

1.0 INTRODUCTION

- 1.1 This policy applies to:
 - 1.1.1 All members of Glasgow West Housing Association (GWHHA) Management Committee (MCMs), and all Board Directors (BD) of Glasgow West Enterprises (GWEn), are together referred to as Governing Body Members (GBMs) throughout this policy, unless a distinction is required.
 - 1.1.2 Everyone who works or volunteers for GWHHA or GWEn.
 - 1.1.3 The use of contractors/ suppliers by GBMs, employees and/ or volunteers.
 - 1.1.4 This policy is a group policy and therefore in all associated documentation and reporting, all references to GWHHA shall be deemed to include GWEn where appropriate.

2.0 CONTEXT

- 2.1 GWHHA 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 GWHHA upholds its reputation and that of the sector. GBMs or employees cannot benefit inappropriately from their connection with the organisation. Equally, GWHHA must protect the people connected to the organisation from unjustified criticism and ensure that wherever possible, no one is unfairly disadvantaged by their connection to GWHHA.
- 2.2 This policy describes the entitlements, payments and/or benefits that GBMs and employees or volunteers are able to receive. It also describes what is not permitted (and why) and the arrangements that are in place to ensure transparency and accountability through compliance with the requirements of this policy and regulator.
- 2.3 GWHHA rules require that we have a policy in place for dealing with payments and benefits¹. The Scottish Housing Regulator (SHR) requires all RSLs to set out what payments and benefits are permitted and to ensure that these arrangements demonstrate transparency, honesty and propriety². We must ensure there is no justifiable public perception of impropriety. This policy is based on the SFHA's³ Model Entitlements, Payments and Benefits Policy, which the SHR have confirmed meets their regulatory requirements.
- 2.4 As GWHHA is a Scottish Charity, all of the MCMs must also ensure that they comply with the Office of the Scottish Charity Regulator (OSCR) guidance to Charity Trustees⁴ and charity legislation.
- 2.5 For the avoidance of doubt, "Management Committee" (MC) refers to the Governing Body of GWHHA and "Board" refers to the Governing Body of GWEn, throughout this policy, they may be jointly or individually referred to as "Governing Body".

3.0 AIMS

- 3.1 This Policy is intended to be a practical document that supports GWHHA in meeting all of the above requirements, ensuring that no GBM, employees or volunteers' benefit (or are seen to benefit) improperly or inappropriately from their involvement with GWHHA, but also that they are not unfairly disadvantaged. We expect GBMs and employees to act in good faith, and in applying the terms of the policy this will always be taken into account.
- 3.2 All GBMs, employees and volunteers are personally responsible for ensuring familiarity and compliance with the terms of this policy and ensuring that the Register of Interests is always up to date: declaring interests that are relevant to an individual's role with GWHHA is key to the effective implementation of this policy.
The policy covers managing personal interests and people connected to you.

4.0 OTHER RELEVANT POLICIES

- 4.1 The Code of Conduct is linked to this policy. Failure to comply with the terms of this policy may be regarded as a breach of the Code of Conduct.
- 4.2 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.
- 4.3 Our policies relating to the following are also relevant to this document and must be complied with at all times:
 - a) Gifts and Hospitality (GWHHA Policy sets out the circumstances in which gifts and hospitality can / cannot be offered and / or accepted and the relevant values, taking account of Appendix 1)
 - b) Notifiable Events

¹ Rule 38.1

² Scottish Housing Regulator (February 2024) Regulatory Framework Standard 5.4

³ Scottish Federation of Housing Associations

⁴ Office of the Scottish Charity Regulator (Aug 2013) Guidance For Charity Trustees section 3 available [here](#)

- c) Housing Allocations
- d) Alterations and Improvements
- e) Stage III Medical Adaptations
- f) Procurement Strategy and Guidance Note
- g) Training, Learning and Development
- h) Expenses
- i) Recruitment and Selection
- j) Asset Management
- k) Decoration Allowances/Prizes
- l) Settlements Policy

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

- 4.4 If you are unsure about anything relating to benefits, payments or entitlements you should consult with the Chair or CE (if you are a member of the governing body) or with your line manager (if you are a member of staff).

