

Loreburn Group

Entitlements, Payments and Benefits Policy



Policy	Entitlements, Payments and Benefits Policy									
Version Reference	4									
Approved by	MC	X			LET				MT	
Date of Approval	November 2021									
Review Period	3 Yearly or as legislation or substantive changes occur									
Review Due	November 2024									
Policy Champion	Chief Executive									
Who this policy affects	Staff/MC	X	Customers		Contractors		Members of the Public			
Where this policy affects	General needs	X	Later Living	X	Supported	X	Offices/staff base	X		

Entitlements, Payments & Benefits Policy

1. Introduction

1.1 Loreburn H A is a Registered Social Landlord (RSL) and a Scottish Charity. We are part of a sector that has a strong reputation for integrity and accountability to the people we exist to help, and to our Regulators, partners and funders. We must ensure that the organisation upholds its reputation and that of the sector. Our people cannot benefit inappropriately from their connection to us.

2. Who this Policy Affects

2.1 This Policy is aimed at people who are:

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

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

3. About This Policy

3.1 This policy describes the entitlements, payments and 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.

3.2 Our Rules require that we have a policy dealing with payments and benefits. 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. This policy is based on the SFHA’s Model Entitlements Payments and Benefits Policy, which the SHR have confirmed meets their regulatory requirements.

3.3 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 Trustees¹ and charity legislation.

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

3.5 As someone who is affected by this Policy, you are personally responsible for ensuring that you are familiar with and comply with its terms.

3.6 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 Convener or CEO (if you are a member of the Management Committee or subsidiary Board) or with your line manager (if you are a member of staff).

¹ Office of the Scottish Charity Regulator (June 2016) Guidance and Good Practise For Charity Trustees section 4

4. What This Policy Covers

- ▶ Managing Your Interests
 - Registering & 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

5. Other Relevant Policies

5.1 The Code of Conduct is linked to this Policy for staff and Management Committee/Board members. Failure to comply with the terms of this Policy may be regarded as a breach of the Code of Conduct.

5.2 . 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.

5.3 Our policies relating to the following are also relevant to this document and must be complied with at all times:

- ▶ Allocations
- ▶ Repairs & Improvements
- ▶ Adaptations / Alterations
- ▶ Procurement
- ▶ Training
- ▶ Expenses
- ▶ Recruitment
- ▶ Sale/ Disposal of our Property
- ▶ Decoration Allowances / Prizes
- ▶ Gifts and Hospitality

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

6. Managing Your Interests

6.1 Registering & Declaring Interests

6.1.1 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 8) has which are relevant to our business and/or 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 via the submission of the Payments, Benefits and Entitlements Form which will be issued annually by the PA to the Chief Executive (Form is available at Appendix 2).

- 6.1.2 Should you become aware of any Interests throughout the year that were not disclosed on your annual return you must contact the PA to the Chief Executive as soon as you become aware of the Interest so that the register can be updated.
- 6.1.3 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 [Board/Committee] member who has an interest in a matter that is being considered withdraws from all discussions and plays no part in decision-making
- 6.1.4 The Codes of Conduct which our Management Committee/subsidiary Board and staff are required to uphold contain requirements about Declaring Interests that you should comply with at all times.
- 6.1.5 An annual report will be made to our Management Committee on the entitlements, payments, benefits that have been recorded in the Register(s) by our people.
- 6.2 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 (by you or someone closely connected to you) of which we are the landlord.
 - Occupancy or ownership of a property (by you or someone closely connected to you) 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.
 - Membership of a political party, campaigning or other body whose interests and/or activities may affect our work or activities.
 - If you purchase goods or services from us.
 - If you purchase goods or services from one of our contractors or suppliers (see section 9).
 - Significant shareholding in a company that we do business with (or are

considering doing business with).

- Membership of any other body whose interests and/or activities may directly affect our work or activities..
- Ownership of land or property in our areas of operation. This excludes property for the purpose of your own residential use (i.e. there is no requirement for you to declare any house in which you currently live).
- Unresolved dispute relating to the provision of services in connection with a tenancy or occupancy agreement or a contractual dispute over the provision of goods or services with us.

