



***"Offering our community more than a home"***

## **Entitlement, Payments and Benefits Policy**

Management Committee submission:	30 April 2024
Last Approved:	25 August 2020
Date Approved:	30 April 2024
Next Review date:	April 2027

### **CHA Objectives:**

- To manage the houses provided, in a professional and cost effective manner, for the benefit of our local community and the environment.
- To provide a first class maintenance service which offers value for money and ensures the comfort and safety of our residents while achieving high levels of satisfaction
- To ensure that our resources are adequate to deliver our objectives by investing in our people, demonstrating value for money and through robust procurement practices.
- To promote social inclusion by applying principles of equality and diversity to everything we do.

### **Regulatory Standards:**

- The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.
- The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these objectives.
- The RSL manages its resources to ensure its financial well-being, while maintaining rents at a level that tenants can afford to pay
- The governing body bases its decision on good quality information and advice and identifies and mitigates risks to the organisation's purpose.
- The governing body and senior officers have the skills and knowledge they need to be effective
- The RSL conducts its affairs with honesty and integrity.

**Any material breach or non-compliance with legislation/regulatory requirements in relation to this Policy constitutes a Notifiable Event and the Regulator will be informed via the SHR Portal.**

***If you have difficulty with reading this policy, including any difficulties with sight or hearing, or if you require this document translated into another language, please contact us and we will be happy to provide this information in a format that suits your needs.***



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# Model Entitlements, Payments, and Benefits Policy

## 1. Introduction

### Who the Policy Affects

1.1 This policy is aimed at:

- All members of our Governing Body and of the governing body of any of our subsidiaries
- Everyone who works for us or volunteers for us or any of our subsidiaries

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 Our Rules require that we have a policy dealing with payments and benefits<sup>1</sup>. 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>2</sup>. 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 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>3</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.

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<sup>4</sup>.

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<sup>1</sup> SFHA (2020) [Charitable Model Rules, Rule 38](#)

<sup>2</sup> Scottish Housing Regulator (April 2024) [Regulatory Framework Standard 5.4](#)

<sup>3</sup> Office of the Scottish Charity Regulator (2017) [Guidance for Charity Trustees](#)

<sup>4</sup> Code of Conduct for [Board/Committee] Members; Code of Conduct for Staff

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 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**

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/Disposal of our Property
- Gifts and Hospitality

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 and /or our activities. You will be required to maintain the accuracy of the interests you declare and 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, including at a meeting, you must declare your interest and play no part in the consideration, discussion and decision-making; you must withdraw from any part of a meeting where the interest arises and play no part in the discussion. Our Rules require that any Committee member who has an interest in a matter that is being considered withdraws from all discussions and plays no part in decision-making<sup>5</sup>
- 2.3 The Codes of Conduct which our Management Committee and Staff are required to uphold contain requirements about Declaring Interests that you should comply with at all times.
- 2.4 An annual report will be made to our Governing Body on the entitlements, payments, benefits that have been recorded in the Register by our people.
- 2.5 The following are examples of the kind of interest that you must declare. 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 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 (see section 4).
  - 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.

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<sup>5</sup> SFHA (2020) [Charitable Model Rules 2020 Rule 38](#)

- 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.

2.6 You should note that in some circumstances, declaration of an interest may not be sufficient, and that it may be necessary for the organisation to take additional measures to deal satisfactorily with the situation so as to protect the probity and reputations of both yourself and the organisation.

### **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 entitled (as a result of policy or contractual terms), 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 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(ies) of the area(s) 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 Someone ‘closely connected’ to you includes members of your household, family members and other relatives and your 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 our expectations of you to identify and declare such 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, CEO or, for staff, your line manager.

Group	Required Response
<p><b>1. Members of your household</b></p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Anyone who normally lives as part of your household (whether related to you or otherwise)</li> <li>• Those who are part of your household but work or study away from home</li> </ul>	<p>We expect you 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><b>2. Partner, Relatives and friends</b></p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Your partner (if not part of household)</li> <li>• Your relatives and their partners</li> <li>• Your partner’s close relatives (i.e. parent, child, brother or sister)</li> <li>• Your friends</li> <li>• Anyone you are dependent upon or who is dependent upon you</li> <li>•</li> </ul>	<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 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

3.3 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):

- 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 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 with (or are considering doing business with)
- 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 or any of its subsidiaries

## 4. Use of Our Contractors & Suppliers

- 4.1 In order to help us maintain our excellent 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. 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 Chief Executive Officer and/or the Management Committee. In order 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 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 at Appendix B in an emergency situation, you must notify the approving officer 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 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, BT, banks or national chains)

4.6 **Guidance for approving officer:** The approving officer will have an appropriate level of seniority, in accordance with our scheme of delegation. 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. 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.

4.7 CHA 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.

## 5. Review

5.1 Our Rules require the Governing Body to set our policy on payments and benefits and keep it under review. This policy has been approved by our Governing Body and is based [on the Model published by the SFHA](#). It 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 30<sup>th</sup> April 2024. It will be reviewed not later than every 3 years.

**For Office Use Only – Actions required/completed**

Customer Consultation Required/Arranged	No
Intranet Update	Yes
F Drive Update	Yes
Website Update	Yes
Leaflet change required?	No
Newsletter Promotion?	No
Other information updated, e.g. posters, automatic email responses, post cards, answering machine messages, etc.	No
Equality Impact Assessment completed and attached	Yes

## 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 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/management committee member, in accordance with the terms of their letter of appointment	No	Change in Policy
<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>• reimbursement of travel costs</li> </ul>	Yes	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.

