

Entitlements, Payments and Benefits Policy

Category	Governance
Lead	Chief Executive Officer
Committee / Approver	Board of Management
Action	Review and Approve
Review Date	April 2026
Review Due	April 2029
Purpose	To ensure that entitlements, payments and benefits are appropriately managed
Internal/External	External

Introduction

Who this policy affects

This policy is aimed at:

- All members of our Board of Management and of the Board of any of our subsidiaries
- Everyone who works or volunteers for us or any of our subsidiaries

For the remainder of this policy the above will be referred to as “our people”

Why we have this Policy

We are a Registered Social Landlord (RSL) and a Scottish Charity. We are part of a sector that has a strong reputation for integrity and accountability to the people we exist to help and to our Regulators, partners and funders. We must ensure that our organisation upholds its reputation and that of the sector. We have to ensure that our people cannot benefit or be seen to benefit inappropriately from their connection to us. Equally, we must protect our people from unjustified criticism and ensure that, wherever possible, no one is unfairly disadvantaged by their connection to us.

This policy describes the entitlements, payments and benefits that our people are able to receive. It also describes what is not permitted (and why) and the arrangements that we have in place to ensure that we are transparent and accountable in how we comply with the requirements of this policy and our regulators.

Our Rules require that we have a policy dealing with payments and benefits (Rule 38.1). The Scottish Housing Regulator (SHR) requires us to have a policy that sets out what payments and benefits we permit and to ensure that these arrangements demonstrate transparency, honesty and propriety (Regulatory Framework Standard 5.4). We must ensure there is no justifiable public perception of impropriety. This policy is based on the SFHA’s Model Entitlements Payments and Benefits Policy, which the SHR have confirmed meets their regulatory requirements. As we are a Scottish Charity, all of our Governing Body Members must also ensure that they comply with the Office of the Scottish Charity Regulator (OSCR) guidance to Charity Trustees and charity legislation.

This Policy is intended to be a practical document that supports us in meeting all of the above requirements, ensuring that none of our people benefits (or is seen to benefit) improperly or inappropriately from their involvement with us, but also that they are not unfairly disadvantaged. We expect our people to act in good faith, and in applying the terms of the policy we will always take this into account.

As someone who is affected by this policy, you are personally responsible for ensuring that you are familiar with and comply with its terms (Staff and Board Codes of Conduct). You are also responsible for ensuring that the Register of Interests is always up to date: declaring interests that are relevant to your role with us is key to the effective implementation of this policy.

At all times, we expect a common-sense approach to be applied to the interpretation and application of this policy. If you are unsure about anything relating to entitlements, payments and benefits you should consult with the Chair or Chief Executive Officer (CEO) (if you are a member of the governing body) or with your line manager (if you are a member of staff).

What this Policy Covers

- Managing Your Interests
 - Registering and Declaring Interests
 - Entitlements, Payments and Benefits
- People Connected to You
 - Who Else You Should Consider When Declaring Interests
 - What You Should Consider
- Use of Our Contractors/Suppliers by Our People

Other Relevant Policies

The Code of Conduct is linked to this policy. Failure to comply with the terms of this policy may be regarded as a breach of the Code of Conduct.

You are also required to be familiar with and observe the terms of our Anti-Bribery and Fraud policy. We prohibit any attempt to induce the organisation or our people to offer preferential services or business terms and we will at all times comply with the Bribery Act 2010. Our policies relating to the following are also relevant to this document and must be complied with at all times:

- Alterations and Improvement
- Anti-Fraud and Bribery
- Choice Based Lettings
- Expenses
- Medical Adaptations
- Notifiable Events
- Procurement (Policy and Strategy)
- Recruitment, Selection and Induction
- Responsive Repairs
- Workforce Development

Please note that this list is not exhaustive and you are required to comply with all of our policies and procedures.

