular business interests of NIMC, provided that such acceptance has been approved by the relevant line manager and that acceptance places no obligation or perceived obligation on the recipient. However, it will be for the officer and his/her manager(s) to demonstrate clearly that acceptance was in the interests of NIMC.

**6.7 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.**

**6.8** In summary, in deciding whether hospitality can be accepted, staff should consider if it:

i) is likely to help business effectiveness;

ii) places no obligation or perceived obligation on the recipient;

iii) is not frequent, lavish or prolonged;

iv) is unconnected with any decision affecting the organisation or the individual offering it;

v) can be justified; and

vi) provides benefits to NIMC, which outweigh the risk of possible misrepresentation of the hospitality.

### **6.9 Trade, Loyalty or Discount Cards**

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 and returned to the sender.

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.

### **6.10 Awards or Prizes**

Staff should consult with their line management if they are offered an award or prize in connection with their official duties and obtain approval if they are minded accepting the award/prize. They will normally be allowed to keep it provided:

(i) There is no risk of public criticism;

(ii) It is offered strictly in accordance with personal achievement;

(iii) It is not in the nature of a gift, nor can it be construed as a gift, inducement or payment or a publication or invention to which other rules apply.

## **7.0 REPORTING Hospitality and Approval Process**

When in doubt about accepting hospitality or an invitation, the NIMC Director

should be consulted. In **all instances** where other than conventional hospitality (infrequent working lunches) is offered, the approval **of the NIMC Director should be sought using Form 3 in Appendix 1**. If the recipient has or will reject the offer of hospitality, he/she only need to send details to the NIMC Director for inclusion in the relevant register. It is particularly important to ensure that NIMC 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 acceptances of invitations to the same event, NIMC will make arrangements to ensure that corporate consideration is given to all invitations. As with the recording of gifts it is intended that a Hospitality Register will be reviewed by the Chair and that the Audit and Risk Assurance Committee and the Department will have oversight of the Chair's Register.

## **8.0 Monitoring**

The NIMC Registers of Gifts, Hospitality and Awards will be subject to the following arrangements:

- (i) The NIMC Director will be responsible for monitoring the Staff Register for NIMC
- (ii) The Chair will monitor the Director's and the Board's Registers quarterly
- (iii) The Audit and Risk Assurance Committee will monitor the Char's Register quarterly

**All Registers are subject to review by Internal and External Audit.**

## **9.0 PROVISION of Gifts or Hospitality by NIMC**

- 9.1** This guidance is intended to inform staff of the principles and requirements governing the provision of official gifts and hospitality (including entertainment), and to provide advice and guidance on the procedures to be followed by all staff in NIMC where such expenditure is likely to be incurred.
- 9.2** Expenditure on official gifts and hospitality should only be incurred where it can be shown to be in direct support of NIMC business. Expenditure on official gifts and hospitality should cause no reasonable suspicion that personal judgement or integrity has been compromised (i.e. a common sense test).
- 9.3** As with all public expenditure, gifts and hospitality must represent value for money and such expenditure should only be incurred in accordance with the principles of regularity and propriety (i.e. it should be duly authorised and in accordance with the values and behaviour expected of, and appropriate to, the public sector).

## **10.0 PROVISION of Gifts**

**10.1** The organisation does not normally provide gifts to visitors, including those from other Museums or government departments. It is recognised, however, that there may be exceptional occasions when it is appropriate for a gift or token of appreciation to be presented on behalf of the organisation. As a general rule:

- gifts should not be presented to visiting Civil Servants;
- gifts offered on behalf of the organisation should normally promote the Northern Ireland's museums, cultural and heritage sectors;
- individual corporate gifts should not exceed a value of £50; and
- guidance should always be sought from the Director before considering the presentation of a gift to a third party.

**10.2** Any decision to provide a gift must be authorised in advance by the Director, using Form 4 in Appendix 1. A central file of signed approval forms will be maintained in the Register of Gifts and Hospitality and made available for audit purposes, when required.

**10.3** Where the item to be provided is to be given as part of a promotional exercise, it is branded with the NIMC corporate logo and is valued under £10 this is not considered a gift for the purposes of this guidance. The issue of such 'promos' does not need to be recorded in provision of Gifts Registers.

## **11.0 PROVISION of Hospitality**

**11.1** The expenditure of taxpayers' money on official hospitality is a sensitive matter which could lead to public criticism. Care must be taken, therefore, to avoid exposing NIMC to allegations of extravagance or impropriety in the provision of hospitality.

**11.2** The Director should always consider the justification for, and the form and extent of, any hospitality to be offered and should exercise economy in incurring expenditure for this purpose.

**11.3** Hospitality should not be provided for internal meetings attended only by NIMC Staff.

**11.4** Hospitality is intended primarily for guests of NIMC. There should normally only be a charge on public funds where two or more persons present are not NIMC members of staff.

**11.5** Hospitality should be in the form of food and refreshments appropriate to the occasion.

- 11.6** Hospitality should not normally be offered to visitors for whose time and services NIMC is paying e.g. consultants.
- 11.7** Where the provision of tea/coffee or light refreshments enables the business of meetings to continue without interruption, conventional hospitality may be provided. The nature of the refreshments should be appropriate to the purpose, with costs per person kept to a minimum and not exceeding the daily subsistence allowance value applicable to employees.