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
Provision of a loan by the organisation 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"> <li>• It arises directly from a decision to terminate the employee's contract of employment</li> <li>• Payment is approved by the Management Committee</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 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 Management Committee</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 or contract for the provision of services (e.g. specialist advice) 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	This cannot be permitted.
Appointment of one of our staff members to the Management Committee	No	This cannot be permitted in accordance with the Rules of the organisation.
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 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> </ul>

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
		<ul style="list-style-type: none"> <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 Housing Services sub-committee/Management Committee. The adaptation should be recorded in the register of interests within five days of approval.</p> <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>
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><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. Receipt of the award and the</p>

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
		circumstances surrounding it must be recorded in the register within five days of receipt.
<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 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>
Attendance by you at events to mark awards, achievements or other significant milestones relevant to our business.	Yes (where total cost does not exceed £500)	<p>The Management Committee must approve attendance in advance, 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</p>

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
		<p>travel, accommodation and the costs of attendance at the event) 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 Management Committee would be required.</p>
<b>GIFTS AND HOSPITALITY</b>		
<p>Gifts received from tenants and external sources</p>	<p>Yes (not exceeding a value of £50)</p>	<p>Small gifts (e.g. a box of chocolates, pens, folders, paperweights, flowers) can be accepted if:</p> <ul style="list-style-type: none"> <li>• the cumulative value of gifts received from the same source in a 12 month period does not exceed £50</li> <li>• you do not receive more than two such gifts from the same source in a 12 month period</li> <li>• you record receipt of the gift(s) in the register</li> </ul> <p>You should not normally accept other gifts and should decline any gifts with a value of more than £50 unless to do so would cause offence or otherwise damage our reputation. In these cases you must:</p>



EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
		<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</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 twice from the same source within a 12 month period. The total cumulative value of gifts received from the same source over the course of a year must never exceed £50.</p> <p>You should also record any offers that you decline and the reasons for this, in the register within five days.</p>
<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 £100)</p>	<p>Gifts from the organisation to our people can be permitted in cases where it is to mark a special occasion or significant events 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 £100.</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,</p>

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
		contractual terms may be in place that dictate the value of any gift upon retirement/long service.
Hospitality associated with our business and that of its partners	Yes (when not exceeding a value of £50)	<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 £50 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> <p><b>You should not accept invitations with a value that is greater than £50, 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.</b></p> <p>In this case, the reason for acceptance must also be included in the register and countersigned by the Secretary.</p>
Our people seeking donations from our contractors/suppliers when fundraising for charity	Yes	<p>This is permitted provided:</p> <ul style="list-style-type: none"> <li>• Approval is gained from Management Committee 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 have a</p>

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
		separate policy that sets out our approach to supporting other charities.
<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>
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 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>

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
		In such rare circumstances, the appointment would be recorded in the register along with details of the process followed.
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"> <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