Managing Your Interests

Being open about any interests that our people have that are relevant to their role with us is critical to protect our reputation. Our Register of Interests helps to ensure and demonstrate that we conduct our affairs with openness, honesty and integrity. You must record in this register any interests that you or someone connected to you (see next section) has which are relevant to our business and /or our activities. You must maintain the accuracy of the interests you declare and confirm annually that your entry in the Register is accurate and up to date.

Our Rules require that any Board Member who has an interest in a matter that is being considered withdraws from all discussions and plays no part in decision-making (Rule 38). Where you have a personal or business interest in any matter that is being discussed or considered, including at a meeting (or someone connected to you has), you must declare your interest and play no part in the consideration, discussion or decision-making; you must withdraw from any part of a meeting where the interest arises.

This requirement does not apply to Board Members who are tenants where matters are being considered that relate to policy implementation affecting all or a substantial number of the association's tenants (e.g. rent increases) (Code of Conduct C8). The requirement to withdraw relates to matters in which someone affected by this policy has an individual interest e.g. where they are the tenant of a property that is being considered for exceptional treatment (e.g. associated with RAAC) and that a decision will have an individual and personal impact on. If a Board Member who has a conflict of interest shares factual information about the matter with the Chair (or any other Board Member), out with the meeting to inform discussion, that must be declared to the meeting and the Chair must ensure that it does not influence the outcome and decision-making.

Constitutional Standard 23 requires a RSL to "...have a clear process to identify and address any conflicts of interest". This policy has been endorsed by the SHR and so complies with regulatory requirements.

The Codes of Conduct which our Board Members and staff are required to uphold contain requirements about declaring interests that you should ensure you are familiar with and comply with at all times.

An annual report will be made to our Board of Management on the entitlements, payments, benefits that have been recorded in the Register(s) by our people.

The following are examples of the kind of interest that you must declare and ensure is managed appropriately. Please note that this list is not exhaustive, and there may be other interests that you should also declare:

- Tenancy of a property of which we are the landlord.
- Occupancy or ownership of a property which is factored or receives property related services from us.
- Receipt of care or support services from us.
- Membership of a community or other voluntary organisation that is active in the area(s) we serve.
- Voluntary work with another RSL or with an organisation that does, or is likely to do, business or engage with us.
- Membership of the governing body of another RSL.
- Being an elected member of any local authority where we are active.
- If you purchase goods or services from us.
- If you purchase goods or services from one of our contractors or suppliers.
- Significant shareholding in a company that we do business with (or are considering doing business with).
- Membership of any other body whose interests and/or activities may directly affect our work or activities.
- Ownership of land or property in our areas of operation. This excludes property for the purpose of your own residential use (i.e. there is no requirement for you to declare any house in which you currently live).
- Unresolved dispute relating to the provision of services in connection with a tenancy or occupancy agreement or a contractual dispute over the provision of goods or services with us.

You should be aware that in some limited circumstances, it is not possible to manage an interest effectively. Examples of an interest that cannot be managed effectively include, but are not limited to:

- Someone who is a Board Member or closely connected to a Board Member cannot apply for or be appointed to a staff role or be engaged to provide goods or services to the RSL.
- Someone who is closely connected to an employee cannot become a Board Member.
- A senior member of staff or office bearer cannot be an elected member of a local authority which the RSL engages with.

In some circumstances, specific measures will be required to ensure that the probity and reputations of the organisation and its people are safeguarded e.g. by ensuring that all employment is undertaken openly and transparently and without the involvement of anyone connected to any applicant; by ensuring that employees who are connected are not line-managed (directly or indirectly) by the person they are connected to – if this is not possible, the ‘benefit’ (employment offer) cannot be conferred. Confirming that all interests are openly declared at the start of recruitment and procurement processes will assist in avoiding a breach of the policy and/or Code of Conduct or compromise regulatory compliance.

