

# JSP 915



## **TRI-SERVICE DOMESTIC ASSISTANCE POLICY & OFFICIAL HOSPITALITY POLICY FOR THE ARMED FORCES AND CIVILIANS**

MINISTRY OF DEFENCE

DCDS (Pers&Trg) Service Conditions & Welfare  
DCDS (Pers&Trg) Pay & Manning  
Director Civilian Personnel

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**TABLE OF AMENDMENTS**

JSP 915 has been reissued under issue number 02. Significant changes have been made to elements within this JSP. All changes have been inserted in BLUE text and marked with a BLUE side line in the right hand margin of the relevant page.

**RECORD OF CHANGES**

<b>CHANGE NO</b>	<b>AMENDED BY</b>	<b>DATE</b>
Issue 02	SP Pol Welfare	8 Aug 12

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## CHAPTER 1

### SCOPE

0101. Tri-Service Domestic Assistance (DA) policy has been established following Defence Operating Board (DOB) direction in autumn 10<sup>[1]</sup>. This sought a rationalisation of costs and a tightening of the justification for public expense of DA and Official Hospitality (OH). OH rules have been reviewed as a result of the same DOB direction.

0102. Policy specific sponsors for JSP 915 are as follows:

- a. DA policy - DCDS(Pers&Trg) SCW AFW Team.
- b. OH policy – Jointly by DCDS (Pers&Trg) PM Gov & Tax Team and DCP-EF Health Welfare & Conduct Team.

0103. JSP 915 replaces the OH rules contained in 2010DIN08-29. All copies of 2010DIN08-29 are to be destroyed.

0104. JSP 915 has been Equality and Diversity Impact Analysed in accordance with Departmental policy. This resulted in a Part 1 screening only completed (no direct discrimination or adverse impact identified). JSP 915 is due for EDIA review in May 14.

0105. Chapter 2 DA policy is applicable to Service personnel, while Chapter 3 OH policy is applicable to both Service personnel and civilian staff.

0106. DIO Soft FM are responsible for the delivery of DA and are funded to do so. TLBs are responsible for providing single Service policy and direction to meet Service specific requirements. Single Service policy must be within the bounds of JSP 915, and if such policy or direction incurs increased cost, above agreed funding levels, additional funding is to be transferred to DIO Soft FM.

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<sup>[1]</sup> D/VCDS&2ndPUS/3/3/10 dated 25 Oct 10.

## CHAPTER 2 – DOMESTIC ASSISTANCE (DA) POLICY

0201. This chapter covers the elements of Domestic Assistance (DA) policy that have been agreed at a tri-Service level. It supersedes the relevant sections of pre-dated single Service policy documents<sup>1</sup>.

### TERMINOLOGY

0202.

- a. The status 'Official Service Residence' (OSR) has been discontinued, with effect from 1 Apr 11.
- b. The term 'Representative Hosting' has been discontinued.
- c. The term 'Official Entertainment' has been replaced by 'Official Hospitality' (OH).
- d. 'Authorised' individuals are those to whom a TLB agrees to provide DA on a case by case basis, for a single OH event or on an enduring basis in line with policy.
- e. Domestic Assistance (DA). This is support provided in order to allow authorised individuals to carry out Official Hospitality (OH). It may include and is limited to: cleaning; catering (waiting & chef); house manager and stewards; uniform maintenance & preparation; gardening; fuel subsidy (through Fuel Subsidy Scheme). Additional gardening and cleaning support may also be provided in certain other circumstances. Eligibility for Fuel Subsidy Scheme may also exist under wider eligibility.
- f. In Command<sup>2</sup>. Officers are defined as being 'In Command' if they meet all of the following criteria:
  - (1) Are of minimum OF3 rank.
  - (2) Serve in an appointment where they are able to exercise Command powers of punishment<sup>3</sup>.
  - (3) Hold responsibility, accountability and authority for a particular Command.
  - (4) Are serving in an appointment recognised as 'command earning' by single Service Manning Authorities. This ensures the term is not used simply as a means of securing DA.
  - (5) Are otherwise recognised as In Command by the relevant TLB, supported by chain of Command recommendation (eg for COs of joint units).

### PRINCIPLES

0203. In general, DA is authorised against a requirement to conduct OH. There are some exceptions and these are dealt with against each of the main sub categories of DA below. If

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<sup>1</sup> RN – FLAGO (BRd 9467) Art 2106; Army – AGAI Vol 3 Ch 086; RAF – AP3390 Vol 2, Pt 2, Ch 9.

<sup>2</sup> TLBs will provide DIO soft FM with a list of appointments which are eligible for DA.

<sup>3</sup> Taken from JSP 464, ch 3, para 0302.a.

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individuals are both In Command and occupying large SFA, the basic provision of DA (not including OH events) is determined by the largest of either category and should not exceed 10hrs without authority of the TLB and confirmation of funding availability.

0204. TLBs are responsible for authorising the frequency of OH and any restrictions on costs. Recommendation from the chain of command should be sought as necessary. As a general principle, the size of a Command impacts only on the decision to authorise OH and does not in itself attract DA.

0205. Transferring OH Authorisation. OH may be undertaken by another individual on behalf of the authorised individual. In this event, the DA supporting the OH event must be transferred to the new host. Any valeting or cleaning support allocated by exception, eg due to occupation of a large SFA, cannot be transferred.

0206. Hosting at Venues other than SFA – There is no DA provision for OH events at venues other than MOD owned or MOD funded properties<sup>4</sup>. This does not preclude authorised personnel using OH funding for events at commercial venues.

0207. Private Arrangements for DA. An authorised individual who replaces MOD DA provision with a privately funded alternative will be personally responsible for the cost of such alternative support.

0208. Flexing of DA Sub Categories. No routine flexing of funding across DA sub category is permitted eg using less cleaning in order to get more gardening. Any request for such flexing must be made to DIO soft FM on a case by case basis.

0209. Furniture and Equipment (F&E). The regulations governing provision of F&E, including former OSR F&E, are contained in JSP 384.

## DA CATEGORIES

0210. Cleaning Support for OH Events.

a. Scale. When an individual is authorised to conduct OH, that authorisation may attract a level of cleaning support. Four hours of cleaning for an OH event of 1 to 15 guests and six hours for OH events with more than 15 guests. This cleaning support may be incorporated into a larger OH package that includes waiting staff, chefs, house managers and selected menus which require no personal outlay by the hosting individual. The scale of cleaning support to OH events is at Annex A.

b. Public Space. Only public space in the property is to be cleaned against the OH event. Public space means those areas of a property used for the provision of OH such as kitchens, sitting and dining rooms and guest bedrooms. The spirit of the scale would also include the foyer/hall, downstairs corridors between hosting rooms, the downstairs toilet but not attic rooms, family and en-suite family bathrooms, sculleries or outhouses. Normally it should be assumed that only 2 guest bedrooms are in regular concurrent use<sup>5</sup>. TLBs may increase or reduce these provisions according to individual circumstances and have the discretion to take into account additional guest bedrooms where more than 2 are in regular concurrent use. For unaccompanied officers resident in SFA, the allocation of cleaning support should

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<sup>4</sup> Except under the provisions of para 0212.

<sup>5</sup> This does not confer rights to a larger than entitlement property.

recognise their situation as being analogous to living in a Mess and therefore will be based on the area of public space in the property plus the area which is deemed as private living space for the officer. The total area will not necessarily equate to the whole floor area of the property, particularly in those properties with a large number of bedrooms, as the provision of assistance should not be based on a need to clean the entire house on every occasion.

