

<u>KNOWES HOUSING ASSOCIATION</u>	
Policy Name	Donations to External Organisation & Individuals
Policy Category	Governance
Policy Number	G11
Date to Management Committee	February 2021
Previous Review	May 2014, August 2017
Next Review Date	February 2024
Links to other Policies	Code of Governance, Terms and Conditions of Employment
Consultation	Committee, Management Team

Policy Aims and Objectives

The aim of this policy is to set out the circumstances where the association will consider making donations, where we will not consider making donations and our policy in relation to receiving donations from others. The policy is in place to ensure clarity among staff and committee members when decisions are being considered in relation to donations.

Legal Framework

This policy is based on the recommendations of the Regulatory Code of Governance published by The Scottish Housing Regulator, and also is informed by Schedule 7 of the Housing Scotland Act 2010, which although repealed will be adhered to in the spirit of the legislation.

The SHR's advice note on "Payments and Benefits" states that "Governing body members and staff declare and manage openly any conflicts of interest and ensure they do not benefit improperly from their position".

Risk Assessment

The risks which this policy address are:

- The association donating a disproportionate proportion of its income to other organisations and causes.
- The association donating to individuals in breach of the principles of schedule 7
- Staff or committee members receiving donations which are inappropriate or in breach of the principles schedule 7

Policy Reporting

Donation requests will be discussed with and approved by the committee, any donations received will be recorded and reported to the committee.

Organisations and Individuals

The Management Committee recognises that the tenants entrust the funds it receives from the revenue of the Association to them. Whilst the Association has both sympathy and empathy for the large number of requests from charitable organisations their first priority is to serve the tenants and owner occupiers of Knowes Housing Association.

As the Association receives its funds mainly from rent and housing benefit the Policy of the Association is:

- donations will be made to events where local residents gain some benefit
- no funds will be offered to individuals which can be seen as a benefit for only those whose needs come to the Association's attention as there are many individuals who are in dire need of assistance who do not come to the attention of the Association
- donations will not be offered to individuals where the individual could be seen to personally benefit financially
- a dedicated budget will be set aside for annual expenditure on donations
- the Annual Budget will be agreed by the Finance Sub Committee
- all requests for a donation must be in writing and be submitted to the Management Committee for approval
- as donations to charity are a personal choice no member of staff should feel coerced into donating to events and organisations which are not their own personal priority.
- Individual staff members will not accept sponsorship or donations from tenants, members or committee members or the Association's contractors (The reason for this being that if a member of staff takes a donation to their favourite charity from a contractor this could be interpreted as a bribe to gain a contract)
- The Association as a company may accept reasonable donations from existing contractors to annual events such as the AGM, annual report or wider action activities which benefit the community.

Equalities

Knowes Housing Association Ltd is committed to tackling discrimination on the grounds of sex or marital status, on racial grounds, or on grounds of disability, age, sexual orientation, language or social origin, or of other personal attributes, including beliefs or opinions, such as religious beliefs or political opinions.

The association will not therefore discriminate in any way when deciding where donations are to be allocated.

Appeals

It should be noted that the decision of the Management Committee is final, and that there is no further course of appeal.