Entitlements, Payments and Benefits

Many of the interests you will be required to declare can be classed as entitlements, payments or benefits. As one of our people, you are entitled to receive payments and benefits in accordance with the terms of our policies and, for staff, employment contracts. There are occasions where you could be offered benefits over and above what you are entitled to such as gifts or hospitality from external parties. These offers would be directly because you are one of our people and cannot always be accepted. We require that any such offers are managed and recorded very carefully to ensure the highest levels of probity in our organisation. Our people should not benefit – or be seen to benefit – inappropriately from their involvement with us.

Apart from payments that our people are entitled to by contract, statute, policy or other agreement (e.g. salary, expenses), we will only make a payment to, or accept a payment from, someone affected by this policy in exceptional circumstances. The table at the end of this document explains the payments we can and cannot make in more detail.

As we contribute to the economies of the areas we work in and we have commercial and business relationships with many different companies, contractors, suppliers and service providers, you must ensure that we are fully aware of any connection that you or someone you are close to has with any of these businesses or organisations.

There are some entitlements, payments and benefits that we can never permit, and others where we have additional requirements or conditions that must be met, before we can permit. The table at the end of this document lists the entitlements, payments and benefits that fall under this policy, and states:

- Which can be permitted by the organisation
- Which will not be permitted by the organisation
- Which you require to declare in the Register of Interests
- Any other further requirements the organisation has before permitting

People Connected to You

Who Else You Should Consider When Declaring Interests

As well as considering your own actions, you must be aware of the risk created by the actions of people to whom you are **closely connected**. Someone 'closely connected' to you includes members of your household, family members and other relatives and your friends.

Who you should consider, and our expectations of you to identify and declare relevant actions, are outlined in Table A below. If you are in any doubt about whether or not a declaration is required, you should consult the Chair, Chief Executive Officer, or for staff, your line manager.

Table A: People who are Closely Connected to One of Our People

Group	Required Response
1 - Members of your household	
<p>This includes:</p> <ul style="list-style-type: none">• Anyone who normally lives as part of your household (whether related to you or otherwise)• Those who are part of your household but work or study away from home	<p>We expect you to be aware of and declare any relevant actions of all people in your household. You must take steps to promptly identify, declare and manage these.</p>
2 - Partner, Relatives and Friends	
<p>This includes:</p> <ul style="list-style-type: none">• Your partner (if not part of household)• Your relatives and their partners• Your partner's close relatives (i.e. parent, child, brother or sister)• Your friends• Anyone you are dependent upon or who is dependent upon you	<p>Where you have a close connection and are in regular contact with anyone within this group, we expect you to be aware of and declare any relevant actions. Under these circumstances, you must take steps to identify, declare and manage these actions.</p> <p>Where you do not have a close connection and/or regular contact with someone in this group, we do not expect you to be aware of or to go to unreasonable lengths to identify any relevant actions. However, if you happen to become aware of relevant actions by such individuals, then these should be declared and managed as soon as possible.</p>

What You Need to Consider

The following are the relevant actions /involvement by those **to whom you are closely connected** that you should consider, declare and manage as per our expectations outlined in Table A (please be aware that this list is not exhaustive or exclusive and that some interests and their potential conflicts cannot be reconciled with the purpose and terms of this policy):

- A significant interest in a company or supplier that we do business with (or are considering doing business with). A significant interest means ownership (whole or part) or a substantial shareholding in a business that distributes profits, but does **not** include where an individual has shares in large companies such as banks, utility companies or national corporations, i.e. where owning shares would not give the individual any significant influence over the activities of that organisation.
- Where the individual may benefit financially from a company or supplier with which we do business (or are considering doing business with).
- Involvement in the management of any company or supplier with which we do business (or are considering doing business with)
- Involvement in tendering for or the management or delivery of any contract for the provision of goods or services to us.
- Application for employment with us.
- Application to join our Board of Management or any of its subsidiaries
- Application to be a tenant or service user of Angus Housing Association or any of its subsidiaries

Use of Our Contractors & Suppliers

In order to help us maintain our reputation, where possible you should avoid using the organisation's contractors/suppliers for your own personal purposes. We have made a list available to all of our people which outlines the contractors and suppliers that fall under the terms of this policy. The Contractors List is held by staff in Finance & Corporate Services who will provide you with the most up to date version.