0211. Cleaning Support for Large SFA. Cleaning may be provided for occupants of large SFA irrespective of a need to conduct OH, because some allocated SFA is disproportionately large compared to entitlement and incurs a significant cleaning burden. In the UK, large SFA is defined as larger than 160m<sup>2</sup>. Due to historic differences in building norms, for overseas locations<sup>6</sup> large SFA is defined as larger than 200 m<sup>2</sup>. Cleaning for large SFA is provided at the rate of 1 hour of DA (cleaning) for every 10m<sup>2</sup> above the threshold, with a minimum of 4 hours per week<sup>7</sup>, to a maximum of 10 hours per week. Officers who live in their own properties are not eligible for this assistance because the size of property occupied is voluntary. DIO soft FM, with the agreement of TLBs, may remove or reduce the provision of cleaning support for large SFA at their discretion<sup>8</sup>. Cleaning authorised for those in large SFA is to be limited to the areas of public space<sup>9</sup> in the property as defined in para 0210.b above.

0212. Cleaning Support for Command Appointments. There is no immediate entitlement to cleaning provision for those in Command appointments. However, the unique and demanding nature of such appointments is recognised, such as, the increased productivity required of the post and the confluence of private space with work environment which exists for the Commander and his dependants. Therefore, TLBs may at their discretion make provision for DA to Commanders funded to the equivalent of 5 hours cleaning per week per commander<sup>10</sup>. This includes those who live in their own properties, provided that the property is within 9 miles of the Base, Garrison or station<sup>11</sup>. Commanders are those defined as 'in Command' at Para 202.f above. Cleaning authorised for those in Command appointments is to be limited to the areas of public space in the property as defined in para 0210.b above.

0213. Catering Support (Waiting Staff & Chefs). The scaling for catering support to OH events is at JSP 456, ch 6.

0214 . Uniform Maintenance & Preparation. Uniform maintenance & preparation is embedded in DA provision and as detailed in table 1 below. Bids for uniform maintenance & preparation for serials 2 and 3 must be made to TLBs for authority. TLBs may remove or reduce the provision of uniform maintenance & preparation at their discretion.

Ser	Officer	Uniform maintenance & preparation provision (hrs p/w)
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<sup>6</sup> This limit has been based on Germany SFA and may not be indicative of all overseas locations.

<sup>7</sup> A minimum of 4 hrs p/w is recommended by DIO Soft FM as contracting for 1 hour is impractical.

<sup>8</sup> Cleaning sp for larger SFA remains a discretionary allowance. SFA & SSFA licences contain the fol: (para 6.1.5) 'You must keep the property clean and the garden tidy and free from weeds with lawns cut and hedges trimmed'.

<sup>9</sup> The Public Space criterion is necessary to limit HMRC tax liability to MOD.

<sup>10</sup> The distribution of DA for commanders is at TLB discretion, within funding limits, although TLBs should observe the 4 hrs minimum in note 6.

<sup>11</sup> iaw the Home to Duty Travel allowance personal contribution.

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(a)	(b)	(c)
1	Officers with either: a) dedicated or pooled house staff, or b) dedicated drivers c) DA for Command or Large SFA	No additional provision
2	1* officers and above, not covered by ser 1	4 hrs max with TLB authority
3	OF5 in Command appointments, not covered by ser 1	4 hrs max with TLB authority
4	All other officers	No provision



0215. House Managers.

a. House manager posts are to be pooled where possible and dedicated to one principal officer only when authorised by DIO Soft FM as an exception. As a guide, this is likely to be for reasons of geographical isolation, very strong security considerations or an enduringly high frequency of OH event at the property.

b. House manager posts are to be civilian appointments. Service house managers are only to be appointed with TLB authorisation as an exception and justified annually under TLB audit and assurance mechanisms. As a guide for TLBs, this is likely to be as a result of very strong security considerations, reputational reasons eg principal officer in a UK representational post, or where a high degree of flexibility in delivery of the house manager function is required on an enduring basis. Appointments authorised for dedicated, permanent Service house manager and other Service house staff posts are detailed by TLB at Annex B. All house managers are to have clear Terms of Reference driven by the business need for the appointment. Service house managers appointed for security reasons are reminded of the need to comply with the relevant sections of and responsibilities detailed in JSP 440 (Security policy).

c. Where no dedicated house manager post exists and an authorised individual conducts an OH event requiring such a post, TLBs may consider authorising use of a house manager for the event in addition to waiting staff.

0216. Stewards<sup>12</sup>. House steward posts are to be pooled where possible and where this offers best value for money. Staff are dedicated to one principal officer only when authorised by a TLB as an exception. As a guide for TLBs, this is likely to be for reasons of geographical isolation, very strong security considerations or an enduringly high frequency of OH event at the property.

0217. Grounds & Gardens. Grounds and garden maintenance is detailed in JSP 464, Ch 7, Sect V. The policy is reviewed periodically by the Living Accommodation WG. It details the support to Service personnel occupying SFA with gardens in excess of 0.5 acres.

0218. Fuel Subsidy Scheme (FSS). The FSS is a mechanism for MOD payment of the additional element of utilities bills accrued as a result of occupancy of particularly large properties or those properties with excessive fuel costs. There is an ongoing study by DIO into the FSS. It will examine costs and eligibility and take into account a potential tax liability. Findings will follow in an amendment to this JSP.

#### IMPLEMENTATION, AUDIT & ASSURANCE

0219. The audit of DA policy costs and assurance of policy implementation are the responsibility of DIO and TLBs. Costs are to be collated and audited annually in order to ensure coherence with policy and identification of any excessive expenditure on sites. Any further requirement to collate TLB costs into a single coherent MOD return to the HMRC remains the responsibility of DCDS (Pers&Trg) Secretariat. Costs of the DA policy will also inform any Centred judgement on continuing to fund a Defence capability to host 'at home'.

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<sup>12</sup> RAF use 'caterer' to mean a steward. Not to be confused with para 0213 which deals with chefs and waiting staff.

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ANNEX A TO CH 2  
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DA – SUMMARY OF PROVISION

Ser	MOD Subject Individual	Event Size (pax)	Broadly OH event based sp				Broadly retaining an element of enduring sp		
			Cleaning (hpe = hrs per event) (hpw = hrs per week)	Catering (waiting staff)	Catering (chef)	Uniform maintenance & prep	House manager & staff	Gardening /Grounds Maint	FSS
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
1	Authorised to conduct OH	0-15	4 hpe	See JSP 456 ch 6 for staff:guest ratios depending on nature of OH event		see para 0214	Pooled and civilian where possible. See Annex B	JSP 464, ch 7, sect V	See sep criteria
2		16+	6 hpe						
3	Offrs in SFA designated as 'large' see para 0211.	N/A	min 4 hpw max 10 hpw <sup>13</sup>	N/A	N/A				
4	Offrs 'in Command'	N/A	max 5 hpw	N/A	N/A				

Notes:

- Where DA is provided by either Catering Core Manpower (CCM) or within MACs, adequate provision must be made for event planning and organisation, procurement of food items, set up tasks, pre event food preparation and post event administration. JSP 456 Volume 1 provides further guidance.
- Columns e & f above state the broad ratio of Catering (Chef) and Catering (Waiting staff) staff for OH events. This is an agreed planning guideline for TLBs only. It may not be appropriate for all types of OH event and it is recommend that staffing numbers are approved and funded (outside of established, enduring DA support) through the submission of F1199. Thus, staffing of OH events will be done on a case by case basis. More detail is available in JSP 456 Volume 1.

