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NIPEC/17/15
(replacing NIPEC/15/03)

**NORTHERN IRELAND PRACTICE AND EDUCATION
COUNCIL FOR NURSING AND MIDWIFERY**

Internal Hospitality Policy

August 2017

Review date: August 2019

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1.0 Introduction

As an Arm's Length Body (ALB), NIPEC has a duty to ensure propriety and value for money in its expenditure of public monies. The provision of hospitality, therefore, should be supportive of NIPEC's engagement and partnership working with key stakeholders in its work-streams, projects and initiatives.

NIPEC no longer employs a catering assistant and all internal hospitality is provided from within existing resources. The Events and IT Support Officer will provide internal hospitality with help from other Corporate Services staff as and where necessary, and during periods of their annual leave and absence.

As a rule of thumb, meetings will be held either side of lunchtime, and in the majority of cases, hospitality requests will consist of tea, coffee and biscuits.

2.0 Internal routine meetings

Hospitality will not normally be provided for routine meetings involving NIPEC staff, unless specifically requested, eg. working lunch, when the attached form should be completed and forwarded to the Events and IT Support Officer to note, who will seek approval from the Head of Corporate Services. These requests should be kept to a minimum.

3.0 Hospitality for meetings involving external attendees

Meetings involving external colleagues should be scheduled to consider the needs of those travelling long distances and where possible finish before lunchtime in which case lunch will not be provided. However, tea, coffee and biscuits can be requested using the attached form, which should be completed and forwarded to the Events and IT Support Officer to note and seek approval from the Corporate Services Manager.

It is recognised that, from time to time, in order to meet the demands of work-streams, projects and initiatives, there may be a need to hold meetings over the lunchtime period. In these cases, a light lunch of sandwiches, fruit or yoghurt, can be requested using the attached form which should be completed and forwarded to the Events and IT Support Officer to note and seek approval from the Head of Corporate Services.

Once approved, requests for hospitality will be fulfilled by the Events and IT Support Officer, who will insert details of the hospitality provided and any cost. Completed forms will be returned to the Corporate Services Manager for monitoring purposes.

4.0 Hospitality outside NIPEC offices

Requests for hospitality to be provided outside NIPEC Headquarters must be discussed with and approved by the Chief Executive or Head of Corporate Services. This includes workshops, seminars etc., where the cost is to be borne by NIPEC and may include evening/weekend or out-of-hours events.

With regard to hospitality which the Chief Executive may incur on behalf of NIPEC, a separate policy has been drawn up under the heading "Guidelines for External Hospitality for Chair and Chief Executive".

5.0 **Conclusion**

Any enquiry about the content or application of this policy document should be addressed to the Corporate Services Manager or Head of Corporate Services.

It should be noted that the Chief Executive or Chair reserves the right to remove the availability of all hospitality. These decisions will be taken in the context of available resources.

Signed: _____
Chief Executive

Date: _____

Ref No: _____

REQUEST FOR HOSPITALITY

Section A – to be completed by individual requesting hospitality

Title of Meeting: _____

Date/Time of Meeting: _____

Venue: _____

Number attending: _____

Details of hospitality required (please refer to policy):

Reason for request: _____

Time at which hospitality is required: _____

Hospitality requested by: _____ Date: _____

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Section B

Approved/signed by Corporate Services Manager: _____

Approved/signed by Head of Corporate Services (if required): _____

Approved/signed by Chief Executive (if required): _____

Date: _____

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Section C – to be completed and returned to Corporate Services Manager:

Details of hospitality provided: _____

Cost of hospitality: _____