

PROCEDURE FOR THE PROVISION OF HOSPITALITY, GIFTS AND OTHER BENEFITS

Offering Hospitality, Gifts and Other Benefits

1. There will be occasions when it is necessary and appropriate for the Council to offer hospitality, gifts or other benefits to organisations or individuals in order to further the proper exercise of the Council's functions and its role as the capital city of Wales. These may include the following (which is for guidance and not intended to be an exhaustive list):
 - Promoting the economic, environmental and social benefit of the inhabitants of the area;
 - Securing economic development;
 - Promoting tourism within the City and providing entertainment;
 - In connection with official (non-civic) visits by distinguished people, representatives of foreign, national, regional and local government and other public services; and
 - Raising money for charitable purposes or for the funds of public bodies which provide services otherwise than for gain.
2. When considering whether to make such offers, Members and employees must ensure that they have proper regard to the fiduciary responsibilities of the Council towards Council Taxpayers and the inhabitants of the area.
3. The Member Code of Conduct says that:

"7. You must not—

 - (a) ...*
 - (b) use, or authorise others to use, the resources of your authority—*
 - (i) imprudently;*
 - ii) in breach of your authority's requirements;*
 - iii) unlawfully;*
 - iv) other than in a manner which is calculated to facilitate, or to be conducive to, the discharge of the functions of the authority or of the office to which you have been elected or appointed;*
 - v) improperly for political purposes; or*
 - (vi) improperly for private purposes.*
4. The Employee Code of Conduct says that:

"7. Qualifying employees of relevant Authorities must ensure that they use public funds entrusted to them in a responsible and lawful manner, and must not utilise property, vehicles or other facilities of the Authority for personal use unless authorised to do so."
5. (a) Members and Employees of the Council are required to complete the appropriate [form](#), in advance of giving Hospitality to representatives of external organisation, businesses or individuals. Authorisation will be required in advance and details of authorising Officers are set out below:

Hospitality offered within the UK by	Approval by :
Any Member	Head of Democratic Services or Monitoring Officer
Chief Executive	Section 151 Officer or Monitoring Officer
Director or Corporate Director	Chief Executive
Assistant Director or Chief Officer	Director
Any other officer	Assistant Director or Chief Officer

Hospitality offered Overseas by	Approval by :
Any Member	Head of Democratic Services or Monitoring Officer
Chief Executive	Section 151 Officer or Monitoring Officer
Director or Corporate Director	Chief Executive
Any other Officer	Director or Corporate Director

It will be necessary to provide as much information as possible about the reasons for providing the hospitality, showing any links/benefits to the Council.

- (b) Reimbursement of approved expenditure only will be made via a petty cash account. All approval forms and a VAT receipt will be required.
- (c) Completed forms for Members, Assistant Directors / Chief Officers and above shall be forwarded to the Head of Democratic Services for the central record. Forms for below Assistant Director / Chief Officer level should be retained by the appropriate Assistant Director / Chief Officer.

Comment [AK1]: Note – to be updated to reflect current financial procedures.

Comment [AK2]: TBC