<sup>13</sup> May be exceeded for business needs on authority of TLB.

3. For those both in Command and in Large SFA the basic provision not including OH events is the largest of either category and should not exceed 10 hrs without authority of the TLB and confirmation of funding availability.

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SUMMARY OF DEDICATED, PERMANENT SERVICE HOUSE MANAGER POSTS

1. House Manager posts, by TLB.

Ser	Location	Unit Name	Post Rank	Current Status	TLB
(a)	(b)	(c)	(d)	(e)	(f)
1	LONDON (MAIN BLDG)	CHIEF OF NAVAL STAFF - CNS	CPO	RN	RN
2	PORTSMOUTH	HQ NC - CINC FLEET	CPO	RN	RN
3	PORTSMOUTH	HQ NC - 2SL	CPO/PO	RN	RN
4	PORTSMOUTH	HQ NC - FOST	PO	RN	RN
5	PORTSMOUTH	HQ NC - FOST NNI	CPO/PO	RN	RN
6	LONDON (MAIN BLDG)	CHIEF OF GENERAL STAFF - CGS	SGT	LF	LF
7	LONDON	GOC LONDON DISTRICT	SGT	LF	LF
8	ANDOVER	HQ LF - COMD LF	SSGT & PTE	LF	LF
9	INNSWORTH	COMARRC	SSGT	LF	LF
10	INNSWORTH	COSARRC	Cpl	LF	LF
11	EDINBURGH	GOC 2 Div (to be GO Scotland)	SGT	LF	LF
12	BULFORD	GOC 3 (UK) Div	SGT	LF	LF
13	ALDERSHOT	GOC 4 Div (to be GO Sp Comd)	SGT	LF	LF
14	SANDHURST	COMDT RMAS	SGT	LF	LF

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Ser	Location	Unit Name	Post Rank	Current Status	TLB
15	DOVER	COMD 2 (SE) BDE	CPL	LF	LF
16	ANDOVER	JHC	CPL	Rotational	LF
17	LONDON (MAIN BLDG)	CHIEF OF AIR STAFF - CAS	SGT/CPL	RAF	AIR
18	HIGH WYCOMBE	HQ AIR - CINCAIR	SGT	RAF	AIR
19	HIGH WYCOMBE	HQ AIR - DCINC PERS/AMP	SGT	RAF	AIR
20	HIGH WYCOMBE	HQ AIR - COS(TRG) - EXECS	CPL	RAF	AIR
21	HIGH WYCOMBE	HQ AIR - DCINC OPS/COMAIRSTRIKE	CPL	RAF	AIR
22	CRANWELL	RAF COLLEGE - COMDT	CPL	RAF	AIR
23	HIGH WYCOMBE	HQ AIR - HQ 1GP - EXECS	CPL	RAF	AIR
24	HIGH WYCOMBE	HQ AIR - HQ 2GP - EXECS	CPL	RAF	AIR
25	LONDON (MAIN BLDG)	CDS	AC	Rotational	Centre
26	LONDON (CLARENCE HOUSE)	DCDS - EQUERRY	OR2	RAF	Centre
27	LONDON (MAIN BLDG)	CABINET OFFICE - CDS (Chequers)	AC x 2	Rotational	Centre
28	LONDON (MAIN BLDG)	CDM	CPL	Rotational	DE&S
29	NORTHWOOD	PJHQ CJO	SGT	RAF	PJHQ
30	NORTHWOOD (NATO)	COM	TBC	TBC	NATO
OVERSEAS LOCATIONS					
1	RHEINDAHLEN	GOC UKSC	SGT	LF	LF
2	HERFORD	GOC 1 UK ARMD DIV	SGT	LF	LF
3	PADERBORN	COMD 20 ARMD BDE	CPL	LF	LF
4	MONS	DSACEUR SHAPE	SSgt	LF	NATO
5	NORFOLK, VA	COS SACT	CPO	Navy	NATO
6	BRUNSSUM	DCOM	CPL	RAF	NATO
7	BRUSSELS	UKMILREP	SGT	Rotational	NATO

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Ser	Location	Unit Name	Post Rank	Current Status	TLB
8	NAPLES	DCOS Plans	SGT	Rotational	NATO
9	RAMSTEIN	DCOM	CPL	Rotational	NATO
10	IZMIR	DCOM	TBC	TBC	NATO
11	EPISKOPI	COMD BRITISH FORCES CYPRUS	SGT	RAF	PJHQ

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## CHAPTER 3 – OFFICIAL HOSPITALITY (OH) POLICY

0301. This Chapter sets out the regulations for the provision of official hospitality (OH) at public expense for military and civilian staff. The principles described apply to all hospitality financed from the defence budget, whatever the precise source of funds. All budget holders, budget managers and potential hosts<sup>14</sup> should note that OH is open to audit and to public and Parliamentary scrutiny (through Freedom of Information (FOI) requests, Parliamentary Enquiries (PEs) and Questions (PQs)), and is a particularly sensitive issue. **Prior approval must be sought from budget holders for all official hospitality, and budget management staff must always be consulted about affordability and propriety before financial commitments are made.**

### INTRODUCTION

0302. In the absence of any alternative regulations, the arrangements for activities in the working environment (namely, the provision of light refreshments, working breakfasts, working lunches and working dinners) are set out in Annex C. Expenditure on these activities is considered to be subsistence and not OH.

0303. The aim of OH is to support MOD objectives, facilitate wider public understanding of the Armed Forces, enhance professional contacts, further British security policy interests and meet Defence Diplomacy objectives. OH may be used to support management objectives or enhance *esprit de corps*. The various forms of hospitality that may be offered at public expense are detailed within these regulations.

0304. Expenditure on OH must be appropriate. Due consideration must be given, at all times, to whether that OH is necessary, appropriate, cost-effective and an admissible charge against the defence budget. The cost of any hospitality provided by Crown servants<sup>15</sup> which does not accord with these principles, and for which prior approval has not been obtained, will not be considered to be a legitimate charge to public funds and must be borne by the host or hosts.

0305. This chapter is the authoritative document when planning any OH at public expense. The exception is those events managed by the MOD Protocol Office, the regulations for which are issued separately. This policy stands as the central and overarching policy guidance for the management of official hospitality within the Department. However, this policy recognises that there is just cause for dispensation, from parts of this policy, for Defence Attaches and Advisers. Any supplementary guidelines issued by top level budgets (TLBs) must be consistent with these principles and must emphasise the need for propriety. Additional hospitality guidelines, which must conform with the principles contained in these regulations, may be issued by the Head of International Policy and Planning (Civilian) for defence attaches in diplomatic appointments and by NATO and Europe Policy (for personnel serving in the North Atlantic Treaty Organisation (NATO) or European Union (EU) international appointments and the national organisation under UKMILREP (both NATO & EU)). These additional guidelines are to be referred to DCDS(Pers) Allowances, and to the DCP Employment Framework Conduct Team, for agreement before issue by the delegated budget holder. To this end, Defence Attachés should refer to Leaflet 407 'Official Entertainment / Direct Representational Expenses (DRE)', which is sponsored by CTLB Fin-DG SecPol BM Sup. Leaflet 407 outlines areas of dispensation and where alternative agreements have been made. Where Leaflet 407 does not state a specific rule departure/amendment, it should be assumed that the rules in this policy apply, as the overarching Departmental policy document.

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<sup>14</sup> The host is the Crown Servant responsible for hosting official hospitality.

<sup>15</sup> Crown Servants covered by these regulations are all MOD Civil Servants and members of the UK Armed Forces.

