



Name of Policy	Entitlement, Payments and Benefits
Responsible Officer	Director
Date approved by Committee	27 January 2026
Date of next Review	January 2029
Section	Corporate

CONTENTS

1.	Introduction	3
2.	Managing your interests	5
3.	People connected to you	7
4.	Use of Contractors and Suppliers	9
5.	Granting a tenancy	
6.	Entitlements, Payments and Benefits	
7.	Review	11
	Appendix A – Entitlements, Payments, and Benefits	12

Model Entitlements, Payments, and Benefits Policy

1. INTRODUCTION

Who the Policy Affects

- 1.1 This policy is aimed at people who are:
 - Members of our Management Committee
 - Everyone who works or volunteers for us
- 1.2 For the remainder of this policy the above will be referred to as “our people.”

About This Policy

- 1.3 Kingsridge Cleddans Housing Association are a Registered Social Landlord (RSL) with charitable status. 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. We must ensure that Kingsridge Cleddans Housing Association upholds its reputation and that of the sector. Our people cannot benefit inappropriately from their connection with Kingsridge Cleddans Housing Association. Equally, we must protect our people from unjustified criticism and ensure that, wherever possible, no one is unfairly disadvantaged by their connection to us.
- 1.4 This policy describes the entitlements, payments, or benefits that our people can receive. It also describes what is not permitted and the arrangements that we have in place to ensure that the requirements of this policy are observed.
- 1.5 Our Rules require that we have a policy dealing with payments and benefits and 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 propriety¹. 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.
- 1.6 As we are a Scottish Charity, all our Governing Body Members (Management Committee) must also ensure that they comply with the Office of the Scottish Charity Regulator (OSCR) guidance to Charity Trustees and charity legislation.
- 1.7 This Policy is intended to be a practical document that supports us in meeting all the above requirements, ensuring that none of our people benefits 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.

- 1.8 As someone who is affected by this policy, you are personally responsible for ensuring that you are familiar with and comply with its terms. 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.
- 1.9 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 benefits, payments, or entitlements you should consult with the Chair or Director.

What this Policy Covers

1.10 This policy covers:

- Managing Your Interests
 - Registering and Declaring Interests
 - Entitlements, Payments & 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

- 1.11 The Code of Conduct is linked to this policy. Failure to comply with the terms of this policy will be regarded as a breach of the Code of Conduct.
- 1.12 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 Kingsridge Cleddans Housing Association or our people to offer preferential services or business terms, and we will always comply with the Bribery Act 2010.
- 1.13 Our policies relating to the following are also relevant to this document and must be always complied with:
- Allocations
 - Repairs and Improvements
 - Adaptations
 - Procurement
 - Training
 - Expenses
 - Recruitment
 - Sale of our Property
 - Gifts and Hospitality

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

2. MANAGING YOUR INTERESTS

Registering and Declaring Interests

- 2.1 In order to protect our reputation and demonstrate that we conduct our affairs with openness, honesty, and integrity, we maintain a Register of Interests. 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 Section 3) has which are relevant to our business. You will be required to confirm annually that your entry is accurate and up to date.
- 2.2 Where you have an interest in any matter that is being discussed or considered at a meeting, you must declare your interest. The Chair will then consider this interest and the most appropriate way to process; this may require that you play no part in the discussion or that you may be required to withdraw from that part of the meeting in which the interest arises. This requirement does not apply to Management Committee 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). If a member who has a conflict of interest shares factual information about the matter with the Chair (or any other member), out with the meeting to inform discussion, that must be declared that to the meeting and the Chair must ensure that it does not influence the outcome and decision-making.
- 2.3 The Code of Conduct also contains a section on Declaring Interests that you should always comply with.
- 2.4 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.
- 2.4 An annual report will be made to our Management Committee confirming that the chair has reviewed all the entitlements, payments, and benefits that have been recorded in the Register.
- 2.5 The following are examples of the kind of interest that you must declare. Please note that this list is non exhaustive, and there may be other interests that you should 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 support services from us.
- Membership of a community or other voluntary organisation that is active in the area we serve.
- Voluntary work with another RSL or with an organisation that does, or is likely to do, business with us.
- Membership of the governing body of another RSL.
- Being an elected member of Glasgow City Council.
- 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 within our area of operation. This excludes property for your own residential use.
- 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.

