



**Policy Title:** **Entitlement, Payments & Benefits Policy**

**Policy Manual Section:** **Governance**

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# Entitlement, Payments & Benefits Policy

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# Entitlements, Payments, and Benefits Policy

## 1. Introduction

### Who the Policy Affects

1.1 This policy is aimed at people who are:

- Members of our Governing Body
- Everyone who works for us

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

### About This Policy

1.3 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. We must ensure that the organisation upholds its reputation and that of the sector. Our people cannot benefit inappropriately from their connection with the organisation.

1.4 This policy describes the entitlements, payments or benefits that our people are able to 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 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<sup>1</sup>. We must ensure there is no justifiable public perception of impropriety.

1.6 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<sup>2</sup> and charity legislation.

1.7 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 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.

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<sup>1</sup> Scottish Housing Regulator (April 2012) Regulatory Framework p28 section 5.13 available [here](#)

<sup>2</sup> Office of the Scottish Charity Regulator (Aug 2013) Guidance For Charity Trustees section 3 available [here](#)

- 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.
- 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 (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**

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 the organisation or our people to offer preferential services or business terms and we will at all times comply with the Bribery Act 2010.
- 1.13 Our policies relating to the following are also relevant to this document and must be complied with at all times:
- Allocations
  - Repairs and Improvements
  - Adaptations
  - Procurement
  - Training
  - Expenses
  - Recruitment
  - Sale of our Property
  - Decoration Allowances/Prizes

Please note that this list is not exhaustive and you are required to comply with all of 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. 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 and play no part in the discussion; you must withdraw from any part of a meeting where the interest arises.
- 2.3 The Code of Conduct also contains a section on Declaring Interests that you should comply with at all times.
- 2.4 An annual report will be made to the Management Committee on the entitlements, payments, benefits that have been recorded in the Register.

### **Entitlements, Payments and Benefits**

- 2.5 Many of the interests you will be required to declare can be classed as entitlements, payments or benefits.
- 2.6 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.
- 2.7 Apart from payments that our people are entitled to by contract, statute 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.
- 2.8 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.

- 2.9 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.
- 2.10 Appendix A lists the entitlements, payments and benefits that fall under this policy, and states:
- Which could be permitted by the organisation
  - Which will never be permitted by the organisation
  - Which you require to declare in the register of interests
  - Any other further requirements the organisation has before permitting

### **3. People Connected To You**

#### **Who Else You Should Consider When Declaring Interests**

- 3.1 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 associated. There are three groups of people that you need to consider, outlined in Table A:

**Table A**

<b>Group 1 Members of your household</b>	<b>Group 2 People closely associated with you</b>	<b>Group 3 Others you need to consider</b>
Anyone who normally lives as part of your household, whether they are related to you or not, including spouses/partners who work away from home and sons and daughters who are studying away from home	<ul style="list-style-type: none"> <li>• Parents, parents-in-law and their partners</li> <li>• Sons and daughters; stepsons and step-daughters and their partners</li> <li>• Brothers and sisters and their partners</li> <li>• A partner's parent, child, brother or sister</li> <li>• Grandparents, grandchildren and their partners</li> <li>• Someone who is dependent on you or whom you are dependent on</li> <li>• Close friends</li> </ul>	<p>Other relatives (e.g. uncles, aunts, nieces, nephews &amp; their partners)</p> <p>Other friends (e.g. someone you are acquainted with socially, neighbours, business contacts/associates)</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 of 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 (Group 1) 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 and 3 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 3.4-3.7 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 adopted at all times.