These additional guidelines are to be referred to DCDS(Pers) Allowances, and to the DCP Employment Framework Conduct Team, for agreement before issue by the delegated budget holder.

## PRINCIPLES

0306. The general principles outlined below are to be followed when considering the need for and the form of any hospitality to be provided at public expense:

- a. Defence Interest. OH must not be offered unless there is a direct defence interest relating to, and articulated in, management plans and objectives. Historical precedent, or events that are traditional in nature, cannot be used as sole justification for OH.
- b. Moderation. It is essential to ensure that MOD is not open to criticism for lack of restraint or moderation when planning and hosting any form of OH. This is particularly relevant in the case of one Crown servant entertaining another Crown servant.
- c. Standards. The standard of hospitality to be provided, and the number of hosts required, must be carefully judged according to the nature of the occasion and the status of the principal guest. No attempt is to be made to compete with, or emulate the standards offered by, outside organisations.
- d. Reciprocation. Reciprocation for past hospitality is not in itself sufficient justification for the provision of OH. Standing groups or committees meeting on a regular basis are not to assume that OH should take place on each occasion. Where any reciprocation is proposed, the budget holder must be satisfied that it is fully justified.
- e. Frequency. Unless dispensation is given within these regulations, individuals (be they Crown servants or otherwise) may normally be entertained officially only once per financial year. On occasion, there may be a need to entertain someone within the command chain more than once, but such hospitality should be kept to a minimum. During official visits, hospitality at public expense at any official function (eg lunch, dinner, or reception) should not normally be offered on more than one occasion. Some exceptions to this rule, namely VVIPs and other distinguished guests, are outlined at Annex A Serials 1 and 2.
- f. Cultural Events. Tickets for cultural, social or sporting events, or to pay for entrance fees to tourist (or similar) attractions, must not normally be purchased from public funds. Exceptionally, such tickets may be purchased for a senior overseas guest (and spouse/civil partner, where appropriate) on a programmed visit in the defence interest where it is cost-effective and in lieu of an official function at public expense. Where the host believes there is an exceptional case for a senior overseas guest, prior approval must be sought from Command Secretaries/Senior Finance Officers (SFOs) or Agency Chief Executives (CEs).
- g. Private or Religious Celebrations. Functions must never be held at public expense to celebrate personal anniversaries, promotions, farewells, or Christmas or other religious festivals.
- h. Admissible Incidental Costs. The following incidental costs are admissible for functions held in Services Family Accommodation (SFA) provided that they are commensurate with the aim and type of function: reasonable and modest expenditure on flowers, candles, place cards, laundering of table linen, printing of invitation cards, sundries (direct ancillary/related expenditure and household consumables) and the laundering of bedding for official visitors

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staying overnight, where these costs are not covered by any other allowance (eg domestic assistance).

i. Inadmissible Incidental Costs. To avoid misunderstanding, it is emphasised that recompense for the following items cannot be claimed by hosts or co-hosts from public funds:

- (1) Baby-sitting (unless a spouse's/civil partner's presence at functions is deemed essential in accordance with the sub-paragraph concerning spouses/civil partners or partners of official non-MOD visitors under para 0316, or a host/co-host is a single-parent and his/her attendance is deemed essential). An indicative rate for these costs is published.
- (2) Hospitality of relatives (except for a spouse/civil partner acting as a co-host) including children and personal friends.
- (3) Donations to, or in any way generating money for, charities (including Service and MOD charities).
- (4) Contributions for mess guests, other than where the mess is being used as the location for the OH.
- (5) Party entertainers.
- (6) Gifts to staff (including cash gifts) for assisting at events or functions when OH takes places in Service residences.
- (7) Breakages of personal items of crockery, crystal, etc. These are not eligible for recompense and are the responsibility of individual private insurance arrangements.

j. Indicative Rates. These do not constitute automatic entitlements or allowances but are provided to assist budget managers in setting and managing entertainment budgets in their area of responsibility. It is emphasised that any OH must be provided in the most cost-effective manner. As a guiding principle, the cost of any official entertainment should not exceed the indicative rates. However where it is evident that the indicative rates are insufficient to cover staff costs for events hosted in Departmental or Mess locations, Budget managers may exceptionally consider authorising the addition of staff costs to the indicative rates, where it is shown this offers value for money. Other considerations such as security reasons or to maintain Service ethos may also be considered but the overriding factor should be whether it is cost effective. If, the most cost-effective method exceeds the indicative rate per head and where applicable staff costs, the budget holder, through the Budget Manager, may exceptionally consider approval within a tolerance of 10%. Cmd Secs/SFOs, or Agency CEs must give approvals above this tolerance. Exceeding the indicative rates should be the exception and not the rule. The indicative rates are at Annex E.

## COST PER EVENT

0307. All events should adhere to the indicative rates, which are set out in Annex E. Public concern can however be increased by those events, which, although adhering to the indicative rates, are seen as singularly expensive on a total cost basis. *Hosts should ensure that the number of invitees is kept to a minimum.* The type of event (eg a luncheon) should also be that which is most appropriate to achieve the aims of undertaking hospitality. It should be remembered that

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dinner parties are no longer the default position and that the most cost-effective method of delivery should be sought.

0308. Recognising the frequency of usage and the heightened susceptibility to external scrutiny, for both dinner parties and Official Receptions, there is in place an upper cost limit for each of these events. Whilst there is no upper cost limit for other event types, such as luncheons and breakfasts, all events should adhere to the principle of prudence and the indicative rates.

0309. Formal/Informal Dinners. Formal or informal dinners should not be held at a cost which exceeds **£400** and should adhere to all other rules, including indicative rates and ratio of hosts to guests. Dinners held for UK Defence personnel only should also take into account the rule, which prohibits non-Front Line personnel from being entertained. As ever, events should be held at the most minimal costs practicable. Where it is identified that an event can not be held at less than the upper cost limit, a business case, which clearly articulates the necessity for the event, in terms of the benefits to Defence, should be submitted to the TLB Command Secretary, where the granting of approval should be seen as the exception and not the rule.

0310. Official Receptions. The second event type to have an upper cost limit is the Official Reception. Costs for these events should not exceed **£2000**. This recognises that these events are often used to accumulate a large number of people, often for regiments returning from operational theatre, or to engage local communities. As with the ruling for Formal/Informal Dinners, hosts should at all times make best efforts to minimise incurred costs. Events which approach or reach the stated upper cost limit should be the exception and not the rule. Again, events should adhere to the regulations on indicative rates, ratio of hosts to guests etc. Where it is identified that an event can not be held at less than the upper cost limit, a business case, which clearly articulates the necessity for the event, in terms of the benefits to Defence, should be submitted to the TLB Comd Sec for approval.

0311. Number of Events. Events should only be held where there is a readily identifiable and defensible business purpose which can be achieved through OH. Post holders should therefore maintain records of events, as these may be subject to audit. Defence Attachés should refer to Sec Pol & Ops guidance in Leaflet 407 for relevant instruction.

0312. Exception Clause/Rule. Events should at all times be held in adherence to the rules detailed in this policy (eg indicative rates, permissible invitees, event cost, number of individually held events etc). However, it is also recognised that there may be the **rare** occasion, where an exceptional case warrants an exemption from one or some of the terms outlined in this policy (such as the PUS receptions for civilians returning from S20). In such instances, Comd Secs/SFOs or Agency CEs must give approvals. Requests to override any of the limits in this policy should be the exception and not the rule. Exceptions should be granted on the basis of a fully supported business case where it can be demonstrated that it would be to the significant detriment of MOD business (in financial, diplomatic or representational terms etc) were the event to be subject to the constraints set out in this policy.