- 2.6 You should note that in some circumstances, declaration of an interest may not be sufficient, and that it may be necessary for Kingsridge Cleddans Housing Association to take additional measures to deal satisfactorily with the situation to protect the probity and reputations of both you and the Association. Examples of an interest that cannot be managed effectively include – but are not limited to:
- someone who is a member or closely connected to a 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 member of the Committee, 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

- 2.7 Where a declared interest is measured as to be so significant that it would not be possible for the Management Committee/staff member to continue in their role, they may be required to either remove that interest or stand down from their role.

Entitlements, Payments, and Benefits

- 2.7 Many of the interests you will be required to declare can be classed as entitlements, payments, or benefits.
- 2.8 As one of our people, you potentially could be offered benefits over and above that to which you are contractually entitled, such as gifts or hospitality from external parties. Such offers would be as a direct result of you being 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.
- 2.9 Apart from payments that our people are entitled to by contract, statute, reasonable expenses, 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. Appendix A explains the payments we can and cannot make in more detail.
- 2.10 As we contribute to the economy of the area 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 (see section 3) has with any of these businesses or organisations.
- 2.11 Some entitlements, payments and benefits we can never permit, and others we have additional requirements or conditions that must be met before we can permit.
- 2.12 Appendix A lists the entitlements, payments and benefits that fall under this policy, and states:
- Which could be permitted by Kingsridge Cleddans Housing Association
 - Which will never be permitted by Kingsridge Cleddans Housing Association
 - Which you require to declare in the register of interests
 - Any other further requirements Kingsridge Cleddans Housing Association has before permitted.

3. PEOPLE CONNECTED TO YOU

Who Else You Should Consider When Declaring Interests?

- 3.1 Someone 'closely connected' to you includes members of your household, family members, other close relatives, and friends.
- 3.2 As well as considering your own actions, you must be aware of the potential risk created by the actions of people to whom you are closely connected. Who you should consider, and in our expectations of you to identify and declare such actions as outlined in Table A (hereunder). If you are in any doubt about whether a declaration is required, you should consult the Chair, or Director.

Table A

GROUP	REQUIRED RESPONSE
<p>1. Members of your household</p> <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 to be aware of and declare any relevant actions of all people in your household. You must take steps to identify, declare and manage these.</p>
<p>2. Partner, relatives, and friends</p> <p>This includes.</p> <ul style="list-style-type: none"> ➤ Your partner (if not part of your 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.</p> <p>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 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>

- 3.2 If you become aware of any action or involvement relating to **anyone** in the table then you should declare and manage this as soon as possible.
- 3.3 However, we recognise that you will not always be closely acquainted with or in regular contact with all the people listed and we do not expect you to go to unreasonable lengths to identify actions or involvement that are covered by this policy.
- 3.4 Please note, we do expect you to be familiar with the actions of members of your household and of any other people listed in the table above with whom you are closely associated and/or in regular contact and you must take steps to identify, declare and manage these.
- 3.5 **You are not expected to be aware of the actions of people in groups 2 that you do not have a close association and/or regular contact with.** We do not expect you to research into the employment, business interests and other activities of all persons with whom you are closely connected.
- 3.6 In relation to 3.4 & 3.5 above, when considering actions, you should do so from the point of view of a reasonable and objective observer, and a common-sense approach should be always adopted.

