

Derry City & Strabane
District Council

Comhairle Chathair Dhoire
& Cheantar an tSraitha Báin

Derry Cittie & Stràbane
Destrict Cooncil

Civic Hospitality and Gifts Policy

Document Number	
Responsible Officer	tbc
Contact Officer	tbc
Approval	Governance & Strategic Planning Committee (min ref tbc); Council (min ref tbc)
Effective Date	1 June 2015 (tbc)
Modifications	n/a
Superseded Documents	n/a
Review Date	June 2016
File Number	
Associated Documents	

1 Purpose

- 1.1 This policy sets out the circumstances in which civic hospitality and/or civic or corporate gifts are provided and sets down guidance on the nature of such hospitality/gifts.

2 Background

- 2.1 The provision of civic hospitality and gifts may take many and varied forms and may be provided on different occasions and at various locations.
- 2.2 Currently, via the Council's website, groups are encouraged to invite the Mayor to attend their events by submitting a request to the Mayor's Office, giving at least one week's notice. Consideration is given to all invitations, however, on those

occasions where there is a clash of engagements, groups may be advised that the Mayor is unavailable, however every attempt will be made to ensure that the Deputy Mayor or other representative, will attend on behalf of the Mayor.

3 Scope

- 3.1 This policy relates to civic hospitality, civic gifts and corporate gifts which are provided via the Mayor's office.

4 Definitions

- 4.1 Civic Hospitality - formal and informal functions hosted by the Mayor (or the Deputy Mayor, in the absence of, or at the request of the Mayor) to receive or honour guests.
- 4.2 Civic Gift – any gift which may be presented by the Mayor (or the Deputy Mayor, in the absence of, or at the request of the Mayor) on behalf of the Council which includes an inscription relating to the Mayor, for example, presented by the Mayor.
- 4.3 Corporate Gift- any gift which may be presented by the Mayor, Deputy Mayor, Elected Members and /or officers on behalf of the Council which includes an inscription relating to the Council name. logo, crests, or images only.
- 4.4 Invited Guest List - individuals who are invited to attend either mayoral or civic receptions.

5 Policy Statement

- 5.1 This Council recognises the important role the Mayor plays in engaging with citizens and other stakeholders in promoting the economic, social and environmental interests of the Council.
- 5.2 The Council further recognises the contribution that individuals and groups make towards the quality of life in the area and the importance of recognising such contributions.
- 5.3 Civic hospitality/gifts should be considered in conjunction with the Council's strategies and policies to achieve the Council's overall aims.

- 5.4 The provision of civic hospitality/gifts should be targeted, focused and periodically reviewed to keep pace with Council policy developments and strategies.

6 Roles and Responsibilities

Mayor

- 6.1 The Mayor will be responsible for determining the nature and scope of all civic hospitality and gifts.
- 6.2 The Mayor, during his/her term of office, may select one or more suitable charities to champion and help raise funds. Civic hospitality may be used to facilitate these objectives.
- 6.3 The Mayor will be authorised to procure individual commissioned gifts up to maximum value of £500 each.
- 6.4 Consideration of requests for civic hospitality where the cost will be up to and including £7,500 (excluding arrangements for the Mayor's Civic / Charity Ball and Freedom of the City events) may be made by the Mayor.
- 6.5 In the case of the Mayor's Civic / Charity Ball and Freedom of the City events, the Mayor may approve expenditure up to £10,000. (It is noted that this expenditure in relation to the Mayor's Civic / Charity Ball will be financed through ticket sales.)

Governance and Strategic Planning Committee

- 6.6 The Council's Governance and Strategic Planning should consider requests for civic hospitality the cost of which will exceed £7,500 (excluding arrangements for the Mayor's Civic / Charity Ball and Freedom of the City events, in which case costs exceeding £10,000 will require committee approval).

Chief Executive

- 6.7 Chief Executive will have responsibility for liaising with the Mayor and providing advice, where necessary, on civic hospitality and gifts.