We recognise that there could be certain circumstances where it might not be possible for you to avoid the use of all the contractors/suppliers on this list, such as where market conditions in your local area make it difficult to obtain a reasonable selection of potential contractors or suppliers. Under such circumstances you could be permitted to use those contractors/suppliers outlined in the List, provided you are able to demonstrate that your involvement with us did not result in you receiving preferential treatment in terms of price, quality or any other aspect of service delivery.

Approval to use those contractors on the List is at the discretion of the approving officer (in accordance with our Scheme of Delegated Authority). In order to be granted approval, you must be able to demonstrate that there is no reasonable alternative contractor/supplier providing the service required in your local area, and that you will receive no preferential treatment in terms of service or cost (which you will be required to demonstrate through quotations and receipts).

If you are looking to purchase goods or services from any contractor/supplier on this list then you must make a declaration in the register outlining:

- That you have received approval from the appropriate approving officer prior to the commencement of works
- That you received no preferential treatment in terms of service or cost (which you will be required to demonstrate through quotations and receipts).
- Where you inadvertently use a contractor on the List in an emergency situation, you must notify the approving officer as quickly as possible thereafter and enter an appropriate declaration in the register.

Any contractor/supplier not included on the Contractor List can be used without the need for any declaration/further action. The List represents the majority of the contractors/suppliers that we use, but does not include any of our contractors/suppliers that:

- Only provide services of a small value (e.g. local window cleaners or sandwich shops), or,
- Have such a large national or local standing that no favour could ever realistically be gained (e.g. Amazon, utilities, telecoms providers, banks or national chains)

The approving officer will have an appropriate level of seniority, in accordance with our Scheme of Delegated Authority. In making their decision, the approving officer will consider the level of potential reputational risk or any potential conflicts of interest that may arise by granting approval and, if granting approval, consider the steps required to mitigate against future conflicts of interest. This includes ensuring that the individual is not involved in any transactions with or decisions about the contractor/supplier in question on behalf of the organisation.

Angus Housing Association will maintain a clear audit trail of every approval to use any of our contractors listed on the Contractors List. The total number of our people to use contractors and suppliers, including the reasons for approval, and confirmation that no advantage was gained due to an individual's role within the organisation - will be formally reported annually to our Board of Management.

Granting a Tenancy

Being one of our people or being closely connected to one of our people should not prevent someone being allocated a tenancy if they are in housing need and the terms of our allocations policy are met. To ensure transparency and probity, consideration of the application/allocation should be carried out completely independently of the individual; their connection to the RSL must be explicitly identified and the allocation and should be approved by a senior officer in accordance with our Scheme of Delegated Authority. The allocation should be registered within **five days** of being made and reported to the next meeting of the Board of Management, along with confirmation that the necessary management processes were followed.

This is outlined within the following table under the Our People as Tenants or Service Users heading.