## **12. Hospitality offered to visitors from outside NIMC**

**12.1** NIMC will normally meet expenditure for the provision of lunch/dinner to visitors or for working lunches where a benefit will accrue or where such an occasion allows for the conduct of urgent business. In such circumstances, expenditure may be authorised within the following guidelines: -

- (i) Approval will not normally be granted when NIMC employees only are in attendance. In cases where NIMC employees attending outnumber external guests, the approval of the Director should be obtained
- (ii) The number of people invited should be kept to a minimum. The scale of hospitality should be appropriate to the needs of the occasion and the status of the guests.
- (iii) Any hotels or restaurants used should be appropriate to the purpose. Public sector establishments should be utilised wherever possible.
- (iv) Any meals should be on a modest scale, with the total cost per head not exceeding £30. Alcoholic refreshment must be excluded from any charge to the public purse.
- (v) Where no service charge is included, a tip of 10% is considered reasonable.
- (vi) Partners, Spouses or guests of NIMC staff are not eligible for official hospitality, other than in exceptional circumstances and with the specific agreement of the Director.
- (vii) NIMC funds must not be used for visits to theatres, sports events or other forms of public entertainment.

**12.1** Working lunches and refreshments for meetings of the Board, Official Committee and *ad hoc* Meetings.

Refreshments may be provided for business meetings where approval has been obtained at Director level. The provision of lunch at public expense will be acceptable where: -

- (i) It is impossible to accommodate a meeting other than at lunch time; or
- (ii) It is preferable for participants to remain together during lunch; or
- (iii) Pressure of work is likely to be such as to make it impractical to allow a break long enough to give participants reasonable time to obtain lunch elsewhere; or
- (iv) Participants have been required to travel long distances to the meeting over recognised break periods; or
- (v) Participants would be entitled to claim a subsistence allowance, the cost of which is likely to equate to, or exceed, the cost of providing a modest lunch (e.g. sandwiches). This will be considered as subsistence expenditure rather than hospitality.

**12.2** The nature of the refreshments should be appropriate to the purpose, with costs kept to the minimum.

**12.3** If morning or afternoon breaks are warranted, light refreshments (tea/coffee and biscuits or scones) may be provided at public expense, at the discretion of the Director.

### **13.0 Hospitality offered during Training Courses, Conference, Workshops, etc**

**13.1** A measure of hospitality at public expense may be offered to those participating in training courses.

This facility may also be extended to cover conferences, seminars, approved team building sessions, workshops, etc. when the following guidelines will apply:

- normal procurement procedures will apply in order to ensure value for money in the choice of venue.
- Government and public sector establishments should be considered as a first choice of venue and expensive hotels should be avoided.
- 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 Director who should take into account

factors such as the background and number of attendees, the availability of alternative facilities and the benefits (if any) which such provision might offer in terms of the running of the course/event. Where lunch and light refreshments are provided, this will be considered subsistence and additional subsistence expenses will not be payable.

**13.2** All hospitality must be approved prior to the event, using Form 5 in Appendix 1.

**13.3** A copy of the signed approval form must be forwarded to the Director for retention in his/her register of gifts and hospitality provided. The register must be made available for audit purposes, when required.

#### **14.0 Register of Gifts and Hospitality Provided**

**14.1** To counter any possible accusation or suspicion of improper conduct the Director must maintain a Register of Gifts and Hospitality provided. The Register will contain the signed approval forms for all offers of gifts and hospitality made by staff as well as a personal record of any gifts and hospitality provided. The registers must be made available for audit purposes, when required.

**14.2** (i) Where a gift is to be provided, a Provision of Gift Approval Form must be completed and countersigned by the relevant approving officer and be retained for audit purposes.

(ii) Where hospitality is to be provided, a Provision of Hospitality Approval Form must be completed and countersigned by the Director and be retained for audit purposes.

(iii) A good quality photocopy of the Provision of Hospitality Approval Form/Provision of Gift Approval Form should be used as the order authorisation to process the actual purchase / provision of the gift / hospitality

#### **15. Sponsored Events**

On occasion, functions such as the launch of an exhibition or project are sponsored. When these events are held in the evening they often take the form of wine and cheese or other similar social function. The cost of alcoholic refreshment must be excluded from any charge to the public purse. On all such occasions suitable alternative non-alcoholic refreshments must also be provided.

#### **16. Breach of this Policy**

Any breach of this policy e.g. failure to obtain approval or failing to include

gifts or hospitality on the register, will be taken seriously with non-compliance being escalated to the Director in a timely manner and disciplinary action being taken where deemed appropriate.

**17. Authority**

**Policy Sponsor, Owner and Contact**

The Director, as Accounting Officer for the NIMC, is responsible for the policy development, its effective operation and associated procedures, and its annual review.