**CLYDEBANK HOUSING ASSOCIATION - Contractors / Consultants / Suppliers (updated April 2024)**

**APPENDIX B**

Company Name	Address	Trade
100 Green	Black Swan House 23 Baldock Street, Ware, Herts, SG12 9DH	Electric supply
A. J. Balfour & Associates LTD	29 Quebec Drive, East Kilbride, G75 8SA	Surveyors
A.C. Whyte & CO LTD	6 Bowerwalls Place Crossmill Business Park, Barrhead, G78 1BF	Construction/Builders
A.S.A.P	Dalsetter Workcentre 42 Dalsetter Avenue, GLASGOW, G15 8TE	Cleaning
Aberfoyle Satellite Company Ltd	3 Hillside Trossachs Road, Aberfoyle, FK8 3SW	Arial & Satellite installation
ACS Learning Academy Ltd	Bibby Factors Scotland Ltd 1st Floor, Unit 2, Kittle Yards, Causewayside, EDINBURGH, EH9 1PJ	Training provider
ACS Physical Risk Control Ltd	Bibby Factors Scotland Ltd 1st Floor, Unit 2, Kittle Yards, Causewayside, EDINBURGH, EH9 1PJ	H&S Risk Management
Age Scotland	Causewayside House 160 Causewayside, Edinburgh, EH9 1PR	Older people charity
Alembic Research Limited	24 Skye Cres, Old Kilpatrick, GLASGOW, G60 5ER	Environmental Consultancy
Alexander Sloan & Co.	38 Cadogan Street, Glasgow, G2 7HF	Chartered Accountants & Auditors
Allan McDougall, Solicitors	3 Coates Crescent, Edinburgh, EH3 7AL	Solicitors
Allpay.net Limited	Fortis et Fides Whitestone Business Park, Whitestone, HEREFORD, HR1 3SE	Payment solutions
Anglian Building Products	Unit 2 45 Hurricane Way, Norwich, NR6 6JB	Window contractor
ANVIL LOCKSMITHS	Unit 1A 1 Lambhill Quadrant, Milnpark Trading Estate, Glasgow, G41 1SB	Locksmith
APC Glasgow	Unit 40 Coltness Street Queenslie Industrial Estate, Glasgow, G33 4JD	Couriers
Archie Wilson Tree Surgeons	Tree Cottage Killearn, Glasgow, G63 9PZ	Tree Surgeon
arco	P.O. Box 21 Waverley Street, HULL, HU1 2SJ	Cleaning Supplies
Ardmore Point Ltd	Innovation Centre 1 Ainlsee Road, Hillington Park, Glasgow, G52 4RU	Civil engineers
Argon Technical Ltd	Unit 1 Abbeymill Business Centre, Seedhill, Paisley, Renfrewshire, PA1 1TJ	Gas service audits
ARM Architects LLP	2A Berkley Street, Glasgow, G3 7DW	Architects
Arneil Johnston	50 Scott Street Motherwell, Lanarkshire, ML1 1PN	Professional services
Arnold Clark Automobiles Ltd	454 Hillington Road, Hillington Industrial Estate, Glasgow, G52 4XY	Vehicle services
Arthur J. Gallagher	Cashiers Department 55 Blythswood Square, 7th Floor, Spectrum Building, Glasgow, G2 7AT	Insurance Brokers
AS Homes (Scotland) Limited	205 St Vincent Street, Glasgow, G2 5QD	Construction/Builders
Asbestos Analytical Services	Unit 1 Shawfarm Road, Prestwick, South Ayrshire, KA9 2TR	Asbestos testing
Asco Extinguishers Company	Unit 1.1 Festival Court Brand Place, Glasgow, G51 1DR	Fire extinguisher services
Aspect High Level Maintenance Ltd	275 Blythswood Court, Cadogan Square, Anderston Centre, GLASGOW, G2 7PH	Building maintenance
Astra Hygiene Supplies Limited	The Griffon Centre Vale of Leven Industrial Estate, DUMBARTON, West Dunbartonshire, G82 3PD	Cleaning Supplies
Auto Doors (Scotland) Ltd	Unit 6 69 Bothwell Road, Bothwell Road Ind estate, Hamilton, ML3 0DW	Automatic doors and shutters
Auto Time Systems	North Quarry House North Quarry Business Park, Skull House Lane, Wigan, WN6 9DB	HR Solutions
Averton Landscapes Ltd	58 Clyde Street, Clydebank, West Dunbartonshire, G81 1NW	Groundworks/Landscaping
Awestruck Academy	36 Sylvania Way South, Clydebank, G81 1EA	Creative arts and music
Bankie Talk	Unit 13 & 14, Clyde Business Centre 31 Clyde Street, Clydebank, G81 1PF	Charity Audio books
Beaumont Service (Scotland) Ltd	15 Croft Road Balmore, GLASGOW, G64 4AL	Air conditioning
Belac Group Limited	Unit 3.4 17 Starling Way Western Campus, Strathclyde Business Park, Bellshill, ML4 3PU	Construction/Builders
Bell Decorating Group Ltd	Rochsolloch Road, Airdrie, ML6 9BG	Painting & Decorating services
Best Acts	170 Main Street, Jamestown, Alexandria, G83 8PN	Entertainers
Bisley's Bites	17 Carbeth Road Milngavie, Glasgow, G62 7PR	Catering
Blue Sky Experiences	Bachilton House Bachilton House, Methven, Perth, PH1 3QX	Staff Training/Experience days
Brechin Tindal Oatts (BTO)	48 St. Vincent Street, Glasgow, G2 5HS	Solicitors
Brian Hood G P M Ltd	64 Drumry Road, Clydebank, West Dunbartonshire, G81 2SG	Construction/Builders
British Gas Business	1 Payment Area 55, Camberley, GU95 1AB	Gas Maintenance
Brookfield Alarms Ltd	CULAG 50 BRIDGE OF WEIR ROAD, BROOKFIELD, JOHNSTONE, PA5 8UL	Security alarms/cctv
Brown + Wallace	22 James Morrison Street, Glasgow, G1 5PE	Quantity surveyors
Business Stream	PO Box 17381, Edinburgh, EH12 1GT	Water supplier/maintenance
C HANLON FACILITIES	6 Brackenrig Road, Glasgow, G46 8QQ	Multi-trade
C81 Steering Group	Centre 81 2-16 Braes Road, Glasgow, G81 1DP	Charity Projects C81
Cafe81	Centre81 2-16 Braes Avenue, Clydebank, West Dunbartonshire, G81 1DP	Catering events/Café C81