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.

7.0 Entitlements, Payments & Benefits

7.1 Many of the interests you will be required to declare can be classed as entitlements, payments or benefits.

7.2 As one of our people, you potentially could be offered benefits over and above that to which you are contractually 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.

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

7.4 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 8) has with any of these businesses or organisations.

7.5 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.

7.6 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

8.0 People Connected To You

Who Else You Should Consider When Declaring Interests

8.1 Someone ‘closely connected’ to you includes members of your household and other relatives and your friends.

8.2 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, Management Committee/Board members should consult the Convener or CEO and for staff, you should consult your line manager in the first instance before seeking further guidance from the Head of Governance & Assurance as required.

Table A

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

8.3 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 (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 Management Committee or Board or any of its subsidiaries
- Application to be a tenant or service user of the organisation or any of its subsidiaries
- If they are an existing tenant or service user of the organisation or any of its subsidiaries

9.0 Use of Our Contractors & Suppliers

9.1 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. Please refer to Loreburn's List of Contractors/Suppliers for further information which is available here (add link).

9.2 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 Loreburn H A contractors/suppliers, 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.

9.3 Approval to use Loreburn H A contractors is at the discretion of the Approving Officer (Head of Finance and Procurement) in accordance with our authorisation limits set out in the Financial Regulations. 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)

- 9.4 If you are looking to purchase goods or services from any contractor/supplier used by Loreburn H A then you must make a declaration in the Entitlements payments & Benefits register outlining:
- That you have received approval from the appropriate approving officer (Head of Finance & Procurement) 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 Loreburn's List of Contractors/Suppliers in an emergency situation, you must notify the approving officer (Head of Finance & Procurement) as quickly as possible thereafter and enter an appropriate declaration in the Register.
- 9.5 Any contractor/supplier not used by Loreburn H A can be used without the need for any declaration/further action. Contractors/suppliers who 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) are not included in these regulations / requirements.
- 9.8 The approving officer will have an appropriate level of seniority, in accordance with our scheme of delegation. In making their decision, the approving officer will consider the level of potential reputational risk or any potential conflicts of interest that may arise by granting approval and, if granting approval, consider the steps required to mitigate against future conflicts of interest. This includes ensuring that the individual is not involved in any transactions with or decisions about the contractor/supplier in question on behalf of the organisation.
- 9.9 The Head of Finance & Procurement will maintain a clear audit trail of every approval to use any of our contractors. 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 Management Committee.

10. Provision of Goods or Services

- 10.1 Lorebrun Group staff are prohibited from providing goods or services to another member of Loreburn Group staff or someone closely connected to them in exchange for money (including but not limited to services such as babysitting, decorating, joinery, electrical, plumbing works or the provision of any materials/supplies).
- 10.2 Lorebrun Group staff are prohibited from providing goods or services to a Loreburn Group tenant in exchange for money.
- 10.3 Loreburn Group staff must declare details of any second jobs via the Entitlements Payments and Benefits Form (Appendix B). This includes details of any service where a member of staff receives money in exchange for the provision of goods or service – no matter how infrequently this takes place. Any change to circumstance regarding second jobs must be declared throughout the year; for

example, if you do not have a second job at the time of the Entitlements, Payments and Benefits form being issued but you later carry out any works/service in exchange for money then this must be declared and an updated form completed. Loreburn equipment and/or property (including intellectual property) **cannot** be used in any capacity in connection with a second job.

11. Review

- 11.1 Our rules require the Management Committee to set our policy on payments and benefits and keep it under review. This version of the policy was been approved by our Management Committee and is based on the Model published by the SFHA. It is consistent with the requirements of our Codes of Conduct for Management Committee and subsidiary Board members and for Staff. These Codes have been confirmed by the Scottish Housing Regulator as meeting their regulatory requirements.
- 11.2 This Policy was adopted by our Management Committee. It will be reviewed not later than October 2024 and three yearly thereafter unless guidance and legislation necessitates an earlier review.
- 11.3 This review will be undertaken by the Policy Champion and circulated to Management Committee for approval.

