

GUIDANCE ON OFFERS, ACCEPTANCE AND PROVISION OF GIFTS AND HOSPITALITY

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1. INTRODUCTION

- 1.1 Libraries NI recognises that contractors or customers of our services may extend offers of gifts and hospitality to staff or Board Members and that in the course of carrying out business Libraries NI may on occasions also wish to provide hospitality or gifts.
- 1.2 This guidance has been drafted to support the Libraries NI Gifts and Hospitality policy and sets out good practice concerning the acceptance or rejection of gifts or hospitality, the provision of gifts and hospitality and details the responsibilities and procedures for the approval and recording of such instances. As officers and Board Members of Libraries NI our standards of conduct are determined by what the Government and the public as taxpayers expect and not by what may be common practice in the private sector.
- 1.3 **The fundamental principle underpinning our policy and this guidance is that no Board Member or member of staff should do anything which might give rise to the impression that they have been or might be influenced by the acceptance or provision of a gift or hospitality or other consideration to show bias for or against any person or organisation while carrying out official duties.**
- 1.4 The Libraries NI Codes of Conduct for Board Members and staff indicates that Board Members and employees should conduct themselves with honesty, impartiality and objectivity in the exercise of their duties. In this context, 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.**
- 1.5 External people acting on behalf of Libraries NI (for example, consultants, contracted staff¹ etc.) must also abide by the Gifts and Hospitality policy. If it is believed that an external person may have breached the policy, the matter should be reported to the line manager 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 Libraries NI.**
- 1.6 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 officer or Board Member.
- 1.7 The following guidance addresses the management of offers of and the provision of gifts and hospitality under six broad headings;
- Managing the offer and acceptance of gifts and hospitality
 - Accepting or declining offers of gifts
 - Reporting gifts and approval process to be followed

¹ Contracted staff are individuals engaged to undertake a specific job for a defined period and are not considered permanent employees e.g. agency staff employed to undertake a time bound stock cataloguing exercise.

- Accepting or declining offers of Hospitality
- Monitoring arrangements
- Provision of Gifts and/or Hospitality by Libraries NI

2. MANAGING THE OFFER AND ACCEPTANCE OF GIFTS AND HOSPITALITY

- 2.1 This section sets out the principles governing the acceptance of gifts and hospitality and provides some specific advice on how these principles should be interpreted across Libraries NI. The guidance is designed to remind staff of their responsibility to exercise judgement and propriety regarding offers of gifts and hospitality.

2.2 LEGAL OBLIGATIONS

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

- (i) to accept any gift or consideration as an inducement *or* reward for doing, or refraining from doing, anything in that capacity; or
- (ii) to show favor or disfavour to any person; or
- (iii) 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

2.3 RECORDS OF GIFTS, HOSPITALITY, INVITATIONS, ETC.

Libraries NI 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 staff/Members should bear this in mind when deciding on the acceptance of any gift or hospitality.

- 2.4 **Staff/Employee Registers** – It will be the responsibility of each 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. A list of post holders who must complete regular (quarterly) gifts and hospitality returns is included at **Annex J**, all other staff should only report by exception i.e. when an offer, refusal or acceptance of a gift or hospitality actually occurs. To facilitate the monitoring arrangements at paragraph 6.1 Libraries NI will maintain a register for each Directorate and a separate register for the Chief Executive.
- 2.5 A template is attached at **Annex A** that should be used by staff to register gifts, hospitality, invitations etc.
- 2.6 Where no offers of gifts and / or hospitality have been received “nil” returns should be

made.

- 2.7 Registers should detail all offers of gifts or hospitality including those that have been declined or returned.
- 2.8 **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. A template for recording offers received is shown at **Annex B**
- 2.9 Where no offers of gifts and / or hospitality have been received “nil” returns should be made.
- 2.10 Registers should detail all offers of gifts or hospitality including those that have been declined or returned.
- 2.11 Completed Board Member Registers should be forwarded on a quarterly basis to the Chairperson of Libraries NI for review. The Chairperson’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.
- 2.12 **Publication of Gifts/Hospitality Registers** - It is considered good practice to produce “disclosure logs” of gifts and hospitality and Libraries NI will as a minimum, publish gifts and hospitality information for the Chairperson, Members of the Board and the Chief Executive and note on the website that records are also kept for staff at all other grades. Such logs will 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. Libraries NI will still have to respond to such ad hoc FOI requests if they referred to groups of staff or individuals falling outside those included in the disclosure log.