7 General Principles

- 7.1 The Mayor will be the presiding member at all civic receptions/functions or in the absence of the Mayor, the Deputy Mayor.
- 7.2 Civic hospitality resources will be provided by the Council. However other sources of funding may be available such as joint initiatives with other organisations, councils, government departments, etc. and will be pursued, where possible.
- 7.3 If appropriate, part of the cost may be defrayed by seeking sponsors or donations from suitably vetted individuals or organisations. Such sponsorship or donations should be publicly recognised at any event to which they relate.
- 7.4 Where specific officers of the Council seek the provision of civic hospitality in pursuance of their particular Directorate objectives, such Directorates may be asked to contribute to the cost of the provision of civic hospitality from their resources.
- 7.5 The expertise of the staff within the Democratic Services and Improvement Unit would be made available to make arrangements, etc. All such events should be hosted by the Mayor or his/her representative on behalf of the Council.
- 7.6 Where practicable to do so, civic receptions and events should take place within Council-owned premises. Where this is not possible, the contribution of the Council should be acknowledged by the recipient of the hospitality at the venue. Invitations should be issued by the Council through the Mayor's office separately and distinctly from any other invitations issued by other parties relating to concurrent events.
- 7.7 Requests for civic recognition should be considered in view of the resources available in any given financial year and in view of the likely demands to be made upon such limited resources in the course of the year. Whilst best value must be considered, all evaluations of requests for civic recognition and civic hospitality should take into account that they will be provided and delivered in an appropriate dignified manner that reflects positively on the Council.

Civic Hospitality

- 7.8 Civic hospitality may be provided with the purpose of:
 - Engaging with groups, citizens, businesses and other stakeholders in pursuance of the Council's objectives

- Recognising or paying tribute to outstanding achievement.
- Acknowledging the importance of events that will make a major contribution to the local community.
- Promoting new initiatives and prestigious events.
- Honouring visits to the Derry City and Strabane District Council area by appropriate individuals, groups or organisations.
- Marking significant local events and anniversaries.
- Marking civic/ceremonial and other events organised by the Council.
- Welcoming delegates to conferences being held in the Derry City and Strabane District Council area.
- Recognising notable local, regional and national achievement by Derry City and Strabane District Council residents and organisations.
- Recognising continuous service to the community by local organisations, or national organisations with a local base, by commemorating significant anniversaries of their establishment.

7.9 To assist in determining the level and scope of civic hospitality that is to be provided, seven categories have been identified:

- Category 1 – ‘Meet the Mayor’ / external engagements
- Category 2 – Mayoral Reception
- Category 3 – Civic Reception
- Category 4 – Mayor’s Charity Receptions
- Category 5 – Support for Conferences
- Category 6 – Business Meetings
- Category 7 - Courtesy Visits

7.10 Hospitality guidelines have been provided at Appendix 1, in relation to each of these categories, however, all civic hospitality is provided, at the discretion of the Mayor.

Civic and Corporate Gifts

- 7.11 Resources are normally set aside for the provision of civic and corporate gifts. These gifts may vary from small souvenirs to special presents for significant events. All such gifts must reflect positively on the Council and the Office of the Mayor.
- 7.12 Guidelines on the nature and value of civic and corporate gifts is provided in Appendix 1, although the issue of all gifts, is at the discretion of the Mayor.
- 7.13 Subject to the discretion of the Mayor, preference may be given to gifts which are designed and / or produced locally.
- 7.14 Subject to the Mayor's approval, it may be appropriate to provide Elected Members and/or officers with appropriate civic or corporate gifts for specific visits and events, particularly where it is anticipated that there will be an exchange of gifts between the visitors and the Council's representatives. (In the case of a civic gift, this will normally be accompanied by a letter from the Mayor.) The cost of the provision of these gifts may be defrayed by the Directorate that requested them.
- 7.15 Requests for donations of gifts for charitable causes, raffles, etc should be considered with caution and in tandem with the Council's strategies and other support that the Council gives to such charities.

Invited Guest List

- 7.16 In the event of a civic reception, a guest list will be compiled to reflect the composition of the Council. The guest list will also include the Freeman of the City, local MPs, MLAs and Ministers, as appropriate. Depending on the type of the event, other individuals may be invited, subject to the discretion of the Mayor.
- 7.17 The guest list for a mayoral reception, will be prepared in conjunction with the Mayor and may include relevant Council officers and/or other stakeholders.

8 Legal & Policy Framework

- 8.1 This policy will be operated in the context of the Northern Ireland Local Government Code of Conduct for Elected Members.

9 Impact Assessment

Screening and Equality Impact Assessment

- 9.1 A completed Screening Questionnaire has been completed. The Policy is screened out for Equality Impact Assessment.

Impact on staff and financial resources

- 9.2 Civic hospitality and gifts are funded from within the budget for the Mayor's Office which is set annually through the rates estimates process.