What You Need to Consider

- 3.7 The following are the actions and involvement by those **to whom you are closely connected** that, should you become aware, we would expect you to notify us by making a declaration in the register:
- A significant interest in a company or supplier that we do business with, or which is on our approved list. 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, we do business with or is on our approved list
 - Involvement in the management of any company or supplier that we do business with, or which is on our approved list
 - Involvement in tendering for or the management of any contract for the provision of goods or services to us.
 - Application for employment with us.
 - Application to join our Management Committee or any of its subsidiaries

- Application to be a tenant or service user of Kingsridge Cleddans Housing Association
- If they are an existing tenant or service user of Kingsridge Cleddans Housing Association

4. USE OF OUR CONTRACTORS & SUPPLIERS

- 4.1 In order to help us maintain our excellent reputation, where possible you should avoid using Kingsridge Cleddans Housing Association 's contractors/suppliers for your own personal purposes. We have made a list available to all our people which outlines the contractors and suppliers that fall under the terms of this policy. This is included at Appendix B.
- 4.2 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 at Appendix B, provided you are able to demonstrate that you received no preferential treatment in terms of price, quality, or any other aspect of service delivery due to your involvement with us.
- 4.3 Approval to use those contractors listed at Appendix B is at the discretion of the Director (in accordance with our scheme of delegation). To be granted approval, you will be required 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)
- 4.4 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 Director 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 at Appendix B in an emergency, you must notify the Director as quickly as possible thereafter and enter an appropriate declaration in the register.
- 4.5 Any contractor/supplier not included on the list at Appendix B can be used without the need for any declaration/further action. Appendix B 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 cleaner)
 - Have such a large national or local standing that no favour could ever realistically be gained (e.g., utilities, BT, banks, or national chains)

- 4.6 The approving officer will be the Director of the Association. In making your decision you should 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, such as ensuring that the individual is not involved in any transactions with or decisions about the contractor/supplier in question on behalf of Kingsridge Cleddans Housing Association . Kingsridge Cleddans Housing Association will maintain a clear audit trail of every approval to use any of our contractors listed at Appendix B. 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 Kingsridge Cleddans Housing Association should be formally reported annually to our Management Committee.
- 4.7 We will maintain a clear audit trail of every approval to use any of our contractors listed at Appendix B. 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 committee.

5. Granting a Tenancy

- 5.1 Being one of our people or being closely connected to one of our people should not prevent someone from 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 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 Governing Body, along with confirmation that the necessary management processes were followed.

- 5.2 This is outlined within the entitlements, payments and benefits table

5. Review

- 5.1 Our Rules require the Management Committee to set our policy on payments and benefits and keep it under review. This policy has been approved by our Management Committee and is consistent with the requirements of our Codes of Conduct for Management Committee Members and for Staff. These Codes have been confirmed by the Scottish Housing Regulator as meeting their regulatory requirements.
- 5.2 This policy was adopted by our Management Committee on **29 November 2022**. It will be reviewed not later than **25 November 2025**.

Appendix A – Entitlements, Payments and Benefits

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
HUMAN RESOURCES AND RECRUITMENT		
<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 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 	Yes	Any entitlement in the terms of your contract is always permitted without the need to record in the register of interests. There are Human Resource processes in place for this purpose.
Payment to a member of the Management Committee for their role as a Management Committee member, in accordance with the terms of their letter of appointment	No	Membership of the Management Committee is on a voluntary basis, and the Association does not make payments to committee members.

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
<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	Entitlements in connection with your role as one of our people are 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.
Provision of a loan by Kingsridge Cleddans Housing Association to one of our people	No	This is not permitted unless in connection with the contractual terms of employment. We cannot make any other loans to individuals.
Redundancy or Voluntary severance payment to an employee	Yes	<p>We can make redundancy payments to an employee in line with terms their contract</p> <p>Or</p> <p>We can make a voluntary severance payment to an employee which is outside the terms of their contract of employment provided:</p> <ul style="list-style-type: none"> • It arises directly from a decision to terminate the employee's contract of employment • Payment is approved by the Management Committee • 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 Kingsridge Cleddans Housing Association to participate in the tribunal) • Payment does not exceed the equivalent of one year's salary for the employee