12. Staff Training and Development

- 12.1 The success of Entitlements, Payments and Benefit Policy and proper implementation depends on the knowledge and skills of managers and staff implementing it.
- 12.2 This policy will be covered as part of the induction process for new starts and lien managers will provide regular reminders about the requirements of the policy for existing staff.
- 12.3

13. Complaints

- 13.1 Loreburn has a commitment to valuing complaints and ensures the organisation benefits from feedback to identify areas for change or improvement.
- 13.2 Loreburn has a Complaints Policy which ensures there are robust and effective procedures in place for complaints to be properly managed and acted upon.
- 13.3 Anyone dissatisfied with the outcome of their complaint having exhausted Loreburn's complaints procedure has the right to refer the matter to the Scottish Public Services Ombudsman.

14. Equality & Human Rights

- 14.1 Loreburn aims to ensure that equality, fairness, dignity and respect are central to the way we work and how we treat our customers. We support

diversity and uphold equal opportunities in all areas of our work as an employer and service provider.

- 14.2 Loreburn will not discriminate against tenants, staff, visitors, suppliers or others based on their age, sex, sexual orientation, race, disability, religion or belief, marital status, pregnancy and maternity or gender reassignment (collectively referred to as 'protected characteristics' in the Equality Act 2010).

15. Risk Management

15.1 Loreburn has a Risk Management Strategy, Policy and Procedure. These documents set out how the organisation will manage risk as an integral part of its governance and management systems, ensuring risks are identified, evaluated and controlled effectively.

15.2 Identifiable risks arising from this policy will be monitored and managed by the internal processes set out herein and by regular review of this and all other associated policies and procedures, ensuring risks are mitigated and Loreburn complies with all legislative requirements and regulatory and best practice guidance.

16. Responsibilities Chart

- 16.1 The chart below illustrates the responsibilities of all staff in relation to this policy.

Responsibilities	MC/CEO	LET	Management Team	Team Managers	All Staff
To set the policy and direction with regards to entitlements, payments and benefits	✓				
To monitor, manage and mitigate corporate risk associated with entitlements, payments and benefits	✓				
Day to day operation of the entitlements, payments and benefits policy and actions			✓	✓	

Ensure the approach meets the requirements of the Scottish Housing Regulator	✓				
Policy Champion	✓				
Ensure Loreburn H A has a robust understanding and application of entitlements, payments and benefits policy		✓	✓		
Ensure effective and clear communication with key stakeholders		✓	✓		
Working with People & Culture to arrange appropriate inductions and training as required for entitlements, payments and benefits		✓			
Ensure entitlements, payments and benefits forms part of MC & staff inductions		✓	✓		
Provide timely and accurate information to allow interests to be managed appropriately	✓	✓	✓	✓	✓
Ensure complaints feedback is used to improve service			✓	✓	
Ensure policy is reviewed three yearly or as necessary due to legislative changes	✓				
Ensure E&D guidance is adhered to	✓	✓	✓	✓	✓

Appendix A

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
HUMAN RESOURCES AND RECRUITMENT		
<p>All entitlements arising from your contract of employment with us or one of our subsidiaries, including (but not restricted to):</p> <ul style="list-style-type: none"> • Payment of salary to staff • access to car or travel loans or salary advances where specified in the employment contract; • pension and/or private health care provided as part of the remuneration package; • performance related pay or bonus awarded in accordance with contractual terms; • books and equipment in connection with employment or training in accordance with agreed policies and/or contractual terms • Reimbursement of professional fees 	Yes	Any entitlement in the terms of your contract is always permitted without the need to record in the register of interests. There are Human Resource processes in place for this purpose.
Payment to a Management Committee/subsidiary Board member for their role as a Management Committee/subsidiary Board member, in accordance with the terms of their letter of appointment	No	
<p>All payments made in accordance with the terms of our expenses policy including:</p> <ul style="list-style-type: none"> • payment of permitted out of pocket expenses • reimbursement of travel costs 	Yes	Entitlements in connection with your role as one of our people are set out in our expenses policy are always permitted and do not need to be declared provided claims are made in accordance with our procedures.
Provision of a loan by 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.