4.0 MANAGING YOUR INTERESTS

4.1 Registering and Declaring Interests

- 4.1.1 Being open about any interests that GBMs, employees or volunteers have that are relevant to their role with GWHHA is critical to protect our reputation. The Register of Interests helps to ensure and demonstrate that GWHHA's affairs are conducted with openness, honesty and integrity. Any interests that a GBM or employee has, or any interests that a GBM, employee or someone connected to a GBM or employee (see Section 5) has which are relevant to GWHHA business and/or activities must be declared and recorded within 48 hours of becoming aware of any interest. Records will be checked annually to confirm the entry is accurate and up to date. It is the employee or GBM's responsibility to ensure the accuracy of interests declared.
- 4.1.2 Where a GBM or employee has a personal or business interest in any matter that is being discussed or considered, including at a meeting, the interest must be declared and the individual can play no part in the consideration, discussion and decision-making; they must withdraw from any part of a meeting where the interest arises. GWHHA Rules require that any GBM who has an interest in a matter that is being considered must withdraw from all discussions⁵. This requirement does not apply to GBMs who are tenants where matters are being considered that relate to policy implementation affecting all or a substantial number of GWHHA's tenants (e.g. rent increases). The requirement to withdraw relates to matters in which someone affected by this policy has an individual interest e.g. where they are the tenant of a property that is being considered for exceptional treatment (e.g. stonework) and that a decision will have an individual and personal impact. If a GBM who has a conflict of interest shares factual information about the matter with the Chair (or any other GBM), out with the meeting to inform discussion, that must be declared to the meeting, and the Chair must ensure that it does not influence the outcome and decision-making.
- 4.1.3 Constitutional Standard 23 requires a RSL to "...have a clear process to identify and address any conflicts of interest". This policy has been endorsed by the SHR and so complies with regulatory requirements.
- 4.1.4 The Code of Conduct which GWHHA's Governing Body and staff are required to uphold contains a section on Declaring Interests that GBMs and employees should ensure they are familiar with and comply with at all times
- 4.1.5 An annual report will be presented to GWHHA's Management Committee on the entitlements, payments, benefits that have been recorded in the Register by GBMs, employees and volunteers.
- 4.1.6 The following are examples of the kind of interests that must be declared and managed appropriately. Please note this list is not exhaustive, and there may be other interests that you should also declare:
- a) Tenancy of a property of which we are the landlord.
 - b) Occupancy or ownership of a property which is factored or receives property related services from us.
 - c) Membership of a community or other voluntary organisation that is active in the area(s) we serve.
 - d) Voluntary work with another RSL or with an organisation that does, or is likely to do, business, or engage with us.
 - e) Membership of the governing body of another RSL.
 - f) Being an elected member of any local authority where we are active.
 - g) If you purchase goods or services from us.
 - h) If you purchase goods or services from one of our contractors or suppliers (see section 6).

⁵ Rule 38

- i) Significant shareholding in a company that we do business with (or are considering doing business with).
- j) Membership of any other body whose interests and/or activities may directly affect our work or activities.
- k) 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).
- l) 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.

4.1.7 It should be noted that in some limited circumstances, it is not possible to manage an interest effectively; declaration of an interest may not be sufficient and that it may be necessary for GWHA to take additional measures to deal satisfactorily with the situation so as to protect the probity and reputations of both yourself and the organisation. Examples of an interest that cannot be managed effectively include – but are not limited to:

1. Someone who is a member of the Governing Body or closely connected to a GBM cannot apply for or be appointed to a staff role or be engaged to provide goods or services to GWHA.
2. Someone who is closely connected to an employee cannot become a member of the Governing Body
3. A senior member of staff or office bearer cannot be an elected member of a local authority (Glasgow City Council) which GWHA engages with.

