Belfast Health and Social Care Trust
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FOI/38139

14 October 2026

Hospitality and conflict-of-interest records for Ulster Museum workshops

I am requesting recorded information under the Freedom of Information Act 2000 concerning the New Children's Hospital Team Building Workshops held at the Ulster Museum on 12 September and 7 November 2025.

This request follows your response to FOI/37811, which states that hospitality, catering and refreshments were paid for by the following partner organisations:

- **Department of Health;**
- **John Graham Construction Holdings;**
- **AECOM;**
- **Isherwood & Ellis; and**
- **Tetra Tech.**

For each of the two workshops, please provide the following recorded information.

1. **Applicable policy**

Please provide:

a. The exact version of the Trust's Gifts and Hospitality Policy applicable on each event date, including its title, reference number, approval date and implementation date.

b. Any recorded instruction or implementation notice showing when HSC(F) 19-2025, "Guidance on the Acceptance and Provision of Gifts and Hospitality and Awards (and Conferences)", issued on 9 September 2025 for immediate implementation, took effect within Belfast Trust.

c. Any additional policy applicable to staff involved in procurement, contract management, capital projects, project assurance or the monitoring of contractors.

2. **Gifts and Hospitality Register**

Please provide a copy of each Gifts and Hospitality Register entry relating to the hospitality, catering or refreshments funded for these workshops.

This includes any entry held by:

- the Strategic Development Directorate and any constituent departments;
- the Capital Planning Team;
- The project team
- the relevant Corporate Groups; or
- any central Trust register.

Names of junior staff may be redacted if necessary, but please disclose the remaining non-personal information, including the provider, nature and value of the hospitality, date, decision and recorded contract information.

If no register entry was made, please provide any recorded decision, assessment or policy provision stating why registration was considered unnecessary. If no such recorded information is held, please confirm this under section 1(1)(a).

3. Conflict-of-interest assessment and approval

Please confirm whether the Trust holds any:

- conflict-of-interest declaration or assessment;
- gifts or hospitality acceptance form;
- prior approval or authorisation;
- procurement or contract-conflict check;
- declaration of interest;
- governance approval; or
- other decision record

concerning acceptance of hospitality funded by the five partner organisations.

For each record, please provide:

a. A copy of the record, with personal information redacted where necessary.

b. The job title, grade and directorate or business area of the officer responsible for considering, approving or signing off the declaration, assessment or acceptance.

c. The job title and grade of any separate officer who reviewed or countersigned the decision.

d. The date and recorded outcome of the assessment.

e. The policy provision or delegated authority under which the decision was made.

f. The recorded reasons supporting the decision that acceptance was permissible.

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I am not requesting the name of the approving officer where the Trust considers this to be personal data. Their job title, grade and organisational location will suffice.

If no conflict assessment or declaration was completed, please confirm whether the Trust holds any recorded decision that one was not required and provide that record.

4. **Contracts and decision-making responsibilities**

For each contributing organisation, please provide recorded information confirming:

a. Whether it held a current contract connected with the New Children's Hospital at either event date.

b. Whether it was bidding for, negotiating, or being considered for a potential contract, extension, variation or additional work.

c. Whether any Belfast Trust attendee had responsibility for procurement, tender evaluation, contract monitoring, project assurance, payment certification, change control, performance assessment or approval of that organisation's work.

For part 4(c), aggregate information and job-title or functional descriptions are sufficient; individual names are not requested.

5. **Value and source of hospitality**

Please provide any records held showing:

- **the total value of the hospitality, catering and refreshments at each workshop;**
- **the estimated or actual value per attendee;**
- **the amount paid or contributed by each of the five organisations;**
- **each organisation's percentage of the total hospitality cost; and**
- **any agreement, sponsorship arrangement, invoice, payment schedule or final cost breakdown recording how the expenditure was divided.**

If the exact amounts or percentages are not held, please provide any recorded estimates or partial information that is held and confirm which requested information is not held under section 1(1)(a).

If the Trust considers the hospitality to have been "conventional hospitality", please provide the record in which it was classified as such and identify the policy provision applied.

Please provide the information electronically. Where a document contains exempt information, please redact only the exempt material and disclose the remainder.

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If complying with the entire request would exceed the appropriate cost limit, please provide advice and assistance under section 16 on refinement. In that event, please prioritise:

1. **conflict-of-interest and approval records;**
2. **Gifts and Hospitality Register entries;**
3. **the job title and authority of the approving officer;**
4. **contract-conflict information; and**
5. **the value and funding records.**

Response

Under Section 1(1)(a) of the Freedom of Information Act 2000, the Trust can confirm that it does not hold the information requested.

The Trust has conducted searches of the relevant records. No Gifts and Hospitality Register entry, conflict-of-interest assessment, hospitality acceptance form, declaration of interest, approval record or procurement-conflict assessment relating to the workshops has been identified.

The hospitality provided at the workshops was considered conventional hospitality and no separate record was required under the applicable Gifts and Hospitality Policy.

The Trust's Gifts and Hospitality Policy was updated in April 2026 (v2.1). The extant version of the policy relevant to these events was the previous version date April 2012 (v2.0).

Please find attached, FOI 38139 Attachment 1 – Gifts and Hospitality Policy.