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
Redundancy or Voluntary severance payment to an employee	Yes	<p>We can make redundancy payments to an employee in line with terms their contract</p> <p>Or</p> <p>We can make a voluntary severance payment to an employee which is outside the terms of their contract of employment provided:</p> <ul style="list-style-type: none"> • It arises directly from a decision to terminate the employee's contract of employment • Payment is approved by the Management Committee • That the total sum of the non-contractual payment and benefit does not exceed, in the opinion of our employment adviser, the total cost of a successful application by the employee to a Court or Tribunal (including the likely level of compensation that might be awarded by a court or tribunal and associated costs to the organisation to participate in the tribunal) • Payment does not exceed the equivalent of one year's salary for the employee • That this payment is instead of (rather than additional to) any redundancy entitlement
An offer of employment (temporary or permanent) to someone who is closely connected to a member of staff	Yes	<p>This is permitted as long as:</p> <ul style="list-style-type: none"> • There has been an open recruitment exercise in accordance with our policy that you have not played any part in and • You have no direct or indirect line management or supervision responsibility for the post and • The offer of employment complies with our policy and is approved by the Director of Corporate Services and • You record your connection to the successful applicant in the register within five days of their acceptance of the offer.

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
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/subsidiary Board or to anyone who is related to a member of the Management Committee/subsidiary Board	No	This cannot be permitted.
Appointment of one of our staff members, or a close relative of a members of staff, to the Governing Body	No	This cannot be permitted in accordance with the Rules of the organisation.
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.
OUR PEOPLE AS TENANTS OR SERVICE USERS		
The offer of a tenancy or lease in one of our or any of our subsidiaries' properties to one of our people or to someone closely connected to them.	Yes	<p>This is permitted as long as</p> <ul style="list-style-type: none"> • it is in accordance with our published allocations policy and • Neither the applicant or anyone connected to the applicant is involved in any way or in any part of the allocation process and • The offer is approved by the Governing Body in advance and • The tenancy is recorded as an interest in the appropriate register within five days of the tenancy commencing
Where one of our people (or someone connected to one of our people) is a tenant and receives a repair, improvement or adaptation to their home	Yes	<p>Repairs carried out in accordance with our policy do not need to be recorded.</p> <p>Adaptations must comply with our policy and be approved by the Director of Property & Development. The adaptation should be recorded in the register of interests within five days of approval.</p> <p>Improvements must be carried out as part of an approved programme and in accordance with our policy. The person affected should declare their interest if/when the programme is being discussed and the improvement recorded in the register of interests within five days of completion</p>

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
<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>Payment of decoration allowances or incentive/reward payments must be made in accordance with our policies and procedures and recorded in the register within five days of receipt.</p> <p>Prizes or awards in competitions open to all tenants in the same community (e.g. garden competitions) can only be given if the selection process for giving the award/prize has been carried out by someone who is independent. Receipt of the award and the circumstances surrounding it must be recorded in the register within five days of receipt.</p>
<p>TRAINING AND EVENTS</p>		
<p>Attendance at training events or seminars (e.g. SFHA Conferences) or openings/similar events hosted by other RSLs</p>	<p>Yes</p>	<p>There is no requirement to declare and record in the register of interests.</p>
<p>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</p>	<p>Yes</p>	<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>
<p>Attendance by you at events to mark awards, achievements or other significant milestones relevant to our business.</p>	<p>Yes (where total cost does not exceeding £500)</p>	<p>The Management Committee must approve attendance prior, and will only do so if:</p> <ul style="list-style-type: none"> • The organisation or one of our people (because of their role with us) has been nominated for an award; or • attendance is in recognition of achievement of or in pursuit of appropriate business development; or • we can demonstrate that attendance or participation is directly related to furthering our aims and objectives.

