

## **Council Constitution, Part 5.6 - Codes and Protocols: Hospitality Protocol**

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### **Principles**

- 1 The Council accepts that Councillors and Officers have an important role as ambassadors for the Council, ensuring that it promotes its aims and objectives, and, by this protocol, the Council seeks to ensure that Councillors and Officers hosting or attending cultural, sporting and other such events are using those events to the Council's maximum benefit and for the benefit of the community as a whole.
- 2 This protocol therefore sets out guidance for Councillors and Officers on issues which commonly arise as a result of offers of hospitality. It covers both hospitality offered by the Council and hospitality offered to the Council.
- 3 The protocol supplements the respective Codes of Conduct which apply to Councillors and Officers and is subject to the Council's Procedure Rules.

### **General Roles and Responsibilities**

- 4 Councillors and Officers will throughout the course of a year receive many invitations to attend Council hosted functions and it is expected that Councillors and Officers attending these events will carry out an ambassadorial role on behalf of the Council, engaging as wide a section of the community as possible.
- 5 Attendance at Council hosted events does not require an entry in the Hospitality register if the attendance is as a result of a formal invitation. These invitations are to Councillors and Officers in their formal official role and should be treated as part of the Council's formal activities in the Community. Invitations will be issued on the basis of areas of expertise, expectations of the event and on a fair and equitable basis thereafter.
- 6 Any benefit received from the Council, in the form of tickets (i.e. Grand Theatre, Fireworks, Liberty Stadium etc.), invitations to events etc., which is not received by way of a formal invitation MUST be registered.
- 7 Councillors and Officers should be aware of the possibility that acceptance of hospitality from third parties may require that they do not participate in decisions of the Council that affect that third party, such as lettings of contracts / participation in decision making, etc.
- 8 Invitations to or from organisations with whom the Council may be contracting should be treated with extreme caution. Legal advice should be sought before such an invitation is extended or accepted.
- 9 A Hospitality Form must be completed. The form is available at [www.swansea.gov.uk/hospitality](http://www.swansea.gov.uk/hospitality)

## **Hospitality Registers**

- 10 The Monitoring Officer maintains a register of any declaration of hospitality or gift accepted by Members of more than £25 in value in accordance with:
  - a) The Members Code of Conduct;
  - b) "Interests, Gifts and Hospitality of Members" within the Council Procedure Rules.
- 11 The Chief Executive maintains a register of any declaration of hospitality or gift accepted by Chief Officers of more than £25 in value in accordance with:
  - a) The Officers Code of Conduct
  - b) "Interests, Gifts and Hospitality of Officers" within the Council Procedure Rules.
- 12 All gifts and hospitality over £25 in value received from any source other than formal Council invitations MUST be registered.

## **Enquiries**

- 13 If any Councillor or Officer is uncertain about any aspect of hospitality, they should seek advice from the Monitoring Officer immediately.