### **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 list of contractors or suppliers
  - 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 Board or any of its subsidiaries

- Application to be a tenant or service user of the organisation
- If they are an existing tenant or service user of the organisation

#### **4. Use of Our Contractors & Suppliers**

- 4.1 In order to help us maintain our excellent reputation, it is important that staff and Committee members do not use their position to gain benefits which other members of the public cannot access.
- 4.2 At the same time we do not want to see staff and Committee members face unreasonable restrictions which put them at a disadvantage compared to other members of the public.
- 4.3 Where, in your personal/home life, you as a staff or Committee member need a service from a contractor, if it causes no disadvantage or inconvenience to you to avoid using one of the Association's contractors then we would ask that such use is indeed avoided. But the Association does not want to unreasonably restrict your choice of contractor.
- 4.4 However, it is extremely important that where you wish to use one of the Association's contractors you take some particular steps which will help protect both you and the Association.
- 4.5 A staff or governing body member should only utilise the services of one of the Association's contractors (as listed at Appendix b) for their own personal needs if:
- The normal commercial rates are paid for this service and no preferential treatment, financial or otherwise, is received
  - You report your proposed course of action to your departmental manager, Director or the Chair (as appropriate) before committing to use the contractor in question and follow any advice offered. In emergency situations you should comply with this policy retrospectively as soon as is practicably possible
  - You make a written declaration that you have not received any advantage or preferential treatment (financial or otherwise) from the contractor or supplier arising out of their connection to the Association: written quotes should be provided where these would normally be sought for the type of work in question, and in ALL cases receipts should be provided
  - You record the transaction or agreement in the Register of Payments and Benefits and keep the entry up to date.



- 4.6 Examples of situations that might arise in this context include engaging the factoring service offered by the Association or buying goods or services from a connected business such as an architect or building contractor.
- 4.7 Appendix B lists the contractors to whom this policy applies. You will see that it does not include low value services such as sandwich shops, other high street stores and national chains, utility companies, banks and national telecoms providers etc.
- 4.8 **Guidance for approving officer:** The approving officer will have an appropriate level of seniority, in accordance with our scheme of delegation. **Our Approving Officer is the Director or in the case of the Director wishing to use a supplier or contractor on the list the Approving Officer is the Chairperson** In making our decision we 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, such as ensuring that the individual is not involved in any transactions with or decisions about the contractor/supplier in question on behalf of the organisation. 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 should be formally reported annually to our Governing Body.
- 4.9 In the event of becoming involved in a dispute with the Association arising out of such a transaction or agreement, you must immediately notify the Chairperson and/or Director and withdraw from any discussions relating to the service involved
- 4.9 In the case of governing body members, if the dispute cannot be resolved through the normal complaints procedure and you remain dissatisfied, you should resign from the Management Committee in order to pursue the complaint independently.

## **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 Governing Body 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 27 September 2018. It will be reviewed not later than October 2021.

## Appendix A – Entitlements, Payments and Benefits

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
<b>HUMAN RESOURCES AND RECRUITMENT</b>		
<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"> <li>• Payment of salary to staff</li> <li>• access to car or travel loans or salary advances where specified in the employment contract;</li> <li>• pension and/or private health care provided as part of the remuneration package;</li> <li>• performance related pay or bonus awarded in accordance with contractual terms;</li> <li>• books and equipment in connection with employment or training in accordance with agreed policies and/or contractual terms</li> <li>• Reimbursement of job related professional fees</li> </ul>	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 governing body for their role as a governing body member, in accordance with the terms of their letter of appointment	[Yes or No]	<p>Cadder does not currently pay governing body members so this does not apply</p> <p>Such payments will only be permitted if they are in accordance with the conditions set out in Section 67(3) of the Charities and Trustees Investment (Scotland) Act 2005<sup>3</sup></p> <p>The payment must be recorded in the register of interests within five days of the appointment being confirmed and the register must be kept up to date</p>

<sup>3</sup> Legislation.Gov.Uk (2005) Charities and Trustees Investment (Scotland) Act 2005 Section 67 (3) available [here](#)

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"> <li>• payment of permitted out of pocket expenses</li> <li>• Subsistence payments</li> <li>• reimbursement of travel costs</li> <li>• loss of earning to attend essential governing body business e.g. disciplinary panel etc</li> </ul>	Yes	<p>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.</p>
<p>Provision of a loan by the organisation to one of our people</p>	No	<p>This is not permitted unless in connection with the contractual terms of employment. We cannot make any other loans to individuals.</p> <p>Rent or factoring arrears and outstanding monies associated with the tenancy or owner's account e.g. rechargeable repairs, repair or improvement bills can be regarded as a loan unless arrangements to repay are in place and are being maintained.</p>
<p>Redundancy or Voluntary severance payment to an employee</p>	Yes	<p>We can make redundancy payments to an employee in line with terms their contract Or 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"> <li>• It arises directly from a decision to terminate the employee's contract of employment</li> <li>• Payment is approved by the Governing Body</li> <li>• 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)</li> <li>• Payment does not exceed the equivalent of one year's salary for the employee</li> <li>• That this payment is instead of (rather than additional to) any redundancy entitlement</li> </ul>