4.1.8 In some circumstances, specific measures will be required to ensure that the probity and reputations of GWHA and its people are safeguarded e.g. by ensuring that all employment is undertaken openly and transparently and without the involvement of anyone connected to any applicant; by ensuring that employees who are connected are not line-managed (directly or indirectly) by any person they are connected to – if this is not possible, the 'benefit' (employment offer) cannot be conferred. Confirming that all interests are openly declared at the start of recruitment and procurement processes will assist in avoiding a breach of the policy and/or Code of Conduct or compromise regulatory compliance.

4.2 Entitlements, Payments and Benefits

4.2.1 Many of the interests that must be declared can be classed as entitlements, payments or benefits.

4.2.2 GBMs and volunteers are entitled to receive payments and benefits in accordance with the terms of GWHA policies and for employees, employment contracts. There are occasions where GBMs, employees or volunteers may be offered benefits over and above that to which they are entitled, such as gifts or hospitality from external parties. These offers would be directly because of being a GMB or employee and cannot always be accepted. GWHA require that any such offers are managed and recorded very carefully to ensure the highest levels of probity. GBMs, employees or volunteers should not benefit – or be seen to benefit – inappropriately from their involvement with GWHA.

4.2.3 Apart from payments that GBMs, employees or volunteers are entitled to by contract, statute, policy or other agreement (e.g. salary, expenses), GWHA will only make a payment to, or accept a payment from, someone affected by this policy in exceptional circumstances. Appendix 1 explains the payments that can and cannot be made in more detail.

4.2.4 As GWHA contributes 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, GBMs, employees and volunteers must ensure that we are fully aware of any connection that you or someone you are close to (see policy section 6) has with any of these businesses or organisations.

4.2.5 There are some entitlements, payments and benefits that can never be permitted, and others where there is additional requirements or conditions that must be met before they can be permitted.

4.2.6 Appendix 1 lists the entitlements, payments and benefits that fall under this policy, and states:

- (a) Which can be permitted by GWHA
- (b) Which will not be permitted by GWHA
- (c) Which you require to declare in the register of interests
- (d) Any other further requirements GWHA has before permitting

5.0 PEOPLE CONNECTED TO YOU

5.1 Who Else You Should Consider When Declaring Interests

5.1.1 As well as considering their own actions, GBMs, employees and volunteers must also be aware of the potential risk created by the action of people to whom they are closely connected. Someone 'closely connected' to you includes members of your household, family members and other relatives and your friends.

5.1.2 Who you should consider, and our expectations of you to identify and declare relevant 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 Chairperson, Chief Executive or for staff, your line manager.

Table A: People who are closely connected to one of our people

Group	Required Response
1. Members of your household This includes: (a) Anyone who normally lives as part of your household (whether related to you or otherwise) (b) Those who are part of your household but work or study away from home	We expect you to be aware of and declare any relevant actions of all people in your household. You must take steps to promptly identify, declare and manage these.
Partner, Relatives and friends This includes: a) Your partner (if not part of household) b) Your relatives and their partners c) Your partner's close relatives (i.e. parent, child, brother or sister) d) Your friends e) Anyone you are dependent upon or who is dependent upon you	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. Where you do not have a close connection and/or 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.

5.2 What To Consider

5.2.1 The following are the relevant actions /involvement by people who are closely connected to GBMs, employees and volunteers that should be considered, declared and managed as per the expectations outlined in Table A (please be aware this list is not exhaustive or exclusive and that some interests and their potential conflicts cannot be reconciled with the purpose and terms of this policy):

- (a) A significant interest in a company or supplier that GWHAs do 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.
- (b) Where the individual may benefit financially from a company or supplier with which GWHAs does business
- (c) Involvement in the management of any company or supplier with which GWHAs does business
- (d) Involvement in tendering for or the management or delivery of any contract for the provision of goods or services to GWHAs.
- (e) Application for employment with GWHAs.
- (f) Application to join our Management Committee or any of our subsidiaries
- (g) Application to be a tenant or service user of GWHAs or GWEn.
- (h) If they are an existing tenant or service user of GWHAs or GWEn.