Cairns Event Hire Scotland	55 Causewayside Street, Tollcross, Glasgow, G32 8LT	Catering events
Caledonian Maintenance Services Ltd	68 Bogmore Place, Sheildhall, Glasgow, G51 4SN	Multi-trade
Caley Construction Ltd	Caley Construction Ltd, 136 Glenpark Street, Glasgow, G31 1NZ	Construction/Builders
Capture All Ltd	9 Castings Court, Middlefield Industrial Estate, FALKIRK, FK2 9HQ	Data storage
Carymar	81 Back Street, Paisley, Renfrewshire	Construction/Builders
Castlebrae Drainage Services	Block A Units 1 & 2, Drakemire Business Park, Drakemire Drive, Castlemilk	Drainage specialist
Caulders Garden Centre	63 Kilsyth Road Kirkintilloch, Glasgow, G66 1QF	Garden supplies
CCG Scotland LTD	1 Cambuslang Road, Cambuslang Investment Park, Glasgow, G32 8NB	Construction/Builders
CD Consultancy	23 Gracemount Road, Edinburgh, EH16 6PH	Consultancy service
Central Service Facilities	Markey Village Sylvania Way South, Clydebank, G81 1EA	Appliance repairs
Ceramica Tiling	35 George Street, Paisley, Renfrewshire, G69 7JJ	Construction/Builders
Chartered Institute Of Housing	2nd Floor Haywieght House, 23 Lauriston Street, EDINBURGH, EH3 9DQ	Professional body/Training
Citrus Energy Limited	82-84 Glasgow Road Ardrossan, Ayrshire, KA22 8EH	Utilities advice
City Technical Services	Unit 1, Block 16 Clydesmill Industrial Estate, Clydesmill Road, Cambuslang, G32 8RE	Gas services
Cleaning Solutions Scotland Limited	2 Miller Street, Clydebank, G81 1UQ	Cleaning services
Clearview Networks	Unit 3 1a Northinch Court, GLASGOW, G14 0UG	IT Support
Closomat Ltd	Building 1 Brooklands Place, Brooklands Road, Sale, M33 3SD	Specialist - sanitaryware
Clydebank Musical Society	58 King Street, Clydebank, G81 1DX	Charity /Theatre productions
Clydebank Private Hire Ltd	193A Dumbarton Road, CLYDEBANK, West Dunbartonshire, G81 4XJ	Taxi service
Clydebank Taxis	32 Cable Depot Road, CLYDEBANK, West Dunbartonshire, G81 1UF	Taxi service
Clydesider Creative Ltd	48a Erskine View, Old Kilpatrick, G60 5JG	Media
Clydetec Systems Limited	Unit B7 JKS Workshops 20 North Elgin Place, Clydebank, G81 1LU	Security alarms/cctv
Colin Clews	39 Percy Road, Renfrew, PA4 8AZ	Sports Therapist
Collective Architecture	Fourth Floor Albert Chambers 13 Bath Street, Glasgow, G2 1HY	Architects
Coltart Earley Architects	559 Sauchiehall St, Glasgow, G3 7PQ	Architects
Columbus Facilities Management Ltd	Unit 11 South Elgin Place, Clydebank, G81 6AK	Facilities Management
Community Links	63 Kilbowie Road, Clydebank, West Dunbartonshire, G81 1BL	IT Services
Concept Group Ltd	Concept House Fairbairn Road, Livingston, West Lothian, EH54 6TS	Photocopier services
Consilium Contracting Services LTD	Business First Burnbrae Road , Paisley , PA3 3FP	Construction/Builders
Contego Environmental Services Ltd	24 St James Street, Paisley, PA3 2JR	Pest control
Contract Roofing	74 Kimberley Street, Clydebank, West Dunbartonshire, G81 4QR	Roofing services
Corporate Insignia Limited	1/5 Duncan McIntosh Road Cumbernauld Airport, Wardpark North, Glasgow, G68 0HH	Printers/badges
Cowal Design Consultants Ltd	Darlyon Toward, Dunoon, Argyll, PA23 7UA	Professional services
Craigmarloch Nurseries Limited	Glasgow Rd Kilsyth, Glasgow, G65 9BX	Gardening supplies
Cruden Building & Renewals Ltd	Cruden Campus 5 Clydesmill Road, Cambuslang Investment Park, Glasgow, G32 8RE	Construction/Builders
Cube Housing Association	Maryhill Burgh Halls 24 Gairbraid Avenue, Glasgow, G20 8YE	Housing Association
DA Gilmour Limited	23 Carse View, Airth, Falkirk,FK2 8NY	Clerk of Works
Dales Cycles	150 Dobbies Loan, Glasgow, G4 0JE	Cycle repairs
Designer Software Ltd	Suite 2 548-550 Elser House, Milton Keynes, MK9 1LR	IT Software
Digital Solutions Ltd	14 Dunblane Street, Glasgow, G4 0HJ	Equipment leasing
Disclosure Scotland	PO Box 250 , Glasgow, G51 1YU	Professional services
DK Blacksmiths LTD	35 Golf Drive , Old Drumchapel , Glasgow , G15 6SS	Ironmongery
DM Direct Ltd	Simpson Court 11 South Street, Clydebank, West Dunbartonshire, G81 2NR	Postage
DR Gas Plumbing and Heating	29 Greenwood Quadrant Linnvale, Clydebank, G81 2RE	Gas/Heating specialists
Drumry Commercial Window Cleaning Services	56 Robert Burns Avenue, North Drumry, CLYDEBANK, G81 2EG	Window cleaning
Eden Springs UK Ltd	3 Livingstone Boulevard Hamilton International Technology Park, Blantyre, Glasgow, LANARKSHIRE, G72 0BP	Water supplier/maintenance
Elderpark Housing	65 Golspie Street, Govan, Glasgow, G51 3EW	Housing Association
ELECTROLUX PROFESSIONAL LTD	Addington Way N/A, Luton, LEEDS, LU4 9QQ	Laundry repairs
Enviraz (Scotland) Ltd	Curran House 23-29 Kelvin Avenue, Hillington Park, Glasgow, G51 4LT	Environmental specialists
Enviraz Surveys Ltd	Curran House 23-29 Kelvin Avenue, Hillington Park, Glasgow, G52 4LT	Environmental specialists