3. ACCEPTING OR DECLINING OFFERS OF GIFTS

- 3.1 **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.
- 3.2 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.
- 3.3 All offers of gifts with a value of between £10 and £50² must be recorded on the appropriate Gifts and Hospitality Register even if they are declined / returned.
- 3.4 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 Libraries NI.
- 3.5 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. (refer to section 4 of this guidance)
- 3.6 Apart from trivial / inexpensive exceptions detailed at 3.1 and 3.2 above staff Members must not under any circumstances accept any of the following:
- (i) substantial items or gifts with a value of **£50** or more¹
 - (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
- 3.7 Board Members should also follow the principles set out in 3.6 above, however it is recognized that in the course of their private lives, business or political careers Board Members may on occasions be recipients of gifts or hospitality greater than £50 in value and that it may be appropriate at times to accept these. It is for the individual to evaluate the appropriateness of accepting or declining offer made outside the areas of operations of Libraries NI. In all cases Members should consider how acceptance of such offers may be perceived by the public at large and in particular how any action might reflect on Libraries NI. Irrespective of the source, Members are encouraged to be transparent in their role as Board Members and to disclose and record offers/acceptance of gifts and hospitality as fully as possible.
- 3.8 **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

² When the value of the gift offered is uncertain a cautious approach should be adopted and it should be assumed that all offers exceed the £50 guideline unless there is specific evidence to the contrary

bias to a particular company or supplier.

- 3.9 **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 Libraries NI resources, other than, for example, use of an officially issued lap-top at home, were used in the preparation.

4. REPORTING GIFTS AND APPROVAL PROCESS TO BE FOLLOWED

- 4.1 If gifts (apart from those trivial or inexpensive gifts for which approval is not required under Paragraph 3.1 and 3.2 of this Guidance) are received, the **approval of the relevant line manager** (including the Chairperson of the Board for gifts offered to the Chief Executive) **should be sought using form A1 which is attached at Annex C**. It is envisioned that the appropriate line manager would be at Assistant Director or Director level. (Assistant Director is the minimum acceptable level of approval.) If the recipient has or will reject the gift, they only need to send details to their line manager for inclusion in the Register. It is intended that a Register for the Board will be reviewed by the Chairperson and that the Audit and Risk Assurance Committee and the Department will have oversight of the Chairperson's Register.
- 4.2 In each case submitted to him/her, the approving officer will confirm in writing or by 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 is attached at **Annex D** which should be tailored to suit each individual circumstance;
 - c) use or dispose of it, if possible, in or by Libraries NI; 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.

5. ACCEPTING OR DECLINING OFFERS OF HOSPITALITY

- 5.1 The handling of offers of hospitality is recognized 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.
- 5.2 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 Libraries NI**. 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 refer to the checklist at **Annex E**
- 5.3 **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 Libraries NI.
- 5.4 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.
- 5.5 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 Libraries NI;
 - (ii) it places no obligation or perceived obligation on the recipient in respect of their membership of the Board of Libraries NI or on Libraries NI as an organisation.
- 5.5 **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 Libraries NI, 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 Libraries NI.

5.6 **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.**

5.7 To sum up, 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 Libraries NI, which outweigh the risk of possible misrepresentation of the hospitality.

5.8 **Reporting Hospitality and Approval Process to be followed** - When in doubt about accepting hospitality or an invitation, the relevant line manager should be consulted. In **all instances** where other than conventional hospitality (infrequent working lunches) is offered, the approval **of the relevant line manager should be sought using form A1 which is attached at Annex C**. If the recipient has or will reject the offer of hospitality, he/she only need to send details to their line manager for inclusion in the relevant register. It is particularly important to ensure that Libraries NI 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, Libraries NI 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 Chairperson and that the Audit and Risk Assurance Committee and the Department will have oversight of the Chairperson's Register.