6.0 USE OF OUR CONTACTORS AND SUPPLIERS

6.1 In order to help maintain GWHAs's excellent reputation, where possible GBMs, employees and volunteers should avoid using GWHAs's contractors/suppliers for personal purposes. A list outlining the contractors and suppliers that fall under the terms of this policy are available on the staff intranet. If in doubt clarity should be sought from the appropriate team Manager / Director

6.2 It is recognised that there could be certain circumstances where it might not be possible to avoid the use of all the contractors/suppliers on this list, such as where market conditions in the local area make it difficult to obtain

a reasonable selection of potential contractors or suppliers. Under such circumstances approval may be granted by a Director (for employees or volunteers) or Chief Executive (for GBMs or Directors) to use GWHA approved contractors/suppliers, provided there is confirmation that the involvement with GWHA did not result in preferential treatment in terms of price, quality or any other aspect of service delivery.

6.3 If a GBM or employee intend to purchase goods or services from any GWHA approved contractor/supplier then it must be declared in the register outlining:

- (a) That approval from the appropriate Director or Chief Executive was granted prior to the commencement of works
- (b) No preferential treatment was received in terms of service or cost (demonstrated through quotations and receipts).
- (c) Where a contractor is inadvertently used in an emergency situation, the Director or Chief Executive must be notified as quickly as possible thereafter and an appropriate declaration in the register made.

6.4 Any contractor/supplier not included on the list can be used without the need for any declaration/further action. The approved list represents the majority of the contractors/suppliers that GWHA use, but does not include any of the contractors/suppliers that:

- (a) Only provide services of a small value (e.g. local window cleaners or sandwich shops) or
- (b) Have such a large national or local standing that no favour could ever realistically be gained (e.g. Amazon, utilities, telecoms providers, banks or national chains)

6.5 Considering a request to use an approved contractor/supplier

6.5.1 A Director or Chief Executive will consider requests to use GWHA approved contractors/suppliers and will consider the level of potential reputational risk or any potential conflicts of interest that may arise by granting approval and, if granting approval, consider the steps required to mitigate against future conflicts of interest, such as ensuring that the individual is not involved in any transactions with or decisions about the contractor/supplier in question on behalf of GWHA.

6.5.2 A clear audit trail of every approval to use any of GWHA contractors/suppliers will be kept and an annual report of compliance will be presented to the Management Committee.

7.0 GRANTING A TENANCY

7.1 Being a GBM, employee, volunteer or being closely connected to one of our people should not prevent someone being allocated a tenancy if they are in housing need and the terms of GWHA Housing Allocations Policy are met. To ensure transparency and probity, consideration of the application / allocation should be carried out completely independently of the individual; their connection to GWHA must be explicitly identified and the allocation and should be approved by the Chief Executive in accordance with our Scheme of Delegated Authority. The allocation should be registered within five days of being made and reported to the next meeting of the Management Committee, along with confirmation that the necessary management processes were followed.

7.2 This is outlined within the entitlements, payments and benefits table at Appendix 1).

8.0 CONFIDENTIALITY

8.1 GWHA will treat personal data in line with obligations under the current data protection regulations and GWHA Data Protection Policy. Information regarding how data will be used and the basis for processing that data is provided in GWHA's and GWEn's Privacy Notice.

9.0 DELEGATED AUTHORITY

9.1 GWHA's MC has overall responsibility for the development and review of this policy.

9.2 Authority is delegated to the CE and Executive Team to monitor and implement this policy.

Version	Approved By	Amends	Approval Date	Review Date
1.0	Management Committee	Reviewed in line with SFHA Model Policy 2026	06/2026	06/2029