Enwa Water Technology UK	The Engine Block Units 5/6/7 ; The Sidings, Merrylees Industrial Estate, Desford, Leicestershire, LE9 9FE	Water treatments CHP staion
E-ON UK Energy Services Ltd	17 Camp Road, GLASGOW, G73 1EW	Energy supply
ETI Scotland Ltd	Yard 60 Clyde Street, CLYDEBANK, G81 1NW	Electrical
Evac Chair International Ltd	ParAid House Weston Lane, BIRMINGHAM, B11 3RS	Specialist – evacuation chairs
Everwarm Ltd	3 Inchcose Place Whitehill Industrial Estate, Bathgate, EH48 2EE	Multi-trade
Everything Media Group	The Angel Building 17 Govan Road, Glasgow, G51 1HS	Design and printers
EVH	5th Floor 137 Sauchiehall Street, Glasgow, G2 3EW	Professional body/Training
Ewing Somerville Partnership Ltd	40 SPEIRS WHARF, GLASGOW, G4 9TB	Quantity surveyors
Extreme Pressure Clean Ltd	272 Bath Street, Glasgow, G2 4JR	Cleaning services
Farden Contracts	22 Wellington Square , Ayr, RA7 1EZ	Construction/Builders
Firelink Protection	Unit 11 Glencryan Road, South Carbrain , Cumbernauld, G67 2UH	Fire safety/Maintenance
First Class Removals	26 Blairbuie Drive , Glasgow , G20 0TY	Removals
Freeland Developments (Scotland) Ltd	Unit 7 10 South Douglas Street, CLYDEBANK, G81 1PD	Factoring services
G.O.C. Engineering Services	Main Street Fintry, GLASGOW, G63 0XJ	CHAP Engineers
George Boyd Architectural Ironmongery	300 Crownpoint Road, Glasgow, G40 2UJ	Ironmongery
Glasgow and West of Scotland Forum of Housing (GWSF)	Unit 3D Firhill House 55-65 Firhill Road, Glasgow, G20 7BE	Housing Forum
Grant Murray Architects	30 Bell Street, Glasgow, G1 1LG	Architects
Gregor Cameron Consultancy Ltd	SAMS Scottish Marine Institute, OBAN, Argyll, PA37 1QA	Consultants
Ground Control Limited	Kingfisher House, Essex, CM12 0EQ	Ground Maintenance
GTG	1330 South Street, Glasgow, G14 0BJ	Training provider
GymFit4U	10 Constable Road, Stirling, Stirlingshire, FK7 7PR	Gym equipment maintenance
Happy to Translate	Trust Enterprised Ltd 12 New Mart Road, Edinburgh, EH14 1RL	Translation services
Hardall	Hardall House Ludun Close, Dunstable, LU5 4PN	Refuse Trash chute maintenance
Harper MacLeod LLP	Citypoint 65 Haymarket Terrace, Edinburgh, EH12 5HD	Solicitors
Hartserve Ltd	588A Glasgow Road, Clydebank, G81 1NH	Cleaning and maintenance services
Hawthorn Housing Co-operative	23A Finas Street, Glasgow, G22 5DB	Housing Association
Headstrong (Scotland) Ltd	Suites 512-515, Baltic Chambers 50 Wellington Street, Glasgow, G2 6HJ	Mental health training
Healthy Buildings (Ireland) Ltd t/a HBE	19 Millvale Road Newry, Down, BT35 7NH	Legionella Risk assessment
Herbal Homestead	Flat 1, Cardross House Cardross Estate, Stirlingshire, FK8 3JY	Homemade workshops
Herz Valves Uk Ltd	Progress House Moorfield Point, Moorfield Road, Slyfield Industrial Estate, Guildford, Surrey, GU1 1RU	Heating equipment
HEVAC LIMITED	Unit 1 1 Young Place, Kelvin Industrial Estate, East Kilbride, G75 0TD	Sales & Distribution
hiflow property services ltd	9 Caledonia Street, Dalmuir, Clydebank, West Dunbartonshire, G81 4EX	Facilities Management
HOMEWORK	52 Cherry Crescent, Clydebank, G81 3JA	Facilities Management
Howden Joinery Limited.	Units 35/36 Annesland Business Park, Netherton Road, GLASGOW, G13 1EU	Joinery manufacturer
Independent Resource Centre (CIRC)	627 DUMBARTON ROAD, Dalmuir, Clydebank, West Dunbartonshire, G15 4ET	Advice centre
Insite FM Services Ltd	64 Coltness Street, Glasgow , G33 4JD	Facilities Management
Integrated Energy Utilities Ltd	Middle Reach Ridley Hill, Kingswear, Devon, TQ6 0BY	Energy suppliers
Inverclyde Association for Mental Health	4 Lower Lynedoch Street, Greenock, PA15 4AA	Counselling
Investors In People	Ocean Point 1 94 Ocean Drive, Leith, EDINBURGH, EH6 6JH	Training provider
Isaro Community Initiative	Centre 81 2-16 Braes Avenue, Whitecreek, Clydebank, G81 1DP	Community group
ista Energy Solution LTD	The Officer's Mess Royston Road, Duxford, Cambridgeshire, CB22 4QH	Energy suppliers
Jackson Lift Services Limited	Units 3/19 Ropery Business Park Anchor & Hope Lane, Charlton, London, SE7 7RX	Lift maintenance
James Gibb Residential Factors 127GR	270 Glasgow Road, Rutherglen, G73 1UZ	Factoring services
James Gibb Residential Factors 131GR2	270 Glasgow Road, Rutherglen, G73 1UZ	Factoring services
JC Roofing	145 Kilmarnock Road Claymore House, Glasgow, G41 3JR	Roofer
John Doherty & Co Ltd	Unit 4, Nu-Skope Business Centre Station Road, Old Kilpatrick, G60 5LP	Gas safety plumber
JR Construction (Scotland) Ltd	Cardea House 5 Sandyford Road, Paisley, Renfrewshire, PA3 4HP	Builder/Construction
JS Roofing	88 Riddell Street, Drumry, Clydebank, G81	Roofer
Kestrel Press	25 Whittle Place, Irvine, KA11 4HR	Publisher
KISWEBS LTD	Savoy Tower 77 Renfrew Street, Glasgow, G2 3BZ	Publisher