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
		<p>Where we ask you to represent us at such an event, this should be recorded in the register along with any associated costs (including travel, accommodation and the costs of attendance at the event) within five days of attendance.</p> <p>The total cost should not exceed £500 per person and we will make all arrangements in advance.</p> <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>
GIFTS AND HOSPITALITY		
<p>Gifts received from tenants and external sources</p>	<p>Yes (not exceeding a value of £60)</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"> • the cumulative value of gifts received from the same source in a 12 month period does not exceed £60 • you do not receive more than two such gift from the same source in a 12 month period • you record receipt of the gift(s) in the register <p>You should not normally accept other gifts and should decline any gifts with a value of more than £60 unless to do so would cause offence or otherwise damage our reputation. In these cases you must:</p> <ul style="list-style-type: none"> • Advise the donor that the gift will be donated to charity or will form part of our annual charity fund raising activities • Record the gift and the action taken in the register within five days <p>You should not regularly accept gifts from the same source and never more than twice from the same source within a 12 month period. The total</p>

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
		<p>cumulative value of gifts received from the same source over the course of a year must never exceed £60.</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 event including:</p> <ul style="list-style-type: none"> • Family events (e.g. marriage, milestone birthday, birth of a child), • Retirement • Leaving the organisation <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, contractual terms may be in place that dictate the value of any gift upon retirement/long service.</p>
<p>Hospitality associated with our business and that of its partners</p>	<p>Yes (when not exceeding a value of £60)</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 £60 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>You should not accept invitations with a value that is greater than £60, unless you have prior approval from the Management Committee/ subsidiary Board. The type of hospitality offered will also be taken into consideration, e.g. we will not normally accept invitations to sporting events, concerts, golf tournaments etc.</p> <p>In this case, the reason for acceptance must also be included in the register and countersigned by Director of Corporate Services.</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	Yes	<p>This is permitted provided:</p> <ul style="list-style-type: none"> • Approval is gained from Director of Corporate services prior to making any approach • Any donations received are recorded in the register <p>We recognise our social responsibility and promote charity fundraising by the organisation and our people. We have a separate Donations Policy that sets out our approach to supporting other charities.</p>
PROCURING GOODS/SERVICES		
Sale of our interest (whole or part) in a property to someone affected by this policy via LIFT, HomeBuy; Help to Buy or other LCHO scheme	Yes	<p>This is permitted, provided:</p> <ul style="list-style-type: none"> • Our policy and procedures are followed • The prospective purchaser should play no part in the processing of the transaction by the organisation • It is declared and recorded in the register within five days of the missives being concluded confirming the process followed.
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"> • The person affected by this policy is not involved in any part of the procurement process or decision • The appointment is approved by the Management Committee/subsidiary Board which is satisfied that the appointment is reasonable in the circumstances • There is no reasonable alternative (e.g. because of geography or the specialist nature of the goods/services) <p>In such rare circumstances, the appointment would be recorded in the register along with details of the process followed.</p>

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
The purchase of land or other assets from anyone who is, or has been in the last twelve months, one of our people or who is connected to one of our people	No (in almost all cases)	<p>This cannot be permitted in almost all cases.</p> <p>The only exception would be if you were referred to us under the Scottish Government's Mortgage to Rent scheme, where this would be permitted provided:</p> <ul style="list-style-type: none"> • Our policy and procedures are followed • The prospective seller plays no part in the decision to purchase the property or the processing of the transaction by the organisation • It is declared and recorded in the register within five days upon conclusion
The provision of goods or services from one of our people to one of our people, or someone closely connected to them, in exchange for money.	No	This is not permitted under any circumstances.
The provision of goods or services from one of our people to a Loreburn Group tenant in exchange for money.	No	This is not permitted under any circumstances.
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 9 is followed.

Entitlements, Payments and Benefits Form

This form should be completed annually, and also at any time when a new matter to be declared arises. Completed forms will form the Association's Register of Interests and will be held for one year (until a new form is completed). If you leave the organisation during the year your form will continue to be held until the year end.