#### PROVISION OF ALCOHOL

0313. The provision of alcoholic drinks at public expense is to be in moderation and with due regard to the form of hospitality being provided. Public funds are not to be used for "drinks only" functions, other than at Official Receptions. The provision of alcoholic refreshment at public expense is not appropriate at breakfasts or lunchtime functions except in the most exceptional circumstances. (See Annex B below and the criteria for luncheons.) The cost of alcohol purchased

is to be contained within the indicative rates for the specific type of function. A unit of alcohol is defined as a 125 ml glass of wine, a half pint of beer or lager or a 25 ml measure of spirits.

#### RATIO OF HOSTS AND CO-HOSTS<sup>16</sup> TO GUESTS

0314. Unless invited to a function as a guest in their own right, all Crown servants and their spouses/civil partners (as appropriate – see para 0317) attending a function held for foreign visitors, commercial representatives or other non-MOD guests, are to be classed as either the host or co-host. The role of a co-host is to assist the host in hospitality duties. **The ratio of Crown servants (and their spouses/civil partners) to guests is not to exceed one host or co-host to one guest for the first 10 guests, with one host/co-host to five guests as a minimum ratio thereafter.**

0315. Where a key aim of the hospitality is to provide a forum for the visitor(s) to meet a range of individuals from the host unit, the ratio of hosts/co-hosts to guests may be increased subject to prior approval of the budget holder. Exceeding the host/co-host to guests ratio should be the exception and not the rule, and the budget holder should seek advice from the budget manager, Comd Sec/SFO or Agency CE on propriety. Crown servants must not act as co-host more frequently than necessary; it is recognised, however, that immediate and personal staff are often likely to be required to attend in support of their Principal.

#### FUNCTIONS CO-HOSTED WITH COMMERCIAL PARTNERS

0316. When a function is co-hosted by Crown servants and commercial partners, the hosting arrangements and MOD's share of the costs remain subject to these regulations. Cost-sharing will be dependent on the nature of the commercial partnership and the reasons for the function. At such functions, the commercial partner's representatives should not be counted within MOD's host-guest ratio.

#### SPOUSES/CIVIL PARTNERS

0317. Spouses/civil partners may only be entertained at public expense in accordance with the following provisions:

- a. Spouses/civil Partners or Partners of Official non-MOD Visitors. Spouses/civil partners or partners of official non-MOD visitors being entertained at public expense should normally only be invited where their presence is considered essential, or where failure to do so would cause offence or embarrassment to the guests. (But see para 0306 concerning reciprocation.) Where the spouse/civil partner or partner of the official visitor does attend, the costs of any separate programmes for the guest's spouse/civil partner/partner must not be met from public funds. Where, however, there are substantiated grounds on which there would be a tangible defence interest in providing hospitality at public expense for a spouse/civil partner, Comd Secs/SFOs, or Agency CEs may approve cases on an individual basis. The inclusion of hosts'/co-hosts' spouses/civil partners in programmes for distinguished guests sponsored under the terms of Annex A Serial 1 Comment 1, only require prior approval from the budget holder.

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<sup>16</sup> A co-host is a Crown Servant, or in certain circumstances a spouse, asked by the host to attend the function on duty and/or in an official hosting capacity.

b. Spouse/Civil Partner of the Host or co-Hosts. A spouse/civil partner of a host or co-host may attend a function at public expense on the occasions listed below. When attending in this capacity, the spouse/civil partner is a co-host (see para 0314):

(1) Where their presence is appropriate to the stated aim of the function, eg a supper party held by a Commanding Officer for a distinguished guest. (See the sub-para concerning spouses/civil partners or partners of official non-MOD visitors above.)

(2) Where failure to do so would cause offence or embarrassment to the guest. The risk of causing offence or embarrassment should be genuine and should not be used to circumvent the spirit or intention of this regulation. Where a senior overseas guest is accompanied by his/her spouse on an official programme agreed by Comd Secs/SFOs or Agency CEs.

c. Spouses/Civil Partners of Crown Servants Attending as Guests. Spouses/civil partners may attend functions as guests where a Crown servant is entertaining another Crown servant under his/her command for the purpose of enhancing and developing cohesiveness (Annex A Serial 3 refers). The attendance of spouses/civil partners as guests at any other form of hospitality must have prior approval of Comd Secs/SFOs or Agency CEs.

d. Spouse-Only Events. Spouses/civil partners may attend spouse only events when the attendance of a spouse/civil partner is considered to be exclusively and necessarily in the interest of their Service spouse's duties, even if attending without their Service spouse/civil partner. These examples would be very limited, eg a Unit Commander's Conference where separate briefings for spouses are arranged to brief on welfare issues. All food and drink costs associated with a spouse/civil partner's attendance, subject to the limits laid down in these regulations and within current indicative rates, are to be borne by the subsistence budget through collective arrangements or paid locally via the unit Imprest/Public account.

## VENUES

0318. OH will normally be provided in official accommodation, such as Service messes and staff restaurants and canteens, SFA or other residences at stations. Factors which must be taken into account when selecting the choice of location include cost-effectiveness, security considerations, the objectives of the hospitality and the type of hospitality offered. When a Departmental location<sup>17</sup> is considered inappropriate<sup>18</sup> for OH, commercial venues, such as restaurants and hotels, may be considered. In these circumstances the cost of hiring the venue and additional costs (such as the provision of marquees, barbecue sites and additional tables) may be met from hospitality funds, in addition to the indicative food and drink rates for the particular type of meal provided. In such circumstances these costs can be incurred in addition to the relevant upper cost limits for informal/formal dinners and official receptions budget managers should ensure that venue charges represent best value for money and are not deemed excessive.

## STAFF ASSISTANCE FOR ENTERTAINING

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<sup>17</sup> In recognition of HMS VICTORY's status and the costs of providing formal functions, it may be treated as a commercial venue for the purpose of these regulations and attract commercial indicative rates. Comd Sec Fleet is to issue appropriate guidelines for use of HMS VICTORY as an official hospitality venue.

<sup>18</sup> For example, if a commercial venue is able to provide the type of function required at a lesser total cost than official accommodation and in a secure environment, it may be used.

0319. The use of Service personnel in support of entertaining is to be kept to a minimum, except where the staffs are already directly allocated to a senior officer for associated purposes (eg a House Manager). When entertaining in an SFA, extra resources beyond dedicated or pooled staff may be required. In such circumstances it will normally be inappropriate to employ additional Service personnel. Contracted civilian staff should be employed to undertake the additional tasks in support of hospitality (eg preparation, cooking, waiting and cleaning). It is not appropriate to employ spouses/civil partners, partners, friends or relatives on a payment basis, in lieu of civilian contractors. Budget managers should be consulted to determine if an appropriate contract is in place before civilian contractors are approached. Regulations for domestic assistance are at Ch 2.

#### FURTHER GUIDANCE AND AUTHORISATION

0320. Questions on any aspect of OH at public expense, or any proposals for hospitality which do not fall within the general principles above, are to be referred up the chain of command. Comd Secs/SFOs or Agency CEs should sub-delegate, where they deem appropriate, the authority to approve all of the functions listed in the Annexes (but note the caveat concerning alcohol at luncheons). They must be consulted for any proposals that run contrary to these regulations, for any issues with financial propriety implications or which could attract adverse media comment. They may, if necessary, obtain further advice concerning these matters from MOD (DCDS(Pers) Allowances for OH of, or hosted by, Service personnel, or the DCP Employment Framework Conduct Team for OH of, or hosted by, civil servants) – see helpline. Para 0325 gives detailed guidance concerning the authorisation of functions.