Sustainable development

- 9.3 The provision of locally sourced gifts and hospitality is compatible with the Council's sustainable development responsibilities, as is the recognition of the achievements of local citizens and communities.

10 Implementation

Support and Advice

- 10.1 This policy will be implemented through the Mayor's Office. Support and advice on the implementation of the policy will be provided via the Democratic Services and Improvement Unit.
- 10.2 Guidance for citizens and groups on accessing the services of the Mayor's Office will be made available for publication on the Council's website.

Communication Strategy

- 10.3 Information on this policy and supporting documentation will be made available via the Council's website and intranet (once operational).

Risk Management

- 10.4 The Council's procurement arrangements will be used to source hospitality and gifts associated with this policy.

10.5 Expenditure will be monitored on a regular basis, via the Democratic Services and Improvement Unit, to ensure budgetary control is maintained and to ensure that the Mayor is fully appraised.

10.6 An inventory of all gift items, exceeding a value of £15 per item, will be maintained.

11 Monitoring, review and evaluation

11.1 This policy is subject to review annually.

12 Acknowledgements

Receptions / Mayoral hospitality guidelines

Type	Characteristics
Meet the Mayor / external engagements	<ul style="list-style-type: none"> • For example: Hosting visits from schools, groups, etc; recognising contributions to local community; recognising local achievements • Take place in Council and community facilities • Generally no / limited hospitality (e.g. beverages, snack) • Photographic opportunity (subject to POCVA requirements) • Low value gift (subject to Mayor's discretion)
Mayoral Reception	<ul style="list-style-type: none"> • For example : Recognising regional/national achievements; recognising significant contribution to Derry City & Strabane District Council area • Hosted in Council facilities primarily Parlours (up to 20 guests Guildhall, up to 14 in Strabane) and Whittaker Suite, Guildhall (up to 60 Guests) or Function Room, Strabane (up to 40 guests). • Light refreshments may be provided (e.g. drinks, sandwiches, finger buffet) • Photographic opportunity (subject to POCVA requirements) • Low / medium value gift (subject to Mayor's discretion)
Civic Reception	<ul style="list-style-type: none"> • For example: Freedom of City, visiting dignitaries, Mayor's Charity/ Civic Ball • Generally hosted in Council facilities • Formal hospitality provided (meal inc drinks) • Formal photographs to be arranged (subject to POCVA requirements) • Medium value / commissioned gift (subject to Mayor's discretion)
Mayor's Charity Receptions / initiatives	<ul style="list-style-type: none"> • For example: Jazz Festival Open Night in aid of Mayors charity. • May provide drinks reception for guests. Can be hosted in various venues, for example, hotels • Mayor's initiatives – Mayor may decide on the level of hospitality
Support for Conferences	<ul style="list-style-type: none"> • Attendance of Mayor and speech (subject to availability, event organiser requirements, etc) • Drinks reception and / provision of other hospitality • Formal photographs to be arranged (subject to POCVA requirements) • Medium value gift (subject to Mayor's discretion)
Business Meetings	<ul style="list-style-type: none"> • As for 'Meet the Mayor' or 'Mayoral Reception' (subject to Mayor's discretion)
Courtesy Visits	<ul style="list-style-type: none"> • As for 'Mayoral Reception' or Civic Reception' (subject to Mayor's discretion)

Corporate and Mayoral Gift Guidelines

Definitions:

- Corporate Gift – gift with Council name, logos, crests, or images only
- Mayoral Gift – gift which incorporates wording such as presented by the Mayor, with/without the name of the Mayor
- Commissioned gift – unique gift designed on behalf of Council / Mayor

Type of Gift	Cost	Examples
Low value – Mayoral Gift	Up to £15 per item	Mayor’s pens, pencils, USB sticks, key rings. etc..
Low value – Corporate Gift	Up to £15 per item	Council tie, pen, make up mirror, USB, sticks, key rings etc.
Medium value – Mayoral Gift	£16-100 per item	Crystal, picture, etc. May include customisation such as name of recipient Note: this category also includes the provision of a greetings letter and gift to a mayor of another district.
Medium value – Corporate Gift	£16-100 per item	Council Plaque, crystal , clock, etc.
Commissioned Gift	Over £100 per item	Customised gift e.g. includes name of recipient, piece of artwork, Freedom of City Scroll, framed picture