Full Name	
Team	
Home Telephone	
Mobile Telephone	
Email	
Position	Staff Member / Temporary Staff Member / Agency Staff member / Committee Member*

*delete as appropriate

I agree to comply in full with the Entitlements, Payments and Benefits Policy. Below is a full and complete declaration of any and all interests which may, or may be perceived to, conflict with my position with Loreburn Housing Association and/or Dumfries and Galloway Homes.

If you answer "yes" to any of the questions below please give details.

PROPERTY	
Do you live in a Loreburn Housing Association or Dumfries and Galloway Homes Property? (this includes shared ownership)	YES/NO*
	* If yes please give the address of the property
Do you have a close relation who is a Loreburn or D&G Homes tenant (or lives in a property)?	YES/NO*
Give details of relationship and address	

Are you currently on the waiting list for a Loreburn HA property or any other local RSL?	YES/NO*
Are you currently on the waiting list for a D&G Homes property?	YES/NO*
PERSONAL RELATIONSHIPS	
Are you related to another staff member?	YES/NO*
Give details of the relationship	
Are you related to a committee member?	YES/NO*
Give details of the relationship	
Do you have a close relationship with another staff member or a committee member?	YES/NO*
Give details of the relationship	
Are you related to anyone who acts as a contractor/consultant/supplier for Loreburn or D&G Homes?	YES/NO*
Give details of the relationship and the contractor/consultant/supplier involved	
Do you have a close relationship with anyone who acts as a contractor / consultant / supplier for Loreburn or D&G Homes?	YES/NO*
Give details of the relationship and the contractor/consultant/supplier involved	
BUSINESS	
Give details of any firm or business which you have an involvement with outside your work at Loreburn H A. (This includes a second job/any paid work out-with Loreburn Group)	
Are you a director of a company?	YES/NO*
Give details of the company of which you are a director	
If you are a director of a company has the company entered any process of Liquidation or arrangement with creditors.	YES/NO*
	If yes give more details
Do you own/rent land/property which may pose a potential conflict?	YES/NO*
Give details of any land/property referred to above	
PUBLIC LIFE	
Do you hold a position of public responsibility e.g. local councillor, community councillor etc	YES/NO*
Give details the public body you are involved with.	
Give details of any payment, benefit, transaction, contract, property or land that is	

involved (with any of the above) including dates, locations and sums involved.	
Give details of any gifts/hospitality received from any involvement in the above	
COMMUNITY LIFE	
Are you a member of any organisation or society? This includes any organised groups such as a political party, community initiative/project, community council and voluntary groups etc that are active in areas we serve.	YES/NO*
Give details of any organisation/society of which you are a member.	
Are you a members of any other committee/board? (this includes but is not limited to any other registered social landlord)	YES/NO*
Give details of any other committee/group you are a member of.	
Give details of any payment, benefit, transaction, contract, property or land that is involved (with any of the above) including dates, locations and sums involved.	
Give details of any gifts/hospitality received from any involvement in the above	
Give details of any national/international organisation or society of which you are a member which may be involved in lobbying activities i.e Greenpeace etc.	
FINANCE	
Have you been made Bankrupt in the last 12 months?	YES/NO*
Do you have any formal or informal arrangements with creditors, this includes entering into a Debt Arrangement Scheme?	YES/NO*
Do you have any Court Decrees outstanding or pending?	YES/NO*
ADDITIONAL INFORMATION	
Please add any other information that you believe it is necessary to declare.	

Signed:

Date:

Counter signed by Chief Executive/Convener*

Date:

*Staff members and the Convener forms will be reviewed and counter signed by the Chief Executive

Committee Members and Chief Executive forms will be reviewed and counter signed by the Convener

Completed forms will be scanned into Loreburn H A electronic ICT system and held under password protection for a period of one year.

Forms will be treated as confidential and accessed by the Chief Executive's office and members of Loreburn's Management Committee (as per Loreburn's Rules) only.