APPENDIX 1

DECISION OR ACTIVITY	PERMITTED?	GWAH GUIDANCE/PROCEDURES
1. GOVERNING BODY (GB) MEMBERSHIP		
1.1 Payment for service as a GBM or for providing advice to GWAH in a professional capacity	No	We will not pay GBMs for their service (other than repayment of out-of-pocket expenses), or for any advice provided in a professional capacity
1.2 Membership of the GB by anyone closely connected to a GBM.	No	This is not permitted under our Rules (43.1.12): (he/she is the spouse, partner, child (including adopted child or step child) parent, parent-in-law, grandparent, grandchild or sibling of a GBM or of a governing body member of any other organisation in the Group)
1.3 Nomination, election or co-option to the governing body of someone who was, in the last twelve months, a member of staff	No	This cannot be permitted. This is because the governing body is the employer and determines all policies, terms and conditions relating to our employment practices. Consequently, it is very difficult to avoid the risk of a perception that someone who has recently been an employee may be able to exert inappropriate influence.
1.4 Nominations to join the GB from people who are connected to a serving member	No	This cannot be permitted in accordance with the Rules.
1.5 Nomination to join the GB from someone who is closely connected to an employee	No	This cannot be permitted. This is because the governing body is the employer and determines all policies, terms and conditions relating to our employment practices. Consequently, it is very difficult to avoid the risk of a perception that someone closely connected to one of our people may be able to exert inappropriate influence. Nomination / application forms should require potential GBMs to identify anyone they are closely connected to: if a nominee is closely connected to a current employee, Rule 40.3.2 permits the GB to reject the nomination .
2. GOVERNING BODY (GB): PAYMENT OF EXPENSES		
2.1 Payment of expenses (out of pocket expenses, reimbursement of travel costs etc.)	Yes	Claims must comply with our policy and procedures. Approved expenses do not need to be recorded in the Register of Payments and Benefits
3. GOVERNING BODY (GB) AND STAFF: ATTENDING TRAINING AND EVENTS		
3.1 Attendance by GBM and/or staff members at training events or conferences/seminars or at openings/similar events hosted by other RSLs	Yes	We will pay the costs of the event package. If not part of the package, we will arrange and pay for GBM's travel and accommodation. No requirement to declare in the Register of Payments and Benefits

DECISION OR ACTIVITY	PERMITTED?	GWAH GUIDANCE/PROCEDURES
3.2 Attendance by GBM and/or staff members at external events to mark awards, achievements or other significant milestones relevant to our business and that do not form part of a sector conference e.g. SFHA Annual Conference	Yes ⁶	GBM and staff members will be able to accept hospitality at GWAH corporate events, in accordance with our Policy on Gifts and Hospitality. It is not GWAH's practice to send GBM or staff members to "pay to attend" awards ceremonies. If exceptional circumstances were to arise in future, the MC would need to approve attendance in advance based on reasonable and proportionate costs and a demonstrable benefit to GWAH. Costs for each attendee would also need to be recorded in the Payments and Benefits Register.
4. COMMITTEE AND STAFF: GIFTS AND HOSPITALITY		
4.1 Acceptance of gifts and hospitality	Yes, in some circumstances	The Gifts and Hospitality Policy sets out the limits and procedures that apply to accepting gifts and hospitality and when they must be recorded in the Register of Gifts and Hospitality
5. STAFF RECRUITMENT		
5.1 Making an offer of employment (temporary or permanent) to someone who is closely connected to an existing employee	Yes	Permitted as long as: a) There has been an open recruitment exercise in accordance with our policy and nobody closely connected to the job applicant has played any part in the recruitment and selection process; and b) The offer of employment is approved by the Staffing Sub-Committee; and c) No direct or indirect line management or supervision responsibility will be created between people who are closely connected to each other; and d) The offer of employment is recorded in the Register of Payments and Benefits , following its acceptance Since there can be no direct or indirect line management responsibility, someone who is closely connected to the Chief Executive cannot be appointed to any role.
5.2 Existing staff: approval of re-gradings/promotions and contract enhancements, specific to an individual staff member	Yes	Permitted as long as: a) Proposed decision is based on an objective assessment; and b) The proposed arrangement is approved by the Staffing Sub-Committee