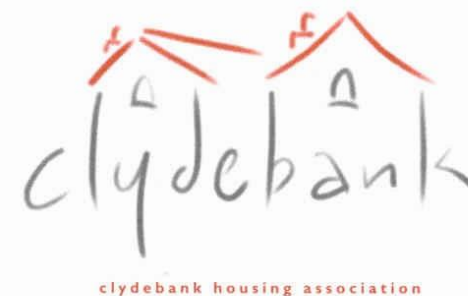
Knowes Housing Association Ltd.	10 Field Road, Faifley, Clydebank, West Dunbartonshire, G81 5BX	Housing Association
Langthorne Automatics	25 Donaldson Crescent, Southbank Business Park , Kirkintilloch, G66 1XF	Roller shutters
Language is Everything (EITI)	48 Queen Street, HULL, HU1 1UU	Translation services
Laurent Rose Patisserie	Flat 2/3 96 Main Street, Glasgow, G40 1AL	Catering services
Loretto Housing Association	Wheatley House 25 Cochrane Street, Glasgow, G1 1HL	Housing Association
Lowther Homes	Wheatley House 25 Cochrane Street, Glasgow, G1 1HL	Housing Association
Macdonald & Cameron	Office B1-10 SAMS, Oban, Argyll, PA37 1QA	Management consultancy
MAG Equipment Limited	Mag Equipment Ltd, Mag House Chatham Street, Halifax, West Yorkshire, HX1 5BU	Laundry repairs
Magic Cycles	4 - 5 Bolwing Harbour G60 5AF	Bike repairs/equipment
Magnus Electrical Services Ltd	6 Achamore Rd, Glasgow, G15 8QS	Electrical services
Martec Engineering Ltd	20 Clydesmill Drive, Cambusland Investment Park, Glasgow, G32 8RG	Metal architecture
Martin Aitken Associates Ltd	Aspire Business Centre Suite 3, 16 Farmeloan Rd, Rutherglen, G73 1DL	Builder/Construction
MAST Architects	51 St.Vincent Crescent, Glasgow, G3 8NQ	Architects
McInnes Construction Services Ltd	8 Bankview Drive Kirkintilloch, Glasgow, G66 1DH	Builder/Construction
McMahon Employment Law	Exchange House 50 Drymen Road, Bearsden, G61 2RH	Solicitors
MCS Safety Systems Ltd	11 Fischer Gardens, Paisley, Renfrewshire, PA1 2ST	Safety access speacalists
MJM Joinery & Construction Ltd	Unit 6 Simpson Court , 11 South Avenue, Glasgow, G81 2NR	Joinery specialists
Mobile Print Studio	Studio 1 Rogart Street Campus, Glasgow, G40 2AA	Printers
MTS Drainage Solutions Ltd	17 Sunnyslaw Drive , Loundsdale, Paisley , PA29NU	Drainage specialist
NBM Construction Cost Consultants Ltd	9 Woodside Crescent, Glasgow, G3 7UL	Cost Consultants
Newsquest (Herald & Times) Ltd	200 Renfield Street, Glasgow, G2 9QB	Media/Printing
NorDan	3 Almond View, Office Park, Livingston, EH54 6SF	Window and door specialist
Orbis	Beaufort House Cricket Field, Uxbridge, UB8 1QG	Personal Alarms
People Unboxed	4th Floor, 18 St Cross Street, London, EC1N 8UN	Staff Training
Performing Rights Society	Payments PO BOX 4575, Worthing, BN11 9AR	Music Licence
Pestguard Services (Scotland) Ltd	24 St James Street, PAISLEY, Renfrewshire, PA3 2RJ	Pest control
Phoenix Plumbing & Heating Contractors	Arcadia Business Centre Miller Lane, Clydebank , G81 1UJ	Gas & Heating plumbers
Positive Action in Housing	98 West George Street, Glasgow, G2 1PJ	Homeless Charty
PTSG Access & Safety LTD	13 Flemming Court Glasshoughton, Castleford, WF10 5HW	Electrical services
R & G Glass & Glazing	119 Montrose Avenue, Carmyle, G32 8BZ	Glazier
Redpath Bruce Property Management	103 West Regent Street, Glasgow, G2 2DQ	Property Management
Regency Glazing Ltd	940 Crow Road, Glasgow, G13 1JD	Glazier
Research Resource Scotland Ltd	17b Main Street, Cambuslang, G72 7EX	Market Research
Richardson & Starling	8 Cambuslang Way, G32 8ND	Damp Proofing
Ricoh UK Ltd	Ricoh House 4 Rushmills, Northampton, NN4 7YB	Photocopier supplier
RJ Lifts Group Limited	Unit 1 Ga;veston Grove, ST4 3PE	Lift maintenance
RJ Russell DECORATORS LTD	481 DUMBARTON ROAD, Clydebank, West Dunbartonshire, G81 4DT	Painting & Decorating services
Ross Promotional Products Limited	Ross House 40 Crimea Street, Glasgow, G2 8PW	Printing services
Ross Quality	21 Melville Terrace, Stirling, FK8 2NQ	Clerk of Works
Royal Mail	Payment Processing Centre Rowland Hill House, Boythorpe Road, CHESTERFIELD, S49 1HQ	Mail service
RWH Health & Safety Consultant	2 Aspen Place, Johnstone, PA5 9QH	Health & Safety Consultant
S & B Removals Ltd	412 Glasgow Road, Clydebank, G81 1PW	Removal services
S.F.H.A	3rd Floor, Sutherland House 149 St Vincent Street, GLAGOW, G2 5NW	Representative for Housing Sector
Safety Signs 4 Less	Unit B Sharp Road, Poole, BH12 4BG	Signage supplier
Sage (UK) Ltd	0 North Park, Newcastle Upon Tyne, NE13 9AA	Accountancy and payroll software/support
SAV United Kingdom Ltd	Scandia House Boundary Road, Woking, Surrey, GU21 5BX	Energy solutions
Scotland Excel	2nd Floor Cotton Street, Paisley, Renfrewshire, PA1 1AD	Procurement
Scotland's Housing Network (SHN)	5 South Charlotte Street, Edinburgh, EH2 4AN	Housing Mmbership
Scottish Government	Housing Standards and Quality Treasury & Banking Mail Point 12, 3A North, Victoria Quay, Edinburgh, EH6 6QQ	Various
Scottish Power Landlord Supplies	Scottish power landlord supplies, 1st Floor Cathcart Business park, Glasgow, G44 1BE	Utility supplier