5.9 **Awards or Prizes** - 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:

- 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 be construed as a gift, inducement or payment for a publication or invention to which other rules apply

5.10 A process as outlined in Paragraph 4.1 should be followed.

6. MONITORING ARRANGEMENTS

6.1 The Libraries NI Registers of Gifts, Hospitality and Awards will be subject to the following monitoring arrangements.

- Each Director will be responsible for monitoring the Registers within their Directorate on a quarterly basis.
- The Chief Executive will monitor Directorate Registers quarterly.
- The Chairperson will monitor the Chief Executive's and the Board's Registers quarterly.
- The Audit and Risk Assurance Committee will monitor the Chairperson's Register quarterly.
- The Department will receive a quarterly report on the Chairperson's Register.

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

7. PROVISION OF GIFTS OR HOSPITALITY BY LIBRARIES NI

- 7.1 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 Libraries NI where such expenditure is likely to be incurred.
- 7.2 Expenditure on official gifts and hospitality should only be incurred where it can be shown to be in direct support of Libraries NI 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).
- 7.3 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).
- 7.4 The cost of providing official gifts and hospitality must be contained within approved budgets.

8. PROVISION OF GIFTS - GENERAL PRINCIPLES

- 8.1 Libraries NI has a delegated limit from the Department for Communities (DfC) of £100 (inclusive of VAT) for the provision of gifts. Where the expenditure could be deemed to be novel or contentious, a case must be made to the Permanent Secretary of DfC who will consider each application and authorise the purchase of corporate gifts up to the value of £100. For gifts over £100, prior approval must be obtained from the Department of Finance (Supply).
- 8.2 A list of groups / individuals, to whom gifts may be offered is shown at **Annex F**. The list is not exclusive. If in doubt as to whether or not a gift should be offered, staff should consult with the relevant Director or the Chief Executive. Gifts must not be offered to any individual (e.g. author, performer etc.) who charges for their services.
- 8.3 Any decision to provide a gift must be authorised in advance by the appropriate manager, using the approval form shown at **Annex G**. The manager who approves the provision of a gift must retain a copy of the signed approval form in his/her register of gifts and hospitality provided and make it available for audit purposes, when required
- 8.4 Where the item to be provided is to be given as part of a promotional exercise, it is branded with the Libraries NI corporate logo and is valued at 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.

9. PROVISION OF HOSPITALITY - GENERAL PRINCIPLES

- 9.1 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 Libraries NI to allegations of extravagance or impropriety in the provision of hospitality.
- 9.2 Managers 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. Approval must be obtained at the appropriate level prior to hospitality being offered or provided (See 10.1 to 12.3).
- 9.3 Hospitality should not be provided for internal meetings attended only by Libraries NI officers (See 9.7 below for exception).
- 9.4 Hospitality is intended primarily for guests of Libraries NI. There should normally only be a charge on public funds where two or more persons present are not Libraries NI members of staff.
- 9.5 Hospitality should be in the form of food and refreshments appropriate to the occasion.
- 9.6 Hospitality should not normally be offered to visitors for whose time and services Libraries NI is paying e.g. consultants.
- 9.7 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.

10. HOSPITALITY OFFERED TO VISITORS FROM OUTSIDE LIBRARIES NI.

- 10.1 Libraries NI 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 Libraries NI employees only are in attendance. In cases where Libraries NI employees attending outnumber external guests, the approval of the relevant Director (or appropriately delegated officer) 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 or guests of Libraries NI staff are not eligible for official hospitality, other than in exceptional circumstances and with the specific agreement of the Chief Executive (or delegated officer).
 - (vii) Libraries NI funds must not be used for visits to theatres, sports events or other forms of public entertainment.