## TYPES OF ACTIVITY

0321. Although it is not possible to specify every type of activity that may be deemed appropriate, the table at Annex A outlines four general types of activity which may be hosted at public expense. Note that the official hospitality of MOD contractors or prospective MOD contractors is not permissible, other than at unit cohesiveness events where it may be deemed appropriate for contractors who work alongside MOD Crown servants at a MOD location to attend. Types of OH are detailed at Annex A.

0322. Team Training Activities. Team-training activity (even if partly held to engender an effective team spirit) must be met from the training budget and must not be charged to the OH budget. Separate guidelines should be issued by TLBs to cover these events.

## TYPES OF OFFICIAL HOSPITALITY FUNCTION

0323. The table at Annex B outlines the normal types of hospitality that may be hosted at public expense. This table does not relate to light refreshments and/or meals which are necessarily provided as part of a working function: these are detailed in Annex C.

## OBTAINING AUTHORISATION AND CLAIMING REIMBURSEMENT

0324. General. All funding for hospitality is to be identified within the Planning Round process and will, therefore, be subject to appropriate budget scrutiny. All receipted costs of OH must be charged against the Resource Accounting Code (RAC) covering Entertainment/Hospitality Costs. There is no centrally held list of Crown servants who are entitled to host OH. TLB holders should determine and promulgate details of those who may host OH to meet the objectives within their management plans.

0325. Authorisation. The process for authorising OH is as follows: Budget holders articulate the requirement for OH in their areas of responsibility giving guidance and, where necessary, appropriate letters of delegation. Budget holders then allocate funding in conjunction with their budget managers. The host submits a request before any event by completing MOD Form 1199 – Prior Authorisation and Claim for Reimbursement of OH Expenditure. Separate MOD Form 1199s are to be submitted for each event. Budget managers should scrutinise the MOD Form 1199 for conformity with regulations and to confirm budgetary approval, before approving the requirement for the hospitality expenditure. They are to reject or limit claims which are unsupported or incomplete, or which do not meet the regulations. Some hosts may have the necessary authority to use Government Procurement Cards (GPCs) for expenditure on OH. Hosts in these circumstances must refer to their letter of delegation and local TLB guidance for detailed procedures on the use of the GPC. In exceptional cases, requests may be referred to the budget holder. If the requirements for a particular event change in any way (eg alterations to the numbers of hosts and/or guests, a switch from a formal dinner to an informal dinner etc) an amended MOD Form 1199 should be resubmitted for the budget manager's approval. The budget manager should initial the changes to indicate that they have been noted.

0326. Doubt. Any cases of doubt regarding funding should be referred by the budget manager to the next budgetary level and eventually (if necessary) to the TLB holder. Questions of regularity and propriety should be referred by the budget holder to the next budgetary level. If they cannot be resolved there, they need to be referred to Comd Secs/SFOs or Agency CEs. (See para 0320).

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0327. Advances for OH. An advance for hospitality expenditure may be claimed by the host. Service personnel may request an advance through unit Imprest/Public accounts. This is also the facility that should be used by MOD civil servants, where available. In all circumstances, a full claim for reimbursement of costs, less any advance made, should follow in accordance with single-Service or MOD civilian regulations. An advance may only be claimed in respect of a specific event or events, and must not be approved for general hospitality duties over a period of time.

0328. Indicative Rates. Each year, indicative rates for costing each type of hospitality are published by DCDS(Pers) Allowances as part of their annual Allowance Rates Directed Letter to the single Services and TLBs for dissemination down the Chain of Command. They are also posted on the Defence Intranet under Services' Pay and Allowances. Indicative rates cover official hospitality hosted in commercial venues, messes and domestic locations. They are intended to cover food, drink, incidentals (eg flowers, laundry etc in SFAs detailed at the sub-paragraph concerning Admissible Incidental Costs under para 0306), staff costs in Departmental Mess locations and SFAs, VAT, service charges in commercial venues and preparation costs. (See also the sub-paragraph concerning Indicative Rates under para 0306). Exceptionally, there may be occasions when a requirement exists to provide a formal dinner at lunchtime, eg HM ships hosting VIPs overseas. In such exceptional circumstances, SFOs may, in their Letters of Delegation, authorise the higher rate to be used. For Crown servants who need to entertain at overseas locations, local rates may be set by budget managers based on local conditions and using the UK indicative rates as guidance. These rates must conform to the principles of regularity and propriety, and all other principles outlined in para 0306.

0329. Reclaiming Hospitality Costs. Scrutiny and approval by the appropriate budget manager is required, both in advance of the event and after it, on MOD Form 1199 before it is submitted for payment. All claims for the reimbursement of hospitality costs must include details of the guests entertained, and of any co-hosts. They are to include costed menus and receipted invoices (where appropriate), and are to be submitted on MOD Form 1199.

0330. Hospitality Provided Outside Service Properties. Where OH is carried out in canteens, messes, hotels, restaurants etc, a copy of the receipt or invoice against which reimbursement is being sought must be provided. Any inclusive service charge on a restaurant bill may be reclaimed; where service charges are at the discretion of the host, a charge of up to 10% may be added to the bill providing that the host certifies that the sum claimed was actually paid in respect of service provided. Any additional tips are the responsibility of the individual and cannot be reimbursed. Where Crown servants are required to entertain at overseas locations and it is the local custom to pay a service charge in excess of 10%, this may be reclaimed by the host provided that the host certifies that the sum was actually paid in respect of the service provided.

0331. Hospitality Provided in Service Properties. Where OH is conducted by hosts in their accommodation, claims are to be supported by a costed menu to gain prior authorisation for the hospitality and receipted invoices for reimbursement of the costs. These should reflect the costs of ingredients, preparation and cooking, alcohol (when applicable), tea/coffee and soft drinks consumed and staff support. The costed menu prepared before authorisation should comprise the total cost of the meal provided including, where appropriate, expenditure on those items shown above. This will need to be derived from the estimated cost of items to be purchased divided on a proportional basis between the number of people entitled to be entertained at public expense. In addition to the costed menu, a self-certified claim may be submitted for certain incidental expenditure outlined at the sub-para concerning Admissible Incidental Costs (para 0306.i). Incidental expenditure, along with all other permissible forms of expenditure, should not exceed the indicative rate for the function. (See para 0328) The incidental expenditure element of the claim should not exceed 20% of the costed menu for the function. It is recognised, however, that for low-

cost functions, (eg a costed menu of £70) the provision of suitable flowers etc. within the 20% limit may be impractical. In such cases, budget managers should exercise prudent judgement but keep as close to the 20% guidelines as possible.

0332. Supporting Evidence for Claim Form. Claim forms for reimbursement of hospitality must be supported either by receipted invoices for the hospitality provided or by a costed menu (as outlined in para 0331). Wherever feasible, receipts to support the costed menu and incidental cost element should be attached to the claim form. All incidentals, or other additional expenditure, must be clearly identified and certified as a proper charge to public funds by the host. If receipts are not attached, the authorising officer must ensure that the claim is fair and valid. The original claim forms for reimbursement of hospitality costs, supporting evidence and any invoices must be properly filed and archived by the budget manager for a minimum of seven years, and should be retrievable on demand for audit purposes. Where a payment is made to a supplier for work chargeable across a number of different Resource Account Codes (RACs), every effort is to be made to determine that element of the costs associated with OH, thereby ensuring that the correct RAC is charged appropriately.