⁶ SFHA guidance permits where the total cost does not exceed £500

DECISION OR ACTIVITY	PERMITTED?	GWAH GUIDANCE/PROCEDURES
5.3 Making an offer of employment (temporary or permanent) to someone who is: 1. A current GBM 2. Was previously a GBMin the last 12 months 3. Closely connected to a current GBM	No	Former GBMs will be discouraged from applying for employment within this timeframe. This cannot be permitted. This is because the governing body is the employer and determines all policies, terms and conditions relating to our employment practices. Consequently, it is very difficult to avoid the risk of a perception that someone closely connected to one of our people may have been unfairly advantaged or that an employee of a GBM may be able to exert inappropriate influence. Equally, if someone who is, or has recently been a member of the GB, it is essential to ensure that it is not possible for there to be any risk of a perception that they have received favourable treatment and/ or had access to privileged information about a post that they are subsequently recruited to. If this situation occurs, we will seek legal advice to make sure that we always act in accordance with the law, with regard to excluding former GBMs from consideration.
5.4 Making an offer of employment or contract for the provision of services (e.g specialist advice) to someone who is closely connected to a current GBM	No	This cannot be permitted
6. HUMAN RESOURCES MANAGEMENT		
6.1 All entitlements arising from a contract of employment with GWAH, including but not restricted to: • Payment of salary to staff • Access to car or travel loans or salary advances / sacrifices where specified in the employment contract or GWAH policy. • pension provided as part of the remuneration package; • 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 terms of contract and agreed remuneration package is always permitted without the need to record. GWAH terms and conditions of employment and associated policies shall be treated as part of the employment contract for the purposes of this Policy.

DECISION OR ACTIVITY	PERMITTED?	GWAH GUIDANCE/PROCEDURES
Access to discounts (or similar) for personal use /purchase of goods / services as part of employment terms / benefits		
6.2 Provision of a loan by GWAH to GBMs or employees.	No	This is not permitted unless allowed for in the contract of employment or GWAH policy. We cannot make any other loans to individuals.
6.3 Redundancy or Voluntary severance payment to an employee	Yes	GWAH is permitted to make redundancy payments to an employee in line with their contract of employment or the relevant statutory provisions. GWAH is permitted to make a voluntary severance payment to an employee which is outside the terms of their contract of employment provided: a) The payment is instead of (not additional to) any redundancy entitlement; and b) The payment arises directly from a decision to terminate the employee's contract of employment and there is a clear business rationale for doing so (such as early retirement, redundancy, restructuring or to improve organisational effectiveness and efficiency). A supplementary pro forma will be completed in support of SSC reporting detailing: - Rationale / Business case for use of severance payment - Details of legal advisor and subsequent advice - Record of key dates / conversations relating to process; and c) The proposed payment and key elements of the agreement is reported to and approved by the Staffing Sub Committee in advance of the agreement being signed by the Chief Executive and the affected employee does not play any part in advising the SSC about any voluntary severance payment that may be awarded to them; and d) The total sum of the non-contractual payment and benefit does not exceed, in the opinion of EVH or our legal 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); and