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
An offer of employment (temporary or permanent) to someone who is closely connected to a member of staff	Yes	This is permitted as long as: <ul style="list-style-type: none"> <li>• There has been an open recruitment exercise in accordance with our policy that you have not played any part in and</li> <li>• You and the applicant have declared your connection to each other and</li> <li>• You have no direct or indirect line management or supervision responsibility for the post and</li> <li>• The offer of employment complies with our policy and is approved by the Governing Body in advance and</li> <li>• You record your connection to the successful applicant in the register within five days of their acceptance of the offer.</li> </ul>
The offer of employment to someone who is, or has been in the last twelve months, a member of our Governing Body or to anyone who is related to a member of the Governing Body	No	This cannot be permitted.
Appointment of one of our staff members to the Governing Body	No	This is not permitted by the Association
Nominations to join the Governing Body from people who are connected to a serving member.	Yes	This can be permitted in accordance with the Rules of the organisation.
<b>OUR PEOPLE AS TENANTS OR SERVICE USERS</b>		
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	This is permitted as long as <ul style="list-style-type: none"> <li>• it is in accordance with our published allocations policy <b>and</b></li> <li>• Neither the applicant or anyone connected to the applicant is involved in any way or in any part of the allocation process <b>and</b></li> <li>• The offer is approved by the Governing Body in advance <b>and</b></li> <li>• The tenancy is recorded as an interest in the appropriate register within five days of the tenancy commencing</li> </ul>
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><b>Repairs</b> carried out in accordance with our policy do not need to be recorded.</p> <p><b>Adaptations</b> must comply with our policy and be approved by the Director. The adaptation should be recorded in the register of interests within five days of approval.</p>

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
		<p><b>Improvements</b> 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>
<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.</p>	<p>Yes</p>	<p><b>Payment of decoration allowances or incentive/reward payments</b> must be made in accordance with our policies and procedures and recorded in the register within five days of receipt.</p> <p><b>Prizes or awards</b> 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. Prizes at events run by us e.g. raffles, bingo at events can be given if the game has been overseen by an independent. Receipt of the award and the circumstances surrounding it must be recorded in the register within five days of receipt.</p> <p>Staff and Governing Body members are not eligible to win prizes for participation in e.g. surveys, newsletter competitions which are designed to encourage additional resident engagement.</p>

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
<b>TRAINING AND EVENTS</b>		
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.
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	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 Governing Body must approve attendance prior, and will only do so if:</p> <ul style="list-style-type: none"> <li>• The organisation or one of our people (because of their role with us) has been nominated for an award; or</li> <li>• attendance is in recognition of achievement of or in pursuit of appropriate business development; or</li> <li>• we can demonstrate that attendance or participation is directly related to furthering our aims and objectives.</li> </ul> <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 <b>travel</b>, accommodation and the costs of attendance including hire of formal dress if required at the event) and within five days of attendance.</p> <p><b>The total cost should not exceed £500 per person and we will make all arrangements in advance.</b></p> <p>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 Governing Body would be required.</p>

