

Hospitality – Approvals Processes

Hospitality	Approval Required From	Urgent Arrangements
Requests for the provision of hospitality where the cost is to be met from the County Hospitality Budget	Administration Committee	Chief Executive, following consultation with the Chair of Administration Committee, Vice-Chair, Conservative and Liberal Democrat spokesperson.
Provision of hospitality where the cost is to be met from a Departmental budget and is not expected to exceed £250 be a matter for approval by the relevant Chief Officer	Chief Officer	Chief Officer
That, where costs of any hospitality to be provided by a Department is likely to exceed £250, the request be considered by Administration Committee	Administration Committee	Chief Executive following consultation with Chair, Vice-Chair Conservative and Liberal Democrat spokesperson
The provision of hospitality up to a maximum cost of £10 per person (and a total maximum of £250 per occasion).	Head of Members' Services (Scheme of delegations) QI	Head of Members' Services (Urgent provisions in the Constitution)