Scottish Power UNMETERED SUPPLIES	Remittance Processing 1st Floor, New Building, Cathcart Business Park, Spean St, GLASGOW, G44 4BE	Utility supplier
Scottish Public Services Ombudsman	Bridgeside House 99 McDonald Road, Edinburgh, EH7 4NS	Ombudsman
Scutum UK Ltd	28 Mill Place Linlithgow Bridge, Linlithgow, EH49 7SF	Fire & Security Specialists
SHARE	Saracen House 139 Saracen Street, GLASGOW, G22 5AZ	Training provider
Shell Energy Retail	Shell Energy House PO Box 6363, Coventry, CV3 9LR	Utility supplier
Shiffit it Ltd	Flat 17, 65 Cedar Street, Glasgow, G20 7NR	Waste disposal
Shred-It Limited	Corner House 177 Sale Road, Sale, MANCHESTER, M33 7JQ	Data storage/distraction
Sidey Solutions Limited	19 Feus Road,Perth, PA1 2AP	Window Specialists
Sitex Orbis Ltd	45 Reebe Road, Stanstead, CM24 8SJ	Vacant property protection
Social Telecom	Smithfield Road Shrewsbury, Shropshire, SY1 1QB	WIFI Provider
Sound Service	Unit 59, Elderpark Workspace 100 Elderpark Street, Govan, GLASGOW, G51 3TR	Satallite service
Source Signage & Solutions Ltd	4 St Mungo Street, Bishopbriggs, Glasgow, G64 1QT	Signage supplier
SP Dataserve Ltd	Ochil House 10 Technology Ave, Hamilton Ind Technology Park, Blantyre, G72 0HT	Meter operator
SPIE Scotshield Ltd	2nd Floor One Rutherglen Links, Farmeloa Road, Glasgow, G73 1EE	Technical engineer
SS Testing	Ground Floor, Unity House Rotterdam Road, Sutton Fields Industrial Estate, Hull, HU7 0XD	Electrical services
SSE Energy Supply Limited	PO Box 17 HAVANT, Hampshire, PO9 5DD	Utility supplier
St Andrews First Aid	48 Milton Street, Glasgow, G4 0HR	First Aid training
Starter Packs Glasgow	47 Burleigh Street Govan, Glasgow, G51 3LB	Start up home packs
Stewart First Aid Training Ltd	Atlantic Chambers 45 Hope Street, Glasgow, G2 6AE	First Aid training
Stewart Robertson Photography	0/2, 85 White Street, Glasgow, G11 5DD	Photographer
Stirling Park LLP	24 St Enoch Square, GLASGOW, G1 4DB	Sheriff Officers
Strathclyde Autistic Society	Autism Resource Centre c/o North West Social Work Services, 17 Gullane Street, Glasgow, G11 6AH	Autistic charity
Sunshine Electrical	7 Elgin Place, Clydebank G81 1XP	White good supplier
SWARCO Smart Charging Limited	1 Maxred Corner Maxted Road, Hemel Hempstead, HP2 7RA	Electric vehicle charger
T.P.A.S.	74-78 Saltmarket, Glasgow, G1 5LD	Engagement Experts
TC Young Solicitors	7 WEST GEORGE STREET, Glasgow, G2 1BA	Solicitors
The Big Issue Company	43 Bath Street, Glasgow, G2 1HW	Homeless Charty
The Caley Office Group	250 Seaward Street Kinning Park, GLASGOW, G41 1NG	Stationary suppliers
The Ventilation Experts	Iveravon Pacemuir Road, Kilmaccolm, PA13 4JJ	Ventilation services
The Wise Group	72 Charlotte Street, Glasgow, G1 5DW	Charity / Training
Total Energies	Bridge Gate 55-57 High Street, Redhill, Surrey, RH1 1RX	Gas service provider
Transforming HR	27 Lauriston Street, Edinburgh, EH3 9DQ	HR Specialists
UC Advice & Advocacy Ltd	22 Oak Lea Silvertonhill, Hamilton, South Lanarkshire, ML3 7NJ	Advice services
Unico Limited	North Main Street Carronshore, Falkirk, Stirlingshire, FK2 8HT	Cleaning product supplier
Union Technical Services	Unit 14 Block 8 Spiersbridge Terrace, Glasgow, G46 8JH	ECO installer
University of Stirling	University of Stirling Stirling, Stirlingshire, FK9 4LA	University of Stirling
Valuation Office Agency	B SPUR South Block, Barrington Road, Worthing, BN12 4XH	Data Collection
Veitchi (Scotland) Limited	15 Bouverie Street, Rutherglen, Glasgow, G73 2RY	Facilities Management
Veolia	Kingswood House Kingswood Crescent, Cannock, Staffordshire, WS11 8JP	CHAP station contractor
Virgin Media	Business Payments PO BOX 4459, Worthing, BN13 1XP	Telecommunications
VoIP Unlimited	6 Albany Business Park Cabot Lane, Poole, Dorset, BH17 7BX	Telecommunications
Walters of Clydebank	80 Dumbarton Road, CLYDEBANK, G81 1UG	Printers/Engravers
Water Loss Solutions Ltd	Water Loss Solutions Ltd, 32B Grayhill Road, Cumbernauld, , G68 9HQ	Leak detection
Weishaupt (U.K) Ltd	Neachells Lane Willenhall, West Midlands, WV13 3RG	Industrial equipment
WEST COAST CONTROLS LTD	Unit 1 Cadder House, Bleachfield, Milngavie, Glasgow, G62 7LW	Energy control Management
West College Scotland	College Square 2 Aurora Avenue, Queens Quay, CLYDEBANK, G81 1BF	College
West Dunbartonshire COUNCIL	WDC Offices Garshake Road, DUMBARTON, West Dunbartonshire, G82 3PU	WDC
Wylie & Bisset	168 Bath Street, GLASGOW, G2 4TP	Audit services
Y Sort-It	Black Swan House 23 Baldock Street, Ware, Herts, SG12 9DH	Youth Organisation