11. WORKING LUNCHES AND REFRESHMENTS FOR MEETINGS OF THE BOARD, OFFICIAL COMMITTEES AND AD HOC MEETINGS.

- 11.1 Refreshments may be provided for business meetings where approval has been obtained at Chief Executive or 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
- 11.2 The nature of the refreshments should be appropriate to the purpose, with costs kept to the minimum.
- 11.3 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 Chief Executive or Director. This discretion may be delegated to an officer of not less than Assistant Director grade (see paragraph 12.3

12. HOSPITALITY OFFERED DURING TRAINING COURSES, CONFERENCES, WORKSHOPS, ETC.

- 12.1 A measure of hospitality at public expense may be offered to those participating in training courses, both residential and non-residential. This facility may also be extended to cover conferences, seminars, approved team building sessions, workshops, etc. when the following guidelines will apply: -
- (i) **Residential** (i.e. where at least one night's accommodation is being provided and paid for as an integral part of the course).
- Normal procurement procedures will apply in order to ensure value for money in the choice of venue. Expensive hotels should be avoided.
 - Where not included in the cost of provision of the course, the total cost of food and refreshment should be appropriate to the purpose and should be kept to a minimum and must not exceed £30 per person per day. Alcoholic refreshment must be excluded from any charge to the public purse.
- (ii) **Non-residential**
- Libraries NI premises should be used if available and suitable. Where there is no suitable library venue, 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 Chief Executive or relevant 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.
- 12.2 Authority for approving expenditure on light refreshments (tea/coffee and biscuits or scones) for branch library functions may be delegated to an officer of not less than the equivalent of Area Manager level where the total cost of the hospitality does not exceed £50. All hospitality must be approved prior to the event, using the Provision of Hospitality Approval Form (**Annex H**)
- 12.3 A copy of the signed approval form must be forwarded to the relevant Assistant Director for retention in his/her register of gifts and hospitality provided. The register must be made available for audit purposes, when required.

13. REGISTER OF GIFTS AND HOSPITALITY PROVIDED

- 13.1 In order to counter any possible accusation or suspicion of improper conduct, every officer at Assistant Director level or above 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 within that officer's areas of responsibility as well as a personal record of any gifts and hospitality provided. The registers must be made available for audit purposes, when required.
- 13.2 (i) Where a gift is to be provided, a Provision of Gift Approval Form (see Annex G) 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 (see Annex H) must be completed and countersigned by the relevant approving officer 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

14. SPONSORED EVENTS

- 14.1 On occasion, functions such as the launch of an exhibition or project which take place on library premises 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

15. ENQUIRIES

- 15.1 Any enquiries about this guidance should be directed to the Head of Internal Audit
- 15.2 This policy is based on guidance contained in DAO (DFP) 10/06 'Acceptance and Provision of Gifts and Hospitality.

Staff/Employee Register of Gifts and Hospitality

Annex A

Title/Position		Business Unit:		Year/Period:	
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REGISTER OF GIFTS / HOSPITALITY / AWARDS ETC

Date of Event or Gift Offered	Offered to	Ultimate recipient (if different)	Offered by	Description of Offer	Reason for Offer	Details of Contracts - current or potential	Est. / actual value of offer £	Action Taken i.e. Accepted / Declined / Returned	Entered by	Entered Date	File Ref:

NAME	SIGNATURE	DATE	DECLARATIONS(please enter 'Nil' in the field below if no gifts or hospitality are being reported i.e. you are making a Nil return

Board Members Register of Gifts and Hospitality

Annex B

Board Member:	Year:	Quarter:	
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Date of Event / Gift / Hospitality Offered	Offered by	Description of Offer	Reason for Offer	Details of Contracts - current or potential with Libraries NI	Est. / actual value of offer £	Action Taken i.e. Accepted / Declined / Returned	Entered Date

Signed:	Date:
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Noted by:	Date:
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(Part 1 to be completed by recipient – part 2 overleaf to be completed by approving officer)

GIFT/HOSPITALITY FORM A1 (Part 1) (AUTHORISATION/OFFER ACCEPTED/OFFER DECLINED)	
Name of recipient:	
Name of ultimate recipient if not as above (i.e. 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 of recipient:	Signed: Date:

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

GIFT/HOSPITALITY FORM A1 (Part 2) (AUTHORISATION/OFFER ACCEPTED/OFFER DECLINED)	
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 D 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**