Human Resources and Recruitment

Heading	Example	Is this permitted?
Employment Contract	<p>All entitlements arising from your contract of employment with us or one of our subsidiaries, including (but not restricted to):</p> <ul style="list-style-type: none"> • Payment of salary to staff • access to car or travel loans or salary advances/ sacrifices where specified in the employment contract; • pension and/or private health care provided as part of the remuneration package; • performance related pay or bonus awarded in accordance with contractual terms; • books and equipment in connection with employment or training in accordance with agreed policies and/or contractual terms • Reimbursement of professional fees • Access to discounts (or similar) for personal use / purchase of goods / services as part of employment terms / benefits 	Yes
<p>Any entitlement in the terms of your contract is always permitted without the need to record in the register of interests. There are Human Resources processes in place for this purpose.</p>		
Remunerating Board Members	<p>Payment to a Board Member for their role as a Board Member, in accordance with the terms of their letter of appointment.</p>	No
<p style="text-align: center;">Payment is against the Rules of the Organisation (38.3)</p>		
Expenses	<p>All payments made in accordance with the terms of our expenses policy including:</p> <ul style="list-style-type: none"> • Payment of permitted out of pocket expenses • Reimbursement of travel costs 	Yes
<p>Entitlements in connection with your role as one of our people set out in our expenses policy are always permitted and do not need to be declared provided claims are made in accordance with our procedures</p>		
Loans	<p>Provision of a loan by the organisation to one of our people</p>	No
<p>Not permitted unless in connection with contractual terms of employment (e.g. if training or qualification costs are a loan). No other loans are permitted</p>		

Human Resources and Recruitment

Heading	Example	Is this permitted?
Redundancy / Voluntary Severance	Redundancy or Voluntary severance payment to an employee	Yes

We can make redundancy payments to an employee in line with terms their contract.

Or

We can make a voluntary severance payment (often referred to as a Settlement Agreement) to an employee which is outside the terms of their contract of employment provided:

- It arises directly from a decision to terminate the employee’s contract of employment and is in accordance with and HR policies and external HR advice
- Payment is approved by the Board of Management
- That the total sum of the non-contractual payment and benefit does not exceed, in the opinion of our employment adviser, the total cost of a successful application by the employee to a Court or Tribunal (including the likely level of compensation that might be awarded by a court or tribunal and associated costs to the organisation to participate in the tribunal)
- Payment does not exceed the equivalent of one year’s salary for the employee
- That this payment is instead of (rather than additional to) any redundancy entitlement

Employing Someone Connected to Staff	An offer of employment (temporary or permanent) to someone who is closely connected to a member of staff, except , the Chief Executive Officer.	Yes
---	--	-----

This is permitted as long as:

- There has been an open recruitment exercise in accordance with our policy that you have not played any part in and
- You have no direct or indirect line management or supervision responsibility for the post and
- The offer of employment complies with our policy and is approved accordingly under the Scheme of Delegated Authority **and**
- You record your connection to the successful applicant in the register within five days of their acceptance of the offer.

The exception to this is when a person is closely connected to the Chief Executive Officer. As there can be no direct or indirect line management responsibility, someone who is closely connected to the Chief Executive Officer cannot be appointed to any role.

Human Resources and Recruitment

Heading	Example	Is this permitted?
---------	---------	--------------------

Employing Board Members (Past, Present or Connected People)	<p>The offer of employment (temporary or permanent) to someone who is:</p> <ul style="list-style-type: none"> A current Board Member Was previously a Board Member Is closely connected to a current Board Member 	No
--	--	----

This cannot be permitted. This is because the Board of Management is the employer and determines all policies, terms and conditions relating to our employment practices. Consequently, it is very difficult to avoid the risk of a perception that someone closely connected to one of our people may have been unfairly advantaged or that an employee of a Board Member may be able to exert inappropriate influence. Equally, if someone who is, or has recently been a Board Member, it is essential to ensure that it is not possible for there to be any risk of a perception that they have received favourable treatment and/or had access to privileged information about a post that they are subsequently recruited to.