DECISION OR ACTIVITY	PERMITTED?	GWAH GUIDANCE/PROCEDURES
		e) Payment is no more than one year's gross remuneration, if the employee has more than 10 years or more continuous service with GWAH; or, if less than 10 years continuous service, payment is no more than one-tenth of one year's gross remuneration for each year of completed service. Where staff transferred in to GWAH under TUPE total years' service can be used for this calculation. In exceptional circumstances (e.g. if a settlement agreement is being negotiated), the Staffing Sub Committee shall have authority to exceed the limits specified in bullet point e), where independent legal advice confirms that this is required.
6.4 Appointment of a GWAH staff member to the GB	No	This cannot be permitted in accordance with GWAH Rules. Former staff members may be considered after a minimum period of 5 years. In accordance with GWEn Standing Orders, a senior member of staff will be permitted to be on the board of GWEn following MC approval.
7. TENANCIES & SERVICE AGREEMENTS		
7.1 The granting of a tenancy or lease in one of our properties to GBMs, employees or volunteers or to someone closely connected to them	Yes	Permitted as long as: a) The decision is in accordance with our published housing allocations policy and our procedures for determining an allocation involving one of our people or someone closely connected to them, and b) Neither the applicant nor anyone closely connected to them is involved in any way or in any part of the allocation process, and c) Granting of the tenancy is approved by the CE Granting of the tenancy is recorded in the Register of Payments and Benefits and is reported to the Governing Body at its next meeting.
7.2 Where a GBM or employee is a tenant and receives a repair, improvement or adaptation to their home Where one of our people is a tenant who is eligible to receive 'in-kind' support (e.g. fuel voucher, energy saving appliance) that is available to all tenants, this does not need to be individually registered / recorded as the tenancy has already been declared and registered	Yes	Repair works carried out in accordance with GWAH's policy do not need to be declared or recorded (tenanted and factored properties). Property adaptations must comply with our policy; be approved by a member of the Executive Team; and be recorded in the Register of Payments and Benefits. MC approval is not required. Improvement works must be carried out as part of an approved programme and in accordance with our policy.

DECISION OR ACTIVITY	PERMITTED?	GWAH GUIDANCE/PROCEDURES
		If not part of approved programme, the works must be approved by a member of the Executive Team and recorded in the Register of Payments and Benefits. MC approval is not required. If a GBM or staff member has a personal interest in improvement works to be discussed at a meeting, they must declare an interest.
7.3 Where a GBM or employee is a tenant and receives a decoration allowance or other payment relating to their tenancy	Yes	Payments and/or allowances must be made in accordance with our policy and procedures; be approved by a member of the Executive Team; and be recorded in the Register of Payments and Benefits. MC approval is not required. The policy covers statutory payments, such as home loss payments; and discretionary payments such as decoration allowances and disturbance payments.
8. SALE/PURCHASE/LEASING OF LAND OR PROPERTY OF PROPERTY		
8.1 Disposal of our interest (whole or part) in a property to a GBM, employee or someone closely connected to a GBM or employee via LIFT; HomeBuy; Help to Buy or other LCHO scheme; or via leasing of a commercial property	Yes	This is permitted, provided: a) Priority purchaser groups receive the first opportunity to purchase b) The disposal must not be on terms that are more favourable than those available to other purchasers/lessees c) GWAH policy and procedures are followed, including setting selling prices with reference to an independent valuation and advice d) The prospective purchaser or lessee or anyone closely connected to them plays no part in our approval or processing of the transaction e) The disposal shall be approved by the MC. f) The disposal shall be recorded in the Register of Payments and Benefits, with full details recorded in the relevant files for audit purposes g) GWAH will not normally permit purchasing by GWAH employees unless priority purchaser criteria have been exhausted and it is in the economic interests of the Association to dispose of unsold properties.
8.2 Any other sale of GWAH heritable property to a GBM or employee or someone closely connected to them	No	This is not permitted (for example, if GWAH decides to dispose of properties that are surplus to requirements).
8.3 The purchase of land or other assets from anyone who is, or who has been in the last twelve months, a GBM	No (in almost all cases)	This is generally prohibited. GWAH may make exceptions to this as set out in our Disposals and Acquisitions Framework within our Asset Management Policy (for owners unable to afford improvement/repair works that are part of a recognised