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
		<ul style="list-style-type: none"> • That this payment is instead of (rather than additional to) any redundancy entitlement
An offer of employment (temporary or permanent) to someone who is closely connected to a member of staff	Yes	<p>This is permitted as long as:</p> <ul style="list-style-type: none"> • 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 by the Director and Management Committee. • You record your connection to the successful applicant in the register within five days of their acceptance of the offer.
The offer of employment or contract for the provision of services to someone who is, or has been in the last twelve months, a member of our Management Committee or to anyone who is related to a member of the Management Committee	No	<p>This cannot be permitted. This is because the governing body 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 member may be able to exert inappropriate influence. Equally, if someone who is, or has recently been a member of the Committee, 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.</p>

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
Appointment of one of our staff members to the Management Committee	No	This cannot be permitted in accordance with the Rules of Kingsridge Cleddans Housing Association.
Appointment of a former staff member to the Management Committee	Yes	This is permissible but we would seek that a full time long serving former member of staff is not appointed in the first 12 months of their employment ending, this will ensure limited conflict.
Nominations to join the Management Committee from people who are connected to a serving member.	Yes	This can be permitted in accordance with the Rules of Kingsridge Cleddans Housing Association. (Note, family members of current members may be limited in joining as set out in the rules).
Nomination to join the committee from someone who is closely connected to an employee	No	This cannot be permitted. This is because the governing body 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 be able to exert inappropriate influence. Nomination/application forms should require potential GBMs to identify anyone they are closely connected to: if a nominee is closely connected to a current employee, Rule 40.3.2 permits the GB to reject the nomination.
OUR PEOPLE AS TENANTS OR SERVICE USERS		
The offer of a tenancy or lease in one of properties to one of our people or to someone closely connected to them.	Yes	This is permitted as long as <ul style="list-style-type: none"> • it is in accordance with our published allocations policy and • Neither the applicant nor anyone connected to the applicant is involved in any way or in any part of the allocation process and

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
		<ul style="list-style-type: none"> • The offer is approved by the Management Committee in advance and • The tenancy is recorded as an interest in the appropriate register within five days of the tenancy commencing
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	Yes	<p>Repairs carried out in accordance with our policy do not need to be recorded.</p> <p>Adaptations must comply with our policy and be approved by the Director. The adaptation should be recorded in the registers of interests after approval.</p> <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.</p>
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	<p>Payment of decoration allowances or incentive/reward payments must be made in accordance with our policies and procedures.</p> <p>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.</p>
TRAINING AND EVENTS		

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
Attendance at training events or seminars (e.g., SFHA Conferences) or openings/similar events hosted by other RSLs	Yes	There is no requirement to declare and record in the register of interests.
Kingsridge Cleddans Housing Association 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.	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>
Attendance by you at events to mark awards, achievements, or other significant milestones relevant to our business.	Yes (where not exceeding £500)	<p>The Management Committee must approve attendance prior, and will only do so if:</p> <ul style="list-style-type: none"> • Kingsridge Cleddans Housing Association 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>Where we ask you to represent us at such an event, this should be recorded in the register along with any associated costs (including travel, accommodation, and the costs of attendance at the event) within five days of attendance.</p> <p>The total cost should not exceed £500 per person, and we will make all arrangements in advance.</p>

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
		Where costs would exceed £500, you will not be permitted to attend unless there is a clear, viable business case for attending. In such a case, specific approval of the Management Committee would be required.
GIFTS AND HOSPITALITY		
Gifts received from tenants and external sources	Yes (not exceeding a value of £70)	<p>Small gifts (e.g., a box of chocolates, pens, folders, paperweights) can be accepted if:</p> <ul style="list-style-type: none"> • the value does not exceed £70 • you do not receive more than one such gift from the same source in a 12-month period • you record receipt of the gift in the register <p>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:</p> <ul style="list-style-type: none"> • 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 <p>You should not regularly accept gifts from the same source and never more than once from the same source within a 12-month period.</p> <p>You should also record any offers that you decline and the reasons for this, in the register within five days.</p>