Employees Becoming Board Members	<p>Appointing one of our staff members to the Board of Management</p> <p>Nomination, election or co-option to the Board of Management of someone who was, in the last twelve months, a member of staff</p>	No
---	--	----

This cannot be permitted as it is against the Rules of the Organisation (37.4) This is because the Board of Management is the employer and determines all policies, terms and conditions relating to our employment practices. Consequently, it is very difficult to avoid the risk of a perception that someone who has recently been an employee may may be able to exert inappropriate influence

Connected People Becoming Board Members	<p>Nomination, election or co-option to the governing body of someone who is connected to an existing Board Member or a member of staff</p>	No
--	---	----

The Rules of the Organisation do not have a permissive clause that permits people with a connection to a Board Member. For people connected to a member of staff, this cannot be permitted as it is against the Rules of the Organisation (37.4). It is very difficult to avoid the risk of a perception that someone who closely connected to one of our people may may be able to exert inappropriate influence as the Board of Management is the employer and determines all policies, terms and conditions relating to our employment practices. Rule 40.3.2 allows the Board of Management to reject a nomination due to conflict of interest but requires a majority vote of three quarters.

Our People as Tenants or Service Users

Heading	Example	Is this permitted?
Offer a Tenancy to one of our people or someone closely connected	The offer of a tenancy or lease in one of our or any of our subsidiaries' properties to one of our people or to someone closely connected to them.	Yes
<p>This is permitted as long as:</p> <ul style="list-style-type: none"> it is in accordance with our published allocations policy and our procedures for determining an allocation involving one of our people or someone closely connected to them and Neither the applicant or anyone connected to the applicant is involved in any way or in any part of the allocation process and The tenancy is recorded as an interest in the appropriate register within five days of the tenancy commencing and reported to the Board of Management at its next meeting 		
Repairs, Adaptations, and Improvements	<p>Where one of our people (or someone connected to one of our people) is a tenant and receives a repair, improvement or adaptation to their home</p> <p>Where one of our people is a tenant who is eligible to receive 'in-kind' support (e.g. fuel voucher, energy saving appliance) that is available to all tenants, this does not need to be individually registered/recorded as the tenancy has already been declared and registered</p>	Yes
<p>Repairs carried out in accordance with our policy do not need to be recorded.</p> <p>Adaptations must comply with our policies. For approvals:</p> <ul style="list-style-type: none"> The Director of Asset Management approves these except if they are connected. If the person is connected to the Director of Asset Management, approval by Chief Executive Officer. If the person is connected to the Chief Executive Officer, approval by Board of Management. The adaptation should be recorded in the register of interests within five days of approval. <p>Improvements must be carried out as part of an approved programme and in accordance with our policy. The person affected should declare their interest if/when the programme is being discussed and the improvement recorded in the register of interests within five days of completion</p>		

Our People as Tenants or Service Users

Heading	Example	Is this permitted?
Awards and Incentives open to Tenants (decoration, incentives, awards, or prizes)	Where one of our people (or someone connected to one of our people) is a tenant and receives payment of a decoration allowance, tenant reward/incentive as part of an agreed scheme or prize.	Yes

Payment of decoration allowances or incentive/reward payments must be made in accordance with our policies and procedures and recorded in the register within five days of receipt.

Prizes or awards in competitions open to all tenants in the same community (e.g. garden competitions) can only be given if the selection process for giving the award/prize has been carried out by someone who is independent. Receipt of the award and the circumstances surrounding it must be recorded in the register within five days of receipt.

Training and Events

Heading	Example	Is this permitted?
Training and Events (Sector or Role Specific)	Attendance at training events or seminars (e.g. SFHA Conferences) or openings/similar events hosted by other RSLs	Yes
No requirement to declare and record in the Register of Interests.		
Conferences (overnight and +1 day events)	The organisation paying for accommodation in connection with attendance at relevant conferences or events that you are attending on behalf of or in connection with your role with us or our subsidiaries	Yes
<p>Accommodation that is part of a conference or training package does not need to be recorded in the register, but attendance will be recorded on the relevant individual training plan.</p> <p>Residential conferences are important in ensuring that our people have the necessary skills, knowledge and experience to make an effective contribution to our activities.</p>		
Award Events (Non-sector specific)	Attendance by you at events to mark awards, achievements or other significant milestones relevant to our business and that do not form part of a sector conference e.g. SFHA Annual Conference.	Yes (where total cost does not exceed £500)
<p>The Board of Management must approve attendance in advance, and will only do so if:</p> <ul style="list-style-type: none"> • The organisation or one of our people (because of their role with us) has been nominated for an award; or • Attendance is in recognition of achievement of or in pursuit of appropriate business development; or • We can demonstrate that attendance or participation is directly related to furthering our aims and objectives. <p>If you are asked to attend to represent Angus Housing Association, this should be recorded in the register along with all associated costs within five days of the event.</p> <p>The total cost should not exceed £500 per person and we will make all arrangements in advance.</p> <p>If costs exceed £500 per person, we will not normally attend. If there is a clear business case, this should be presented to the Board of Management for Approval.</p>		

