



## **BIRMINGHAM CITY UNIVERSITY ACADEMIES TRUST**

### **HOSPITALITY**

1. It is Trust policy to provide a modest level of hospitality to visitors. Principals and key officer of the trust are responsible for authorising expenditure on hospitality from their general allocation of funds. Norms of practice include:
  - 1.1 only those fully participating in a meeting with a visitor will be invited to share the hospitality offered. Normally this would imply one member of staff per visitor, but the Principal or officer of the trust is responsible for exercising good judgement if this ratio needs to be exceeded.
  - 1.2 Exceptionally, hospitality may be provided at a restaurant rather than on Trust premises. When this is the case, the prior written approval of the budget holder must be obtained. The reason for offering off-site hospitality will be given and a limit of expenditure per head will be set by the budget holder. A receipt must be obtained.
2. The rules governing the purchase of alcohol are as follows:
  - 2.1 No alcohol may be purchased from any Trust fund to provide hospitality before 6.00pm in the evening. Trust funds are defined as any money that passes through the Trust accounts. This includes funds that are generated as a result of income generating activity or conference work. The only exception to this is:
    - 2.1.1 if an externally organised conference has ordered and paid for alcohol;
  - 2.2 There is nothing to prevent staff purchasing alcohol before 6.00pm at their own expense however it should be noted that attending work or being present in the workplace whilst under the influence of excess alcohol will not be tolerated.
  - 2.3 After 6.00pm reasonable hospitality may be provided, including the provision of alcohol, in accordance with the hospitality guidelines.

Owner of Policy	Human Resources
Legislation Status (Statutory / Non-Statutory)	Non-Statutory
Date Ratified and Version Number	01.07.2013 V1
Date to be reviewed	September 2016