 

**Venues and refreshments protocol**

**September 2024**

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# ICB code of conduct and behaviour policy

The ICB Code of Conduct and Behaviour Policy states that funds for meetings including hospitality should be used judiciously, avoiding any excessive spending. This document provides principles and guidance to ensure we comply with the policy.

# General principles

**Venue booking:**

* Where possible we encourage booking meetings in venues provided by the ICB or partner organisations at no or minimal additional cost.
* If this is not appropriate, for example, due to participant numbers or lack of availability within the area, then approval from the relevant executive / place director is required.
* ICB venues are included in this document. Details of other suitable venues are held by the Corporate Affairs Team: hnyicb.corporateaffairs@nhs.net

**Exceptions and approvals:**

* Any exceptions to the policy requiring venue hire or food provision must be approved by the relevant executive / place director.
* The relevant budget holder should receive the necessary approval and justification before approving the spend.

**Personal celebrations**:

* While personal celebrations (such a retirement parties or festive celebrations) will not be funded by the organisation we encourage colleagues to celebrate together informally.

**Alcoholic beverages:**

* Alcoholic beverages are generally prohibited unless explicitly approved for specific events by an executive / place director, with clear justification.

# Refreshments guidance

**Is the event a**

**significant partnership meeting**

**or a**

**special event?**

Special events will normally be rare events held to celebrate significant

achievements

A

light buffet

is permitted, subject to

the approval of the relevant

executive / place director

**N**

**Will the meeting /**

**event exceed**

**3**

**hours**

**in length?**

**Will**

**external guests**

**be in attendance?**

**N**

**N**

Light refreshments

(

tea, coffee and

water)

are

acceptable

**Y**

Light refreshments (coffee, tea,

and

water)

are

acceptable

**Y**

.

Water is always available during internal meetings, and colleagues are welcome

to bring their own refreshments.

**Y**

# Meeting room information by place

## North and North East Lincolnshire

|  |  |
| --- | --- |
| **Health Place** Wrawby Road Brigg North Lincolnshire DN20 9GS  For room bookings  | **General facilities** Board room style meeting rooms Free parking (incl. designated disabled bays) Wi-Fi Lift Disabled access and facilities Reception (hnyicb-nl.reception@nhs.net)  |

contact reception **Board room** – ground floor

Capacity: 22

Video conferencing facilities

Refreshments available

**Training room** – ground floor

Capacity: 16

**Meeting room 1** – ground floor

Capacity: 12

**Meeting room 2** – ground floor

Capacity: 9

**Agile room** – ground floor

Capacity: 9

## Hull and East Riding

|  |  |
| --- | --- |
| contact reception, unless otherwise stated  | **Meeting room 1** – ground floor Capacity: 10 **Board room** – first floor  |

|  |  |
| --- | --- |
| **Health House** Grange Park Lane Willerby East Yorkshire HU10 6DT  For room bookings  | **General facilities** Board room style meeting rooms Free parking (incl. designated disabled bays) Wi-Fi Lift Disabled access and facilities Reception (healthhouse.reception@property.nhs.uk)  |

Capacity: 20

Video conferencing facilities

**Place meeting room – F11** – first floor

Capacity:10

Video conferencing facilities

Book via HNY asset booker on [Microsoft Teams](https://teams.microsoft.com/l/channel/19%3AEUAq3N8RViDOxx1CjfVxJVkpjCmdzpEDK1j_WDDpv_k1%40thread.tacv2/General?groupId=f6422f82-f8a6-4a49-ad70-4910381bf6f8&tenantId=37c354b2-85b0-47f5-b222-07b48d774ee3) or by contacting the place business support team (hnyicbhull.erplacebusinesssupportteam@nhs.net)

**Meeting room A – F12** – first floor

Capacity: 6

Book via HNY asset booker on [Microsoft Teams](https://teams.microsoft.com/l/channel/19%3AEUAq3N8RViDOxx1CjfVxJVkpjCmdzpEDK1j_WDDpv_k1%40thread.tacv2/General?groupId=f6422f82-f8a6-4a49-ad70-4910381bf6f8&tenantId=37c354b2-85b0-47f5-b222-07b48d774ee3) or by contacting the place business support team (hnyicbhull.erplacebusinesssupportteam@nhs.net)

**Meeting room 2 – S57** – second floor

Capacity: 6

Video conferencing facilities

 **Synergy Conference Suite** – Ground floor

Capacity: 15-50 (with breakout room)

Book via HNY asset booker on [Microsoft Teams](https://teams.microsoft.com/l/channel/19%3AEUAq3N8RViDOxx1CjfVxJVkpjCmdzpEDK1j_WDDpv_k1%40thread.tacv2/General?groupId=f6422f82-f8a6-4a49-ad70-4910381bf6f8&tenantId=37c354b2-85b0-47f5-b222-07b48d774ee3) or by contacting the place business support team (hnyicbhull.erplacebusinesssupportteam@nhs.net)

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| --- | --- |
| **Warehouse 8** Guildhall Road Hull HU1 1HJ  | **General facilities** Board room style meeting rooms On-street parking available for blue badge holders Disabled access and facilities  |

 **G1** – ground floor

For room bookings Capacity: 20

contact Wi-Fi

Donna.robinson6@nhs.net **Meeting room** – ground floor

Capacity: 4

Please note there are extra rooms within the council estate that can be booked via donna.robinson6@nhs.net

## North Yorkshire and York

|  |  |
| --- | --- |
| **Castle House** 10-14 Elder Street Scarborough YO11 1DZ  For room bookings  | **General facilities** Limited on-street parking (chargeable) Wi-Fi Lift Disabled access and facilities Reception (castlehouse.reception@northyorks.gov.uk)  |

contact reception Meeting rooms at Castle House can be booked through

reception. Please contact them with your requirements including the date, time from and to, number of attendees and whether any external persons are attending the meeting (members of public or other external agencies). Reception will confirm availability and action any bookings for you.

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| --- | --- |
| **Knaresborough** 1 Grimbald Crag Court St James Business Park Knaresborough  | **General facilities** Free parking (incl. designated disabled bays) Wi-Fi Lift Disabled access and facilities Reception (castlehouse.reception@northyorks.gov.uk)  |

 HG5 8QB

 **Board room** – first floor

 Capacity: 12

 Board room style layout

 Video conferencing facilities

Boardroom bookings margaret.powell9@nhs.net or

 emma.jones20@nha.net

|  |  |
| --- | --- |
| For room bookings contact helen.bunn@northyor ks.gov.uk, unless otherwise stated  | **Ground floor** Capacity: 12 Board room style layout Video conferencing facilities Staff can also book the large training room at the end of  |

|  |  |
| --- | --- |
| **1 Racecourse Lane** Northallerton North Yorkshire DL7 8QZ   | **General facilities** Free parking (incl. designated disabled bays) Wi-Fi Lift Disabled access and facilities  |

the corridor via:

TrainingandLearning@northyorks.gov.uk

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| For room bookings contact reception  | There are a variety of meeting spaces including meeting rooms, collaborative spaces, pods and sofas available at West Offices. Video conferencing is available on request. For more details contact reception.  |

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| --- | --- |
| **West Offices** (City of York Council) Station Rise York YO1 6GA   | **General facilities** Parking for blue badge holders only Wi-Fi Lift Disabled access and facilities Reception (FMMeetingRoomBookings@york.gov.uk)  |

 There is no onsite parking for non-blue badge holders, so

please plan your journey accordingly. Park and Ride services are available to York City Centre and West Offices is a short walk from York train station.