0333. Advance Purchase of Stock for OH Purposes. There may be clear financial and convenience advantages in making purchases (eg drinks) in bulk and at wholesale prices in advance of official functions. Provided that any such purchase is made through a properly authorised Advance for OH (see para 0327), the stock is considered to be public property from the date of purchase. Any purchase of stock at private expense remains private property until consumption: insurance cover is thus a personal responsibility.

#### HELPLINES

0334. DCDS(Pers) (Allowances) – [REDACTED] – For Service Personnel.

0335. PPPA People Service Centre (PSC) - Mil 93345 7772. Civ: 0800 345 7772 (STD); +44 1225 829572 (Overseas). – For Civil Servants

0336. Indicative Rates - DCDS(Pers) (Allowances) – [REDACTED]

ANNEX A  
TO CH 3 TO JSP 915  
DATED 12 DEC 11

TYPES OF OFFICIAL HOSPITALITY

Ser (a)	Type of Activity (b)	Comment (c)
1	Hosting visits by overseas dignitaries/officials	<ol style="list-style-type: none"><li>1. Visits and hospitality programmes for distinguished overseas guests, for instance those invited at the behest of members of the Defence Council, will be issued by the sponsoring authority (normally the MOD Protocol Office).</li><li>2. Senior Service and civilian representatives of overseas governments, members of overseas Armed Forces and international Treaty organisations (eg NATO, UN) may be entertained as the needs of their official programme dictate.</li><li>3. Officers representing overseas Armed Forces are not to be</li></ol>

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2	Hosting visits by UK dignitaries/officials <sup>19</sup>	<p>entertained more than twice per financial year at public expense.</p> <ol style="list-style-type: none"> <li>1. Members of the British Royal Family and accompanying staff on official visits, as opposed to representative visits (eg visiting as a Colonel-in-Chief of a Regt), may be entertained as the need arises. As a guiding principle, the cost of hosting such visits should not exceed the indicative rates.</li> <li>2. Official visits to units or formations by British Ministers, Members of Parliament or Parliamentary Committees may include hospitality as the needs programme dictate.</li> <li>3. The official visit of a senior military officer or MOD Civil Servant of 2* level or above who can only be entertained once per year during their visit.</li> <li>4. Gatherings associated with an important event, such as the launch of a major initiative by the Department (eg Defence Agency launches), which have a clear public relations benefit to the Department.</li> <li>5. People who are prominent in the local civilian community e.g. Councillors, Clergymen, Police Chiefs etc, or whose assistance is essential for the smooth operation of bases and units, may be entertained once per financial year. Every effort is to be made by collocated units to ensure that invitations to local dignitaries are properly coordinated.</li> </ol>
3	Unit Cohesiveness	<ol style="list-style-type: none"> <li>1. OH of one Crown servant by another is only permissible in certain prescribed circumstances as set out in this Serial. The recipient of such hospitality must specify the provision of hospitality at public expense in any claim for subsistence allowance to ensure that duplicate claims are not made by both the host and the guest. Under no circumstances should travel costs associated with the provision of this type of hospitality be attributed to the cost of the function.</li> <li>2. <b>Events held to entertain internal Defence Personnel (Unit Cohesiveness Events) are to be restricted to frontline operational units only.</b> Unit Cohesiveness events (the hosting of UK Defence personnel by UK Defence personnel) should be held to promote an effective working environment through the instilling of an esprit de corps. Internally focussed events should also be held to help contribute to the effective delivery of Defence outputs. Therefore, in order to ensure the appropriate usage of OH, events which are held for UK Defence personnel only (both civilian and military) will be restricted to Front Line personnel only. The following stands as the definition of the Front Line: <p>“Front Line (FL) Force elements (which can include Non-formed Unit personnel) are those that directly deliver military effect. The Non Front Line (NFL) exists to generate and support the FL and is unlikely to be directly involved in the delivery of military effect. Thus, only those personnel serving in or contributing to the Force Elements (Ships, Submarines, Brigades, Battalions and Squadrons-etc) articulated in the Defence Plan (DP) and who deliver military effect are attributed to the FL.”</p> <p>It is recognised that the above definition can be applied slightly differently to each of the FLCs. Therefore, where personnel are intending to host such events and where an element of uncertainty</p> </li> </ol>

<sup>19</sup> There may be instances where it is considered that the frequency of entertaining needs to exceed the above guidelines to meet stated Defence objectives. In such cases, approval is to be sought, via the relevant Budget Manager, from Comd Secs/SFOs or Agency CEs.

		<p>exists, Service RPs will define, with the relevant Command Secretary, those posts which are Front Line or non-Front Line.<sup>20</sup></p> <p>This instruction represents a significant departure from the previous rules governing Unit Cohesiveness, where no distinction was made between Front Line and Non Front Line personnel. <i>Budget Managers should ensure that all personnel who are looking to provide internal hospitality are briefed and aware of this ruling.</i></p> <p>For clarity, Front Line personnel can include both civilian and military staff. Additionally, a Crown Servant may not be entertained more than once a year.</p> <p>Hosts must think about the regularity and propriety of the proposed event and alternative methods available to achieve unit cohesion. If a dinner party is decided on, can this be justified in the face of internal and external scrutiny?</p> <p>Note: Hospitality of Crown Servants for the purpose of enhancing cohesiveness and effective team spirit is liable to Income Tax and National Insurance Contributions (NICs). To enable these payments to be made on behalf of the Department, Comd Secs/SFOs are responsible for identification of the taxable payments, collection of the specific payment data and notification to the Joint Personnel Agency annually (JPA). This data is then used to make the relevant tax and NIC payments to the Inland Revenue. Care must be taken to ensure that only taxable hospitality for developing cohesiveness and effective team spirit is notified to JPA. Expenditure on training seminars does not fall within this taxable category and all other forms of Official hospitality are exempt from Income Tax and NICs. Hosts of unit cohesiveness events should be aware that Income Tax and NICs increases the overall cost of these events by approximately 50% and this extra expenditure is borne by TLBs.</p>
4	Reward and Recognition	<p>Hospitality in the form of modest refreshments may be provided at official honours and awards presentations (including Passing out Parades) to recipients and their families at the discretion of the delegated budget holder (eg the provision of light refreshments and/or a working lunch, perhaps as a finger buffet, but no alcohol).</p>

ANNEX B  
TO CH 3 TO JSP 915  
DATED 12 DEC 11

TYPES OF OFFICIAL HOSPITALITY FUNCTION

Ser	Type of	Definition	Examples	Criteria
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<sup>20</sup> 'Value for Money Study – Making Best use of Service Personnel', page 3, paragraph 6. 30 March 2010. ACDS(S&P).