## Clydebank Housing Association Equality Impact Assessment Tool

The Equality Impact Assessment process aims to prevent discrimination against people who are categorised as being disadvantaged or vulnerable within society (as listed in point 4).



Name of the <b>policy / proposal</b> to be assessed	Entitlements, Payments and Benefits Policy	Is this a <b>new policy / proposal or a revision?</b>	Revision
Person(s) responsible for the assessment	Lynette Lees, Chief Executive		
1. Briefly describe the <b>aims, objectives and purpose</b> of the policy / proposal	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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. We must ensure there is no justifiable public perception of impropriety.</li> <li>• 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.</li> <li>• 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</li> </ul>		

	<p>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.</p>
<p><b>2. Who is intended to benefit</b> from the policy / proposal? <i>(e.g. applicants, tenants, staff, contractors)</i></p>	<ul style="list-style-type: none"> <li>• Members of our Governing Body and of the governing body of any of our subsidiaries</li> <li>• Everyone who works for us or any of our subsidiaries</li> <li>• Tenants, Customers and other stakeholders (confidence)</li> </ul>
<p><b>3. What outcomes are wanted</b> from this policy / proposal? <i>(e.g. the benefits to customers)</i></p>	<p>This policy will ensure that :</p> <ul style="list-style-type: none"> <li>• Interests are managed and how to <ul style="list-style-type: none"> <li>○ Registering and Declaring Interests</li> <li>○ Entitlements, Payments &amp; Benefits</li> </ul> </li> <li>• Our people consider people who are connected to us and <ul style="list-style-type: none"> <li>○ Who Else should we Consider When Declaring Interests</li> <li>○ What we Should Consider</li> </ul> </li> <li>• And the Use/permitted use of Our Contractors/Suppliers By Our People</li> </ul>
<p><b>4. Which protected characteristics could be affected</b> by the proposal? <i>(tick all that apply)</i></p> <p> <input checked="" type="checkbox"/> Minority Ethnic    <input checked="" type="checkbox"/> Gender    <input checked="" type="checkbox"/> Disability    <input checked="" type="checkbox"/> Minority Ethnic    <input checked="" type="checkbox"/> Gender    <input checked="" type="checkbox"/> Disability    <input checked="" type="checkbox"/> Minority Ethnic    <input checked="" type="checkbox"/> Gender    <input checked="" type="checkbox"/> Disability </p>	
<p><b>5. If the policy / proposal is not relevant to any of the protected characteristics listed in part 4, state why and end the process here.</b></p> <p>Applicable to all – no particular group will be adversely affected by this Policy</p>	

	Positive impact(s)	Negative impact(s)
<p><b>6. Describe the likely positive or negative impact(s) the policy / proposal could have on the groups identified in part 4</b></p>		
<p><b>7. What actions are required to address the impacts arising from this assessment? (This might include; collecting additional data, putting monitoring in place, specific actions to mitigate negative impacts).</b></p>	<p>No specific actions at this time.</p>	

*Lynette Hees*

Signed: \_\_\_\_\_ (Job title): Chief Executive Officer

Date the Equality Impact Assessment was completed: 26.04.2024

**Please save the completed document at the following location: -  
F:Policies&Procedures/Equal Opportunities/Policies/Impact Assessments**