

CLYDEBANK HOUSING ASSOCIATION LTD

TO: Management Committee (23 June 2026)

DATE: 22.06.2026

FROM: Chief Executive

SUBJECT: Declaration of Interest/Entitlements, Payments and Benefits/ Gifts and Hospitality Report 2025/26

Purpose of Report

The purpose of the report is for the Management Committee to review the register entries during the year relating to staff and committee declarations of interest, gifts and hospitality received and entitlements, payments and benefits.

Potential impact on tenants and service users/Tenant Consultation requirements

There is no adverse impact on tenants and other service users as a result of information contained in this report.

Value for Money

CHA considers Value for Money in all aspect of its business including: -

- Managing our resources to provide quality services and homes to meet the needs of customers and the local community.
- Delivering the right service at the right time at the right cost.
- Planning for and delivering year on year improvements on our services based on customer priorities.
- Getting the most out of our assets and staff by operating efficiently and effectively.

There are no value for money considerations in relation to the information contained within this report.

Risk

The recording of the information contained within this report is required under the following Policies: -

- 1) Entitlements, Payments and Benefits Policy
- 2) Gifts and Hospitality Policy
- 3) Declaration of Interest Policy

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. The non-recording and reporting of the information contained within this report in line with the above policies could open up the Association to external scrutiny and could be detrimental to the Association's public and stakeholder reputation.

Legal/constitutional Implications (Reference to Model Rules)

There are no legal implications as a result of the information contained within this report.

Relevant 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 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.

Relevant SHR Regulatory Standards of Governance and Financial Management

Standard 1

The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.

Standard 2

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 priorities.

Standard 4

The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.

Standard 5

The RSL conducts its affairs with honesty and integrity.

Standard 6

The governing body and senior officers have the skills and knowledge they need to be effective.

The Management Committee will require confirming that the contents of this report and decisions required (if applicable) do not constitute a breach, material or otherwise, of the above Standards and there is no requirement to report a Notifiable Event to the Regulator.

Equalities

No protected group is adversely affected by the proposals, recommendations or updates within this report. Our commitment to equal opportunities and fairness applies irrespective of factors such as race, sex, disability, age, gender reassignment, marriage & civil partnership, pregnancy & maternity, religion or belief and sexual orientation.

Clydebank Housing Association Limited

Declaration of Interest/Entitlements, Payments and Benefits/Gifts and Hospitality

Annual Report

Submitted to Management Committee 23 June 2026

Details of gifts recorded in Register during year 01 April 2025 to 31 March 2026

Date	Item Description	Approximate Value	Given by	Address	Received by	Distributed to
01/04/2025	Box of chocolates	£3.00	Liz Ross	111AA	Raeann	Office staff
15/04/2025	2 packets cakes	£4.00	Mrs McElhill	n/a (DR)	Reception	Office staff
16/04/2025	3 Crème Egg Easter Eggs 1 Aero Easter Egg 1 Unicorn Easter Egg Box of 36 Teacakes (£13)	£25.50	Mr & Mrs Halfpenny	9B Leven View	Alan Duckett	Office staff/caretakers
16/05/2025	Boxes of chocolate teacakes	£13	Elaine Burns	13A CAV	Elaine	Office staff/caretakers
29/05/2025	Bouquet of flowers staff member following exam success (LM)	£54.50	CHA - outgoing gift	n/a	Organised by Lynette Lees. Purchased from With Love flowers	LM
04/07/2025	Herbal tea and incense sticks	£4	Gill	Centre81	Ali Mailey	Ali Mailey
23/07/2025	Bouquet of flowers to staff member (JE) on occasion of death of grandchild	£45	CHA - outgoing gift	n/a	Organised by Sinéad Farrell. Purchased from Fleur & Bloom	JE
27/08/2025	Baby blanket	£25	Miss Betty	15 Bon Accord Square	Rachael Odiamahi	Rachael Odiamahi
02/09/2025	Tub of chocolates	£5	Mr & Mrs Halfpenny	9B Leven View	Alan Duckett	Office staff
03/09/2025	Teddy and top	£20	Barry O'Donnell	2PC00	Osama Almoliky	Osama Almoliky
10/09/2025	2 tubs of chocolates	£9	Gerry McMaster	167DR01	Drew McDougall	Office staff
12/09/2025	Tub of Heroes Chocolates	£5	Mary Trivasse	13ACOV	Drew McDougall	Office staff

24/09/2025	Football (for staff member's child)	£10 (based on Argos)	Tom and Cathy Halfpenny	9B Leven View	Alan Duckett	Centre81 Steering Group
10/10/2025	After eights and bottle of Rose wine	£8	Janet Boyle	22 Bell Street	Raeann	Choc: Office Staff, Wine: Raeann LL approved
15/10/2025	Box of Roses	£4	Miss Alona Bicanova	2BA21	Drew	Office staff
03/12/2025	Box of Roses	£4	CR Smith	n/a	Jack	Christmas draw
04/12/2025	Few bottles of alcohol and chocolates	£40	Magnus Electrical	n/a	Jack	Christmas draw
05/12/2025	Bouquet of flowers to staff member (EB) on occasion of death of mother (price including £5.99 delivery)	£45.99	CHA - outgoing gift	n/a	Organised by Sinéad Farrell. Purchased from Abidaisy	EB
12/12/2025	Small bunch of flowers to staff member from WD foodshare	£2	WD Foodhare	Leven Valley Enterprise Centre, Dumbarton	Sam J	Sam J (JF)
18/12/2025	Shortbread, Box of Biscuits, Tub of Heroes and a Packet of Biscuits	£8	Joanne Diver	27BP01	Reception	Christmas draw
18/12/2025	Tub of Assorted Biscuits/Chocolate Bars	£5	Barry O'Donnell	2PC	Reception	Christmas draw
18/12/2025	Tin of Shortbread, Tub of Quality Street and a Tub of Roses	£10	Joe O'Donnell	11BERC	Reception	Christmas draw
18/12/2025	1 Box of Chocolates and 6 Bottles of Wine	£35	Macdonald and Cameron	Consultant	Reception	Christmas draw
18/12/2025	Sensational salted caramel fudge Hamlet truffles Cartwright English breakfast teabags Butterscotch cake Sweet Chilli Peanuts Grandma Wilds Mince Pies Nevis Chocolate fudge cake Cartwright Afternoon tea blend teabags	£20	Carol Ann Bowen	12a Lomond View	Alan Duckett	Christmas draw
18/12/2025	Dunkables biscuits Highland Speciality Shortbread Fingers x 2	£5	Thomas McManus	12a Leven View	Alan Duckett	Christmas draw

