



Department of

Health, Social Services and Public Safety

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AN ROINN

Sláinte, Seirbhísí Sóisialta
agus Sábháilteachta Poiblí

MÁNNYSTRIE O

Poustie, Resydënter Heisin
an Fowk Siccar

Subject:

Gifts and Hospitality

Circular Reference: HSS(F) 42/2009

3rd July 2009

For Information to:

**Chief Executive and Director of Finance of each
HSC Body and NIFRS**

Summary of Contents:

**This circular advises Finance Directors that slightly
revised guidance on Acceptance and Provision of
Gifts and Hospitality is now posted on the AASD
website**

Enquiries:

**Any enquiries about the contents of this Circular
should be addressed to:**

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**Superseded Documents:
Not Applicable**

**Related documents:
HSS(F) 35/2009
FD (DFP) 17/09**

**Expiry Date:
Not Applicable**

**Status of Contents:
Informative**

GIFTS AND HOSPITALITY: SLIGHT REVISION TO GUIDANCE

Purpose

1. This is to inform you the following document has been added to the AASD (FRAB) Document Database and is attached for your information:

FD (DFP) 17/09: Gifts and Hospitality

Action

2. Please ensure that this circular is brought to the attention of the appropriate staff in your organisation.

Should you have any queries on this please contact Linda Greenlees on 02890 765647.

Yours,

Deborah Magee

Finance Policy, Accountability and Counter Fraud Unit

**Treasury Officer of Accounts
David Thomson**

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FD (DFP) 17/09

23 June 2009

Dear Finance Director

Copy Distribution Below

GIFTS AND HOSPITALITY

1. I wrote on 21 May 2009 (FD (DFP) 11/09) to remind departments of the guidance on the acceptance and provision of gifts and hospitality issued under the cover of DAO (DFP) 10/06 on 10 August 2006 and highlighted the common format for hospitality registers. I also indicated that I would be consulting with our Central Personnel Group colleagues with a view to making a few minor changes to the guidance.
2. The purpose of this letter is to advise departments that the slightly revised version of the guidance is now posted on the AASD website (www.aasdni.gov.uk). It is still under DAO (DFP) 10/06 but the revised version has a header indicating that it is the June 2009 revised version. My intention is to move to the practice of putting guidance on the website, enabling minor changes to be made, rather than embedding them in DAO letters.
3. The revisions are very minor and attempt to highlight, through a change in the title, that the guidance covers all offers of gifts and hospitality and not just those that are accepted. There are also a few minor changes, mainly to the templates at Annexes A and C, in an attempt to clarify the information that should be recorded on the registers and the approval process.

4. The revised guidance should be brought to the attention of all business areas in your department, agencies, NDPBs and sponsored bodies. The revised register and approval templates should be used with immediate effect.

A handwritten signature in black ink, appearing to read 'D Thomson', with a stylized initial 'D'.

DAVID THOMSON
Treasury Officer of Accounts

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