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
<p>Gifts given from us to one of our people or received by one of our people from external sources to mark special occasions.</p>	<p>Yes (not exceeding a value of £120)</p>	<p>Gifts from Kingsridge Cleddans Housing Association to our people can be permitted in cases where it is to mark a special occasion or significant event including:</p> <ul style="list-style-type: none"> • Family events (e.g., marriage, milestone birthday, birth of a child), • Retirement • Leaving Kingsridge Cleddans Housing Association <p>These must be recorded in the relevant register, and the value of such gifts will not normally exceed £120.</p> <p>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.</p> <p>Staff leaving KCHA may be entitled to a leaving gift as set out in the EVH salary guidelines.</p>
<p>Hospitality associated with our business and that of its partners</p>	<p>Yes (when not exceeding a value of £70)</p>	<p>Modest hospitality, such as a sandwich lunch or networking event, is permitted and does not need to be recorded</p> <p>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.</p>

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
		<p>You should not accept invitations with a value that is greater than £60, unless you have prior approval from the Management Committee 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.</p> <p>In this case, the reason for acceptance must also be included in the register and countersigned by the Director</p>
<p>Our people seeking donations from our contractors/suppliers when fundraising for charity</p>	<p>Yes</p>	<p>This is permitted provided:</p> <ul style="list-style-type: none"> • Approval is gained from the Director or Management Committee prior to making any approach • Any donations received are recorded in the register <p>We recognise our social responsibility and promote charity fundraising by Kingsridge Cleddans Housing Association and our people. We have a separate policy that sets out our approach to supporting other charities.</p>
<p>PROCURING GOODS/SERVICES</p>		
<p>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</p>	<p>Yes</p>	<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 Kingsridge Cleddans Housing Association

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
		<ul style="list-style-type: none"> It is declared and recorded in the register within five days of the missives being concluded confirming the process followed.
<p>Kingsridge Cleddans Housing Association entering a contract with an organisation where one of our people, or someone connected to them, has significant control.</p>	<p>No It must be permitted where excluding the contractor/service provider would put the organisation in breach of its obligations under applicable procurement legislation.</p>	<p>This must be permitted where:</p> <ul style="list-style-type: none"> (1) the contract is subject to applicable procurement legislation (including the Public Contracts (S) Regulations 2015 and the Procurement Reform (Scotland) Act 2014); and (2) the contract has been procured in accordance with that legislation, and the contractor/service provider has not been excluded and has been selected as the preferred bidder. <p>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.

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
		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
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 connected to one of our people	No (in almost all cases)	<p>This cannot be permitted in almost all cases.</p> <p>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 Kingsridge Cleddans Housing Association • It is declared and recorded in the register within five days upon conclusion
The purchase of goods/services from our suppliers/contractors by one of our people	Yes	This should normally be avoided, and will only be potentially permitted if the procedure identified in Section 4 is followed

Appendix B – Schedule of Registers

This Schedule is intended to assist the Association in ensuring that all necessary Registers are established and maintained. It is not intended to be prescriptive and is not an exhaustive list of all registers we must hold.

Care should be given to ensure that the title and purpose of Registers is clear to avoid any confusion over what/where something should be recorded.

Register	Content	Notes	Required By	Public ¹
Shareholding Members (Full)	Names and addresses of all shareholding members; their email addresses, the share held and its value; date name entered, and where appropriate, date membership ceased; statement of any other property held by the member in the Association		Rule 64	No
Shareholding members (abbreviated)	Names and addresses of all shareholding members; their email addresses; date name entered, (and where appropriate) date membership ceased	Whilst the Register is not publicly available, Rule 81 states; <i>“Any Member of person having a financial interest in the Association can inspect their own account. They may also inspect the second copy of the Register of Members which shall be made available to them for inspection within 7 days of the request of a Member or eligible person. The books must be available for inspection at the place they are kept at all reasonable hours. The Committee may set conditions for inspecting the books.”</i>	Rule 65	No
¹ Maybe in request at the Association’s office; this column indicates whether there is a requirement (statutory, regulatory, or other) to make publicly available- with particular reference to the Publication Scheme requirements under FOI. The Association may choose to give access to other Registers				
Register	Content	Notes	Required By	Public ¹