Function				
(a)	(b)	(c)	(d)	(e)
1	Light refreshments	Tea/coffee, biscuits, preparation and delivery costs (if applicable).	Hosting visitors (Annex B Serials 1,2 and 3)	1. Concurrent claims for subsistence allowance by those attending are not admissible. 2. Alcohol is not to be served at public expense.
2	Breakfast	Cooked or continental style, tea/coffee and soft drink, preparation and delivery costs (if applicable).	This can include formal guests who necessarily stay overnight and are provided with breakfast the following morning.	1. Concurrent claims for subsistence allowance by those attending are not admissible. 2. Alcohol is not to be served at public expense.
3	Luncheon	Food (maximum 2 courses), soft drink, preparation costs or service charge, as appropriate.	Examples may include those to be entertained in the course of an official visit, Ship Commanding Officers hosting lunches for local dignitaries whilst docked in foreign ports, to entertain dignitaries or officials who have a working relationship with MOD.	1. Concurrent claims for subsistence allowance by those attending are not admissible. 2. Alcohol is not normally to be served at public expense, unless authorised in a budget holder's letter of delegation, eg a Ship's Captain hosting a lunchtime function may be authorised to offer alcohol, as offence may be caused if it cannot be offered to guests. Where alcohol is authorised, the budget holder's letter of delegation must state the amount of alcohol permitted which is not to exceed three units per person (hosts and guests) or 30% of the function costs, which ever is less. If no authorisation is contained within a Letter of Delegation, cases are to be submitted for consideration to Comd Secs/SFOs or Agency CEs.
4	Formal Dinner	Service provided at the table and formal attire worn (eg black tie). Food, tea/coffee, drinks (alcoholic or soft), preparation costs or service charge, as appropriate.	Hosting visits by UK and overseas dignitaries/officials.	A £400 cost limit per event is in force.  The alcohol allocation to the function is not to exceed three units per person (host and guests) or 30% of the function, cost whichever is less.
5	Informal dinner or supper	For a meal that is less formal than a formal dinner, the maximum indicative rate applicable is 2/3rds of the formal dinner rate. Food and drink (alcoholic or soft) must be kept within this rate	Hosting visits by UK and overseas dignitaries/officials.	A £400 cost limit per event is in force.  The alcohol allocation to the function is not to exceed three units per person (hosts and guests) or 20% of the function cost, whichever is less.

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		(including preparation costs or service charge, as appropriate).		
6	Official Reception	Evening drinks or cocktail parties with snack or finger buffet type food, preparation costs or service charge, as appropriate.	Hosting visits by UK and overseas dignitaries/officials.	A £2000 cost limit per event is in force.  The alcohol allocation to the function is not to exceed three units per person (hosts and guests) or 60% of the function cost, whichever is less.

## WORKING FUNCTIONS

### Introduction

C.0101. Working functions, such as business meetings, conferences and seminars (including where an overnight stay is part of the itinerary), are not forms of OH. Reference is made to them here to provide guidance for budget managers as it is not available elsewhere. These functions must be organised with due regard to the principles of moderation and cost-effectiveness. Annex D outlines the types of working functions available.

### Cost attribution and indicative rates

C.0102. The cost of light refreshments, working breakfasts, working lunches and working dinners at these events is normally to be funded under collective arrangements against the subsistence RAC. The indicative rates for OH referred to in this chapter may be used by budget managers and organisers of team working events as a guide to the maximum sums that may be spent, from appropriate RACs, on events of this nature. Indicative rates are issued for the various types of working activity, ie light refreshments, working breakfasts and working lunches. Working dinners attract the same rate as the informal dinner/supper rate for OH.

C.0103. Venue costs and any other associated expenditure (eg speakers' fees) must be charged to the appropriate RAC. Any personal T&S costs not met through collective arrangements may be claimed by individuals who attend the function in accordance with normal Service and Civil Service T&S regulations.

### Authorisation

C.0104. In a similar vein to the arrangements described for OH, prior approval must always be sought from budget holders for all types of working function, and budget management staff must always be consulted about affordability and propriety.

C.0105. The organiser submits a request prior to the event by completing MOD Form 1199A: Working Functions: Prior Authorisation. Locally-designed forms (in lieu of MOD Form 1199A) may be also used by hosts to gain authority for expenditure on working functions. The locally-designed forms must be approved by TLB Corporate Governance Focal points before use, to ensure that they provide the same level of control as the MOD Form 1199A. Separate forms must be submitted for each event.

### Types of working function

C.0106. The table at Annex D outlines the types of working activity that may be hosted at public expense. These activities are not classed as OH. They must be recorded against appropriate, non-OH RACs.

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ANNEX D  
TO CH 3 TO JSP 915  
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TYPES OF WORKING FUNCTION

Ser	Type of Function	Definition	Examples	Criteria
(a)	(b)	(c)	(d)	(e)
1	Light Refreshment	Tea/coffee, biscuits, preparation and delivery costs (if applicable).	At meetings held to achieve management objectives.	<ol style="list-style-type: none"> <li>1. Some Crown servant attendees are required to travel to a separate establishment or Unit from their normal place of work, and/or</li> <li>2. A number of those attending are not Crown servants.</li> <li>3. Concurrent claims for subsistence allowance by those attending are not admissible.</li> <li>4. Alcohol is not to be served at public expense.</li> </ol>
2	Working breakfast	Cooked or continental style, tea/coffee and soft drink, preparation and delivery costs (if applicable).	At activities where a clear requirement exists that food served during or in the immediate vicinity of a meeting will allow official business to be conducted more expeditiously and to an extent that justifies the expenditure.	Same as for Light Refreshments above.
3	Working lunch	Sandwiches or finger buffet, tea/coffee, soft drinks, preparation and delivery costs (if applicable).	At activities where a clear requirement exists that food served during or in the immediate vicinity of a meeting will allow official business to be conducted more expeditiously and to an extent that justifies the expenditure.	<p>Criteria 1-3 as at Light Refreshments above.</p> <p>4. Alcohol is not normally to be served at public expense, except in the most exceptional circumstances and should not exceed 1 unit per person. Cases should be submitted for consideration to Comd Secs/SFOs or Agency CEs.</p>
4	Working dinner	See definition for an informal dinner or supper in Annex B Serial 5.	At conferences or seminars held under Working Functions, which may, for example, include an evening meal.	<p>Criteria 1-3 as at Light Refreshments above.</p> <p>4. The alcohol allocation to the function is not to exceed three units per person (host and</p>

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				guests) or 20% of the function cost, whichever is less.
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ANNEX E  
TO CH 3 TO JSP 915  
DATED 12 DEC 11

**OFFICIAL ENTERTAINMENT INDICATIVE RATES AS AT 1 APR 11**

<b>COMMERCIAL/RESTAURANT RATES</b>	<b>LONDON</b> (defined as being within the M25)	<b>ELSEWHERE</b>
Breakfast	£14.19	£10.19
Luncheon (formal)	£49.33	£21.95
Luncheon (informal)	£33.04	£14.52
Formal Dinner (silver service or black tie occasion)	£58.00	£34.82
Supper or Informal Dinner (for a meal less formal than a Formal Dinner)	£38.81	£23.28
Reception	£12.31	£12.31
<b>DEPARTMENTAL/MESS LOCATION RATES</b>		
Breakfast	£4.43	
Luncheon	£7.10	
Dinner (silver service or black tie occasion)	£25.06	
Supper (for a meal less formal than a Formal Dinner)	£16.74	

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Reception	£7.20
<b>RESIDENCE (COSTED MENU) RATES</b>	
Breakfast	£4.10
Luncheon	£7.43
Dinner (silver service or black tie occasion)	£25.61
Supper (for a meal less formal than a Formal Dinner)	£17.07
Reception	£7.53
Overnight Rate (Bed & Breakfast)	£4.99

<b>WORKING FUNCTIONS RATES</b>	
Light Refreshments	£1.33
Working Breakfast	£4.10
Working Lunch (London - defined as being within the M25)	£8.21
Working Lunch (Elsewhere)	£7.10

**NOTE:**

Indicative rates are set by DCDS(Pers)P&M(Allces) based on the average costs of various menu items from a DCDS(Pers)P&M(Allces) pre-determined survey of various eating establishments within central London and elsewhere across the UK.