**NORTHERN IRELAND MUSEUMS COUNCIL**

**STAFF/EMPLOYEE REGISTER OF GIFTS AND HOSPITALITY – FORM 1**

<b>Title/ Position:</b>		<b>Year/ Period:</b>	<b>Quarter:</b>
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**REGISTER OF GIFTS/HOSPITALITY/AWARDS ETC**

<b>Date of Event or Gift Offered</b>	<b>Offered to</b>	<b>Ultimate recipient (if different)</b>	<b>Description of Offer</b>	<b>Reason for Offer</b>	<b>Details of relationship with offeror</b>	<b>Est/Actual value of Offer (£)</b>	<b>Action Taken i.e. Accepted/ Declined/ Returned</b>	<b>Entered by</b>	<b>Entered Date</b>

<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>	<b>DECLARATIONS (please enter 'Nil' in the field below)</b>



**NORTHERN IRELAND MUSEUMS COUNCIL**

**REQUEST FOR APPROVAL TO ACCEPT A GIFT/HOSPITALITY – FORM 3**

**PART 1: TO BE COMPLETED BY RECIPIENT**

Name of recipient:	
Name of ultimate recipient (if different):	
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 an actual/potential contract with the donor? If yes, provide details:	
Signed by recipient:	
Date:	

**PART 2: TO BE COMPLETED BY APPROVING OFFICER**

Decision: (Approved/Not Approved)	
Reason why approval has/has not been granted:	
Is gift being returned? If so, use letter template.	
Has the Gifts and Hospitality Register been updated?	
Signed by NIMC Director/ Chair of Board:	
Date:	

**NORTHERN IRELAND MUSEUMS COUNCIL**

**PROVISION OF HOSPITALITY – APPROVAL FORM – FORM 4**

This form must be completed PRIOR to the provision of hospitality

<b>PART 1: TO BE COMPLETED BY PERSON PROVIDING HOSPITALITY</b>			
Name of person providing Hospitality:			
Name of Meeting/Event:			
Purpose of Meeting/Event:			
Date and Time of Meeting/Event:			
Time Hospitality required:			
Location/Room:			
Contact Person/Organiser			
Contact Details:	Telephone:		
	Email:		
Number of Participants:	Number of Staff	Guests/Visitors	Total
Hospitality Type:	Food		
	Estimated Cost:		
	Beverages		
	Estimated Cost:		
	Room Hire		
Estimated Cost:			
Total Estimated Cost:			
<b>NIMC Director Approval</b>			
I am satisfied that the provision of refreshments at the above meeting/event complies with the current NIMC guidance on provision of hospitality.			
Signed:		Date:	

**The signed form must be used to order required hospitality. A copy of the signed form must be retained for inclusion in the NIMC Director’s Register of Gifts and Hospitality.**

**NORTHERN IRELAND MUSEUMS COUNCIL**  
**PROVISION OF GIFT – APPROVAL FORM – FORM 5**

This form must be completed PRIOR to the provision of a Gift

<b>TO BE COMPLETED BY PERSON PROVIDING A GIFT</b>	
Name of proposed Recipient:	
Details of Gift:	
Reason for Gift:	
Estimated Value of Gift:	
<b>Signed by Person providing the Gift</b>	
Name:	
Signed:	
Date:	
<b>Signed:</b>	
<b>Completion of Hospitality Register</b>	
Approved/Rejected:	
Signed:	Date:
<b>NIMC Director Approval</b>	
I am satisfied that the provision of refreshments at the above meeting/event complies with the current NIMC guidance on provision of hospitality.	
Approved/Rejected:	
Signed:	Date:

**A copy of the signed form must be retained for inclusion in the NIMC Director’s Register of Gifts and Hospitality.**

## Appendix 2

### Template for Return of Offer of Gift/Hospitality

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

Contact name	Name of Business
Name of company	Manager/Director:
Address of company	Office Address
Date	
Dear	
NIMC operates a Gifts and Hospitality Policy to ensure high standards of propriety in the conduct of its business.	
In order to retain public confidence, perception is as important as reality and because of this I am obliged to return your offer of INSERT: <i>Name of gift / hospitality</i> .	
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 INSERT: <i>Board Members or members of staff</i> and Libraries NI. I hope you will accept our response in that spirit and that we can look forward to continued effective working relationships.	
Yours .....	

## Appendix 3

### Offers of Hospitality Checklist

Type of gift/hospitality	Approval required
1. Modest conventional hospitality (no cost involved).	No
2. Modest conventional hospitality (e.g. working lunch).	Prior approval required from NIMC Director
3. More formal lunch or dinner, by prior invitation.	Prior approval required from NIMC Director
4. Hospitality for a team	Prior approval required from NIMC Director.
5. Commemorative or similar occasion organised by contractor, consultant or supplier (egg to celebrate an anniversary, opening or handover).	Prior approval required from NIMC Director
6. Trade promotion on company's premises with meals or drinks.	Prior approval required from NIMC Director
7. Annual dinner of Professional Institute or Association: <ul style="list-style-type: none"><li>• where the officer is a guest of the Institution or Association</li><li>• where the officer is a guest of a particular consultant, contractor or supplier.</li></ul>	Prior approval required from NIMC Director.
8. Overseas visitors from the museums/cultural sector.	Prior approval required from NIMC Director