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
<b>GIFTS AND HOSPITALITY</b>		
Gifts received from tenants and external sources	Yes	<p>Small gifts (e.g. a box of chocolates, pens, folders, paperweights) can be accepted if:</p> <ul style="list-style-type: none"> <li>• the value does not exceed £30</li> <li>• you do not receive more than one such gift from the same source in a 12 month period</li> <li>• you record receipt of the gift in the register</li> </ul> <p>Some areas of our work are more likely to attract regular 'thank you' gifts e.g. welfare rights, maintenance works. Unless declining the gift causes offence, you must :</p> <ul style="list-style-type: none"> <li>• Advise the donor that the gift will be donated to charity will form part of our annual charity fund raising activities or will be used as a prize in a community event; and</li> <li>• Record the gift and action taken in the register within five days.</li> </ul> <p>You should not normally accept other gifts and should decline any gifts with a value of more than £30 unless to do so would cause offence or otherwise damage our reputation. In these cases you must:</p> <ul style="list-style-type: none"> <li>• Advise the donor that the gift will be donated to charity or will form part of our annual charity fund raising activities or will be used as a prize in a community event; and</li> <li>• Record the gift and the action taken in the register within five days</li> </ul> <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</p>	<p>Gifts from the organisation to our people can be permitted in cases as outlined in our Significant Events Policy where it is to mark a special occasion or significant event including:</p> <ul style="list-style-type: none"> <li>• Family events (e.g. marriage, milestone birthday, birth of a child),</li> <li>• Retirement</li> <li>• Leaving the organisation</li> </ul> <p>These must be recorded in the relevant register and the value of such gifts will not normally exceed £30.</p> <p>Gifts to recognise and mark loyal service from the organisation to Committee members as outlined in the Committee Members' Long Service Recognition Policy, where a gift up to the value of:</p> <ul style="list-style-type: none"> <li>• £100 for Committee members resigning after 10 years continuous service. (the value of the gift will be set and approved by the Management Committee); and</li> <li>• £40 in recognition of long service every 5 years after the Anniversary of ten years complete service.</li> </ul> <p>Gifts up to the value of £100 as outlined in the Association's Donations, Gifts and Hospitality and Committee Member Long Service Recognition Policies for exceptional circumstances:</p> <ul style="list-style-type: none"> <li>• Death of an employee or Committee member or spouse, partner or child;</li> <li>• Retirement or resignation by an employee or Committee members where they have had long service with the Association. (Long service is defined in the Committee Members Recognition Policy for Committee Members and in the Terms and Conditions of Employment for staff members)</li> <li>• Terminal or serious illness of a staff of Committee member which requires them to leave on a temporary or permanent basis.</li> </ul> <p>These must be approved by the Management Committee and recorded in the relevant register</p>

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
		<p>Staff A Gift of either a £50 voucher (net of tax) or one day's leave for excellent attendance as outlined in the Staff Attendance Recognition Scheme</p> <p>Committee A gift of a £50 voucher for excellent attendance as outlined in the Committee Attendance Recognition Policy</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.</p>
<p>Hospitality associated with our business and that of its partners</p>	<p>Yes (when not exceeding a value of £50)</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 <b>£50</b> is permitted but must be recorded in the register, along with an estimation of the value of hospitality received, within five days of attendance. For staff it must also be in accordance with our policy on alcohol during working hours.</p> <p>You should not regularly accept hospitality from the same source and never more than once from the same source in a 12 month period.</p> <p>You should also record any offers that you decline and the reason for this in the register within five days.</p> <p><b>You should not accept invitations with a value that is greater than £50, unless you have prior approval from the Governing Body 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.</b></p> <p>In this case, the reason for acceptance must also be included in the register and countersigned by the Director or the Chairperson where the Director is in receipt of the hospitality</p>

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
Our people seeking donations from our contractors/suppliers when fundraising for charity or in connection with our work.	Yes	<p>This is permitted provided:</p> <ul style="list-style-type: none"> <li>• Approval is gained from the Director prior to making any approach</li> <li>• Any donations received are recorded in the register</li> </ul> <p>We recognise our social responsibility and promote charity fundraising by the organisation and our people. We will establish a separate policy that sets out our approach to supporting other charities.</p>
<b>PROCURING GOODS/SERVICES</b>		
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"> <li>• Our policy and procedures are followed</li> <li>• The prospective purchaser should play no part in the processing of the transaction by the organisation</li> <li>• It is declared and recorded in the register within five days of the missives being concluded confirming the process followed.</li> </ul>
The organisation entering into a contract with an organisation where one of our people, or someone connected to them, has significant control.	No (in almost all cases)	<p>This is not permitted in almost all circumstances. We could only consider this where:</p> <ul style="list-style-type: none"> <li>• The person affected by this policy is not involved in any part of the procurement process or decision</li> <li>• The person affected by this policy has no involvement in the management or day to day administration of the contract</li> <li>• The appointment is approved by the Governing Body which is satisfied that the appointment is reasonable in the circumstances</li> <li>• There is no reasonable alternative (e.g. because of geography or the specialist nature of the goods/services)</li> </ul> <p>In such rare circumstances, the appointment would be recorded in the register along with details of the process followed.</p>
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>