18/12/2025	M&S Chocolate Chunk Cookie Selection M&S Outrageously Chocolatey Biscuits	£7	Mandy McLean	11b Leven View	Alan Duckett	Christmas draw
22/12/2025	One bottle of raspberry vodka (Ciroc) (£40) One bottle of Champagne (£30)	£70	Averton	Contractor	Reception	Christmas draw
22/12/2025	Two boxes of chocolate and 1 pack of biscuits along with two bottles of wine and a small calendar and a huge notepad	£22	John Docherty	Contractor	Reception	Christmas draw
09/01/2025	Chocolate Creations Biscuits, box of Dairy Box Chocolates and box of Heroes Chocolates	£12	Ann Carrick	1B Leven View	Alan Duckett	Office staff
13/02/2026	2 x packets biscuits	£3	Mrs Eadie	5BA	Reception	Office staff
05/03/2026	Biscuits and chocolates	£4	Carol Ann Kearney	04ALXV	Lynne	Office staff
25/03/2026	Chocolates	£3	Willie Henry	Housing Applicant	Mel	Office staff

Register signed by Secretary at date of report: _____

The Declaration of Interest Registers for both Staff and Committee are up to date – info below as at 02.06.2026

Details of declarations are as follows: -

Staff		
Details	Number	Staff Member
Relative/Close connection to a factored owner	2	Melanie Cameron Taylor Kelly
Tenant of Clydebank HA	2	Janie Preston John Douglas
Relative/Close connection to another staff member	4	Rae Connell married to Daniel Connell Sinead Farrell married to Joe Farrell
Relative/Close connection to Clydebank HA Tenant	6	Fiona White Kirsty Woods Alan Duckett John Douglas Bethany Jones Jack Devlin
Relative/Close connection of Clydebank HA Housing Applicant	0	-
Connection with Registered Tenants Organisation(s)	2	Bethany Jones John Douglas
Connection with Clydebank HA contractor(s)	5	Bethany Jones Rae Connell Taylor Kelly Kirsty Woods Fiona White
Board member of another RSL	0	-
Board member of a public sector body/participation group	0	-
Relative of a Board Member of another RSL	1	Jack Devlin

Management Committee		
Details	Number	Committee Member
Tenant of Clydebank HA	3	Joe O'Donnell Doris Smith Damilola Adeoye
Tenant of another RSL	0	-
Relative/Close connection to Clydebank HA Tenant(s)	2	Paul Shiach Maryanne Richford
Staff Member of another RSL/LA	3	Chris Johnson Lynne Ramsay Catherine Boyle
CHA Factored Owner	2	Paul Shiach Maryanne Richford
Relative/Close connection to a CHA factored owner(s)	1	Paul Shiach
Relative/Close connection with Clydebank HA contractor(s)	1	Maryanne Richford (Husband on contractor list – not used while on Committee)
Public Responsibility	0	-
Public Responsibility (WDC Councillors)	2	Councillor Sophie Traynor Councillor Gurpreet Singh Johal

Gifts given by us to our people during year 01 April 2025 to 31 March 2026

Long service awards – Staff	0	-
Long service awards – Committee	0	
MC Retirement/Leaving gifts	0	-
Staff Retirement/Leaving gifts	0	-
Annual Employee of Year Award	1	Bethany Jones, £50 voucher

Monthly customer care champions	12	12 x staff members, £20 Costa voucher each
Small gifts	5	£10 Amazon gift cards (festive afternoon)
	2	Flowers to staff members on occasion of bereavement £45
	1	Flowers to staff member on occasion of University graduation

Donations made by our contractors to sponsor/advertise events during year 01 April 2025 to 31 March 2026

AGM 2025	0	-
World Kindness Day (November 2025)	17	£2,225

Donations made by CHA during year 01 April 2025 to 31 March 2026

Improving Lives	1	£100 40 th Anniversary Donation
Centre81 Steering Group	1	£100 40 th Anniversary Donation
Crohn's and Colitis UK	1	£100 40 th Anniversary Donation
Alzheimer Scotland	1	£100 40 th Anniversary Donation
ISARO	1	£100 40 th Anniversary Donation
Strathclyde Autistic Society	1	£100 40 th Anniversary Donation
WDC Foodshare	2	£100 40 th Anniversary Donation £1,125 World kindness day £150 rent consultation responses

Charitable Donations made by CHA 01 April 2025 to 31 March 2026 (Budget £1,000)

Purchase of 2 new TV sets for Golden Jubilee Hospital	1	£502.20
---	---	---------

Entitlements, Payments and Benefits Register

Granted tenancy of CHA property	0	-
---------------------------------	---	---