Gifts and Hospitality

Heading	Example	Is this permitted?
Gifts (up to the value of £70.00)	Gifts received from tenants and external sources not exceeding £70.00	Yes

Small gifts (e.g. a box of chocolates, pens, folders, paperweights, flowers) can be accepted if:

- The cumulative value of gifts received from the same source in a 12-month period does not exceed £70
- You do not receive more than three such gifts from the same source in a 12-month period
- You record receipt of the gift(s) in the register

You should not normally accept other gifts and should decline any gifts with a value of more than £70 unless to do so would cause offence or otherwise damage our reputation.

In these cases you must:

- Advise the donor that the gift will be donated to charity or will form part of our annual charity fund raising activities
- Record the gift and the action taken in the register within five days

You should not regularly accept gifts from the same source and never more than three times from the same source within a 12-month period.

This restriction is intended to protect our people from any suggestion of impropriety in how they conduct themselves when acting on our behalf.

The total cumulative value of gifts received from the same source over the course of a year must never exceed £70.00.

You should also record any offers that you decline and the reasons for this, in the register within five days.

Gifts and Hospitality

Heading	Example	Is this permitted?
Special Occasion Gifts (up to the value of £120.00)	Gifts given from us to one of our people or received by one of our people from external sources to mark special occasions	Yes

Gifts from the organisation to our people can be permitted in cases where it is to mark a special occasion or significant events including:

- Family events (e.g. marriage, milestone birthday, birth of a child),
- Retirement
- Leaving the organisation

These must be recorded in the relevant register and the value of such gifts will not normally exceed £120.

Connected people who are not employees are responsible for ensuring that any tax liability associated with a payment you are entitled to receive is met.

Please note, that this **does not include collections by our people using their own personal funds** to mark special occasions. These are always permitted with no requirement to declare. For staff, contractual terms may be in place that dictate the value of any gift upon retirement/long service.

Gifts and Hospitality

Heading	Example	Is this permitted?
Hospitality	Hospitality associated with our business and that of its partners not exceeding £70.00	Yes

Modest hospitality, such as a sandwich lunch or networking event, is permitted and does not need to be recorded.

All other hospitality up to a value of £70 is permitted but must be recorded in the register, along with an estimation of the value of hospitality received, within five days of attendance.

Contributions to seasonal celebrations for staff and Board of Management (e.g. Christmas) are permitted. Reference must be made to the Gifts and Hospitality Policy to ensure the limits for this are not breached. (e.g. £70 per person)

You should not accept invitations with a value that is greater than £70, unless you have prior approval from the Board of Management. The type of hospitality offered will also be taken into consideration, e.g. we will not normally accept invitations to sporting events, concerts, golf tournaments etc. The applicant must present a report/case to the Board of Management for discussion and approval.

When approved, this must be included in the Register of Interests along with the applicants details, a copy of the report/case made to the Board of Management and the signature of the Chair.

Donations	Our people seeking donations from our contractors/suppliers when fundraising for charity	Yes
------------------	--	-----

This is permitted provided:

- Approval is gained from the Chief Executive Officer prior to making any approach
- Any donations received are recorded in the Register of Interests

We recognise our social responsibility and promote charity fundraising by the organisation and our people.