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
		<ul style="list-style-type: none"> <li>• Our policy and procedures are followed</li> <li>• The prospective seller plays no part in the decision to purchase the property or the processing of the transaction by the organisation</li> <li>• It is declared and recorded in the register within five days upon conclusion</li> </ul>
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 – List of Contractors / Suppliers**

Contractor / Supplier	Service
Alexander Sloan Chartered Accountants ARCO A&A Accounting Ltd Burns Environmental Burnside Garden Machinery Bruce Stevenson Risk Management Claire Clifford Office Products City Building CMS Enviro Systems Craigmarloch Nurseries Community Links Scotland Clyde Contracts & Supplies Limited Cooper Cromar Caldwell Wright & Co Ltd City Electrical Factors Clark Contracts Ceiling to Floor D&E Products David Mitchell Ltd David Adamson & Partners Devine Energy Harper MacLeod Solicitors	Accountancy / Audit Services H&S Supplies & work wear Accountancy / Audit Services Drainage Services Gardening Equipment Sales & Servicing Insurance Brokers Office Supplies Maintenance Contractor Double Glazing Installer Gardening Services Regeneration Consultancy Services Property Maintenance Services Architectural Services Ironmongery Supplier Electrical Supplier Developer Flooring & Ceiling Contractor Cleaning Products Supplier Maintenance Contractor Surveyors Energy & Heating Engineer Specialist Legal Services

<p>HSS Hire Services Group  Iona Security Systems  John W Grant  Jones Lang LaSalle  Konica Minolta  Kerr &amp; Smith  Kelvin Timber (West) Ltd  LSK Supplies  Lanes Group  Martec Engineering  Mitchell Facility Management  Mitchell Drainage &amp; Waste Services Ltd  Newton Security Doors Ltd  Nicholson (Contracts)  Norham Cleaning Services  Omega Blacksmiths  PHS Group  PPG Architectural Coatings EMEA  Print Brokers  Pest Master  Regency Glazing  Rearo Laminates Ltd  Research Resource  Sound Services  Scotts Lawnmower Services  Sight Sound Security Systems  Stratiis  Summerston Car Repair  SCI Communications  Smith Design Solutions  Spruce Carpets  Simply Publishing  SE Training</p>	<p>Tool Hire Service  Security Systems  Builders &amp; Timber Merchant  Commercial Property Services  Photocopier Sales and Servicing  IVECO Van Sales &amp; Servicing  Builders &amp; Timber Merchant  Architectural Ironmongery Supplies  Drainage &amp; Waste Water Specialists  Metal Supplier / Security Systems  Industrial Cleaning Services  Drainage Contractor  Security Doors Sales &amp; Servicing  Demolition Contractor  Cleaning Contractor  Blacksmith  Workplace Services Supplier  Paint Supplier  Printing Services  Pest Control Services  Glazing Services  Manufacturer of Wall Panels / Worktops  Market Researcher  Aerial &amp; Controlled Entry Contractor  Gardening Equipment Sales &amp; Servicing  Aerial &amp; Controlled Entry Contractor  I.T Services  Car Maintenance Service  Aerial Services  Design Services e.g. websites, newsletters, flyers  Carpet Sales  Printing Services  Housing Training Consultant</p>
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Star Electrics St Andrew's First Aid Training and Supplies TC Young Solicitors Thornbridge Sawmills Ltd Wolseley UK Limited	Electrical Contractor First Aid Training and Supplies Legal Services Timber merchant Heating & Plumbing supplies
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