DECISION OR ACTIVITY	PERMITTED?	GWAH GUIDANCE/PROCEDURES
or employee; or from a person who is closely connected to a GBM or employee		programme) or for referrals to us under the Scottish Government's Mortgage to Rent scheme. In these circumstances, purchase would be permitted provided: (a) GWAH's policy and procedures are followed, including a business case for properties to be purchased as part of an improvement/repair programme (b) The prospective seller (or someone closely connected to them) plays no part in our decision to purchase the property or in the processing of the transaction by us (c) The transaction is approved by the Management Committee and recorded in the Register of Payments and Benefits, and details of the process followed are recorded in the relevant files.
8.4 GWAH / GWEn entering into a contract with a contractor or service provider where one of our people, or someone connected to them, has significant control and the contract is within the scope of public procurement legislation.	It must be permitted where excluding the contractor / service provider would put the organisation in breach of its obligations under applicable procurement legislation.	This must be permitted where: • (1) the contract is subject to applicable procurement legislation (including the Public Contracts (S) Regulations 2015 and the Procurement Reform (Scotland) Act 2014); and • (2) the contract has been procured in accordance with that legislation and the contractor / service provider has not been excluded and has been selected as the preferred bidder. In particular it will be necessary to ensure that any potential conflict of interest is managed during the procurement process in order to avoid any distortion of competition and ensure equal treatment of contractors. This may be achieved by the following: • The person connected to the contractor has played no part in the development of the terms of the procurement exercise or the contract prior to it being advertised. • The person connected to the contractor is not involved in any part of the procurement process (including specification of the contract requirements) or decision to award the contract. If the above steps are taken, then it is unlikely to be lawful to exclude the contractor. If those steps cannot be complied with then it may be both permitted and necessary to exclude the contractor, but only if there is no other means short of exclusion to remedy the conflict of interest.

DECISION OR ACTIVITY	PERMITTED?	GWAH GUIDANCE/PROCEDURES
		The appointment of a connected contractor must be reported to the Governing Body and recorded in the relevant Register(s) along with details of the process followed. Once the contract has been awarded in accordance with the relevant procurement legislation, the organisation must manage the contract in accordance with the Scottish Housing Regulator's Standards of Governance and Financial Management, particularly Regulatory Standard 5.4: Governing body members and staff declare and manage openly and appropriately any conflicts of interest and ensure they do not benefit improperly from their position.
8.5 GWAH / GWEn entering into a contract with an organisation contractor or service provider where one of our people, or someone closely connected to them, has significant control, and the contract is not within the scope of public procurement legislation.	Only in specific and limited circumstances	We could only consider this where: • There is no reasonable alternative (e.g. because of geography or the specialist nature of the goods/services) AND • The person affected by this policy is not involved in any part of the procurement process or decision • The appointment is approved by the Governing Body which is satisfied that the appointment is reasonable in the circumstances . In such rare circumstances, the appointment must would be recorded in the register along with details of the process followed.
9. CONTRACTS: BUSINESSES TRADING FOR PROFIT		
9.1 Entering into a contract with a <u>relevant business</u> <i>A relevant business is a business trading for profit where a GBM or employee, or someone closely connected to them, is a principal proprietor or shareholder or is directly involved in the management of the business⁷</i> <i>This includes cases where GWAH has required the use of a particular third party (e.g. where a main contractor</i>	No (in almost all cases)	Contracts with relevant businesses are not permitted in almost all circumstances. GWAH cannot enter into a contract with a relevant business owned or managed by someone who has been a GBM or employee in the last 12 months. GWAH will only consider entering into a contract with a relevant business in other circumstances, where: (a) The GBM or employee affected by this policy is not involved in any part of the procurement process or decision; (b) The appointment is approved by the MC which is satisfied that the appointment is reasonable in the circumstances;

⁷ These terms are defined at Appendix 3, using the detailed definitions contained in previous regulatory guidance on Schedule 7

DECISION OR ACTIVITY	PERMITTED?	GWAH GUIDANCE/PROCEDURES
<i>is employing a relevant business as a nominated sub-contractor).</i>		(c) There is no reasonable alternative available (e.g. because the goods/services are of a specialist nature). In such circumstances, the appointment would be recorded in the Register of Payments and Benefits and details of the process followed would be recorded in the relevant files for audit purposes.
9.2 The purchase of goods/services from our suppliers/contractors by a GBM or employee, for private purposes	Yes – if no other reasonable alternative exists	This should normally be avoided, and will only be permitted if the procedure at Section 6 above is followed