

55858 Staff Hospitality, Meals, and Entertainment Expenses

I am requesting information on hospitality, meals, and entertainment expenses claimed by, or authorised by, council staff, and paid for by the council over the past three financial years.

This request applies to all council employees, including:

- Chief Executive / Executive Management Team
- Heads of Service / Service Directors
- Managers / Team Leads
- Officers or other staff with authority to incur expenses for hospitality or client entertainment

Please provide, for financial years 2021/22, 2022/23, and 2023/24:

A list of all hospitality or meal-related expenses claimed or paid for by the council in connection with:

- o Client or stakeholder meetings
- o Internal team meals
- o Business lunches, dinners, or entertainment
- o Hospitality for external guests or partners
- o Events where alcohol was served or charged to the council

For each expense, please include:

- o Date of expense
- o Venue or establishment name
- o Total amount paid
- o Job title of staff member incurring the cost
- o Number of people in attendance
- o Purpose or justification (if recorded)

Policy and Oversight

We are unable to provide the information requested as the cost to the Council of locating, retrieving and providing the information far exceeds the statutory maximum of £600.

You will find a part response regarding the Chief Executive's expenses published on our Disclosure Log at:

<https://edinburgh.axlr8.uk/disclose/>

Enter '53464' in the Search field.

Please also provide:

- o A copy of the council's current policy or guidance on staff hospitality, entertainment, or subsistence
- o Any maximum limits, per-person thresholds, or venue restrictions in place.

All Council policies are published in our Policy Register which is available on our website. The Human Resources policies, such as 'Employee Code of Conduct' and 'Anti-Bribery Policy', are published at:

<https://www.edinburgh.gov.uk/directory/10239/policy-register/category/10483>

Other than any limit placed on a council credit card, we are not aware of any specific limits placed on per-person thresholds or venue restrictions.