Procurement

Heading	Example	Is this permitted?
Property Sales	Sale of our interest (whole or part) in a property to someone affected by this policy via LIFT, HomeBuy; Help to Buy or other LCHO scheme	Yes
<p>This is permitted, provided:</p> <ul style="list-style-type: none"> Our policy and procedures are followed The prospective purchaser should play no part in the processing of the transaction by the organisation It is declared and recorded in the register within five days of the missives being concluded confirming the process followed. 		
Contracts (Procurement)	The organisation entering into a contract with a contractor or service provider where one of our people, or someone connected to them, has significant control and the contract is within the scope of public procurement legislation.	Yes
<p>This must be permitted where:</p> <ol style="list-style-type: none"> The contract is subject to applicable procurement legislation (including the Public Contracts (S) Regulations 2015 and the Procurement Reform (Scotland) Act 2014); and The contract has been procured in accordance with that legislation and the provider has not been excluded and has been selected as the preferred bidder. <p>In particular it will be necessary to ensure that any potential conflict of interest is managed during the procurement process in order to avoid any distortion of competition and ensure equal treatment of contractors. This may be achieved by the following:</p> <ul style="list-style-type: none"> The person connected to the contractor has played no part in the development of the terms of the procurement exercise or the contract prior to it being advertised. The person connected to the contractor is not involved in any part of the procurement process (including specification of the contract requirements) or decision to award the contract. <p>If the above steps are taken, then it is unlikely to be lawful to exclude the contractor. If those steps cannot be complied with then it may be both permitted and necessary to exclude the contractor, but only if there is no other means short of exclusion to remedy the conflict of interest. The appointment of a connected contractor must be reported to the Board of Management and recorded in the relevant Register(s) along with details of the process followed. Once the contract has been awarded in accordance with the relevant procurement legislation, the organisation must manage the contract in accordance with the Scottish Housing Regulator's Standards of Governance and Financial Management, particularly Regulatory Standard 5.4: "Governing body members and staff declare and manage openly and appropriately any conflicts of interest and ensure they do not benefit improperly from their position".</p>		

Procurement

Heading	Example	Is this permitted?
Contracts (not Procurement)	The organisation entering into a contract with a contractor or service provider where one of our people, or someone closely connected to them, has significant control, and the contract is not within the scope of public procurement legislation	No
<p>This can only be permitted in very specific circumstances which have a very low likelihood of occurring. We could only consider this where:</p> <ul style="list-style-type: none"> • There is no reasonable alternative (e.g. because of geography or the specialist nature of the goods/services) AND • The person affected by this policy is not involved in any part of the procurement process or decision • The appointment is approved by the Board of Management which is satisfied that the appointment is reasonable in the circumstances <p>In such rare circumstances, the appointment must be recorded in the register along with details of the process followed.</p>		
Purchase from Our People	The purchase of land or other assets from anyone who is, or has been in the last twelve months, one of our people or who is closely connected to one of our people	No
<p style="text-align: center;">This cannot be permitted in almost all cases.</p> <p style="text-align: center;">The only exception would be if you were referred to us under the Scottish Government's Mortgage to Rent scheme, where this would be permitted provided:</p> <ul style="list-style-type: none"> • Our policy and procedures are followed • The prospective seller plays no part in the decision to purchase the property or the processing of the transaction by the organisation • It is declared and recorded in the Register of Interests within five days upon conclusion 		
Goods / Services	The purchase of goods/services from our suppliers/contractors by one of our people	Yes
<p style="text-align: center;">This should normally be avoided, and will only be potentially permitted if the procedure identified in the Use of Our Contractors & Suppliers Section is followed.</p>		



FSA - 1665R(S)

Scottish Housing Regulator - HAL 65

Scottish Charity - SC020981

Property Factor ID - PF000129