Office Bearers	Names and addresses; positions held; date appointed to and left office	Regulatory Framework requires the publication (via website) of the membership of the Management Committee, Office Bearers, and length of service. Whilst Rule requires addresses to be kept on the Register, there is no requirement to make these public.	Rule 64 Regulatory Framework	Yes (not addresses)
Interests	Register of all declarations of interest made by Management Committee Members and Staff	To be maintained only for current Management Committee Members and current staff, but records should be retained for 12 months in case of any retrospective application and to ensure that any decisions taken in the twelve months following a resignation/retiral are informed by interests declared. The Chair should make an annual report to the Management Committee to confirm that the Register has been reviewed by him/her.	Regulatory Framework EPB Annual Report required by EPB 4.7	Yes
Register	Content	Notes	Required By	Public¹

Entitlements, Payments, Benefits, Gifts and Hospitality	Register of all payments and benefits; gifts offered, received, and declined by the Management Committee Members and staff	<p>Include any/all payments and benefits received that are not covered by the terms of a contract of employment or policy (e.g. expenses).</p> <p>To include a description and estimated value as well as donor and recipient; where relevant, also record the destination of the gift (e.g. retained by individual; shared with colleagues; included in Christmas raffle)</p> <p>Include description and estimated value as well as donor and recipient; where relevant, also record destination of gift (e.g. retained by individual; shared with colleagues; included in Christmas raffle)</p>	Regulatory Framework EPB	No
Use of Seal	Schedule of all occasions when the Seal is used; purpose of use and names of those signing		Rule 63	No
Complaints	Register of all complaints received; outcomes and any consequent action	Individuals should not be identified; complaints listed according to category e.g. repairs, allocation, ASB	Complaints Policy/Procedure	No
Assets	Schedule of all moveable and heritable property owned by the Association or in which it has an interest; description; date of purchase; value (book and insurance); date and method of disposal (where relevant)		Financial Regulations Audit Requirements	No
Register	Content	Notes	Required By	Public¹

Title Deeds	List of Title Deeds; brief description and insurance value; details of where deed is retained		Asset Management Policy Financial Regulations Insurance requirement	No
Disposals	Schedule of all asset disposals; authorisation to dispose (including from SHR); value; direction of disposal and application proceeds		Audit requirement Asset Management Policy Financial Regulations	No
Loans	Part 1: Schedule of all loans outstanding to be repaid by the Association; capital borrowed; security provided; lender; repayment term Part 2: Schedule of any loans made by the Association		Rule 65	No
Contracts	Schedule of all contracts entered into by the Association; purpose; value; duration		Procurement Reform (Scotland) Act	Yes
Fraud	Schedule of all instances of detected/attempted fraud	Available for view by external and internal auditors; reported quarterly to Management Committee	Financial Regulations	No
Accidents	Schedule of all reported accidents; details of reports sent to HSE (where required) and outcomes		HSE	No

List Of Contractors and Suppliers

CONTRACTOR	TRADE
FMD Financial Services	Financial Services
TC Young	Solicitors
Simpson Timber Services	
A.A. Decorators	Painter
ADG Plumbing & Gas	Plumber
Argon Technical Services	EPC specialist
ASAP	Void clean & Gen Labour
Averton Landscapes	Garden maintenance
AW Property Maintenance	General Builder
Burns Environmental	Pest Control
City Building LLP	Gas servicing & OHR
D.G. Joiners	Joiners & general trade
David Mitchell Plastering and Building	Builders
Mitchell Drainage & Waste	Drainage
Digiview	TV Aerial
Glasgow All Trades (GAT)	Adaptations
KW Building & Joinery	Joinery & building
Magnus Electrical Ltd	Electrician
Allfloors Glasgow Limited	Carpet fitters
Chiene & Tait (CT)	Auditors
G O McNair	Chartered Engineers
Joyce Thomson Cleaning	Cleaning Service
Kiswebs Ltd	Website design and maintenance
Zurich	Insurers
Optima Health	Occupational Health
Orbis Security	

Thistle Industrial Services Ltd	Cleaning etc
Thomson Gray	Quantity Surveyor
Sidey	Window Fitters
McGregor's	Kitchen and bathroom fitters
CAS Cleaning	Cleaning Company