(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	
<p>Libraries NI operates a Gifts and Hospitality Policy to ensure high standards of propriety in the conduct of its business.</p> <p>In order to retain 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></p> <p>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.</p> <p>Yours</p>	

Type of gift/hospitality	Approval required	Guidance reference
1. Modest conventional hospitality (e.g. working lunch).	No	5.7
2. More formal lunch or dinner, by prior invitation.	Prior approval required from Assistant Director or Director / Chief Executive as appropriate.	4.2 to 5.4
3. Hospitality for a team	Prior approval required from Assistant Director or Director / Chief Executive as appropriate.	5.5
4. Commemorative or similar occasion organised by contractor, consultant or supplier (egg to celebrate an anniversary, opening or handover).	Prior approval required from Assistant Director or Director / Chief Executive as appropriate.	4.2 to 5.4
5. Trade promotion on company's premises with meals or drinks.	Prior approval required from Assistant Director or Director / Chief Executive as appropriate.	4.2 to 5.4
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 Assistant Director or Director / Chief Executive as appropriate.	4.2 to 5.4
7. Overseas visits to inspect manufacturers' products/premises.	Prior approval required from Assistant Director or Director / Chief Executive as appropriate.	4.2 to 5.5
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 5.2)		

Individuals / Groups to whom hospitality might potentially be offered

Annex F

Individuals / Groups to whom gifts might potentially be offered.

- The Minister of the Department for Communities or other dignitary invited to participate at an event e.g. perform the official opening a new or refurbished library; launch an event or publication
- Visiting officials from Library Authorities in other countries
- Authors or other individuals providing a service for Libraries NI e.g. author reading, musical performance, lecture or talk (provided that the person concerned has not charged a fee for his / her participation in the event)
- Any Minister of the N Ireland Executive
- MEPs, MPs, MLAs or local councilors
- Libraries NI Board Members
- Officials from DfC or other government Departments
- Visiting Authors / Performers
- Invited guests attending an event organised by Libraries NI e.g. the official opening of a new or refurbished library; an author reading; the opening of an exhibition

Examples of Potential Gifts

- Gift Token
- Book
- Flowers

ON OF GIFT - APPROVAL FORM

This form must be completed a prior to the provision of a gift

Name of Recipient:	
Address:	
Telephone: Email:	
Details of Proposed Gift:	
Cost (including VAT):	
Reason for Gift:	
Gift Proposed by:	Name: Location: Job Title:
Signed:	
Date:	
Gift Approved by:	Name: Job Title:
Signed:	
Date:	

A copy of this completed form should be retained by the relevant Assistant Director / Director or the Chief Executive in his/her Register of Gifts and Hospitality Provided.

PROVISION OF HOSPITALITY - APPROVAL FORM

This form must be completed prior to the provision of hospitality

Name 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
Hot and Cold Food Requirements (including details of any special dietary requirements)			
Beverage Required			
Approximate Cost			
Cost Centre Number			
I am satisfied that the provision of refreshments at the above meeting complies with the current Libraries NI guidance on provision of hospitality: Signature Job Title Date			
Approved by:	Signature Date		
Date to Caterer:	Date		

The signed form must be used to order the required hospitality. A copy of the signed form must be retained by the appropriate Assistant Director / Head of Department / Director or the Chief Executive for inclusion in his/ her Register of Gifts and Hospitality Provided.

Personnel Required to complete a Gifts and Hospitality Register

Annex J

The following list details individual post holders/Board Members who must complete and submit regular (quarterly) gifts and hospitality registers. *(All other staff should only report by exception i.e. when an offer, refusal or acceptance of a gift or hospitality actually occurs.)*

Chairperson of the Board

All Board Members

Chief Executive

Director Business Support

Director of Library Services

Assistant Directors

Service Development Managers/Operations Managers

Area Managers

Finance Manager

Deputy Finance Manager

Procurement Officer

Payroll Manager

Human Resources Manager

Deputy Human Resources Manager

Head of ICU /ICT

Head of Internal Audit

Assets Manager

Capital Projects Manager

Fleet Transport Manager

Stock Manager

Marketing and Communications Manager