



Policy on Gifts and Hospitality

Finance, Audit & Risk Sub-Committee submission:	07 November 2023
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CHA Objectives:

- To ensure that our resources are adequate to deliver our objectives by investing in our people, demonstrating value for money and through robust procurement practices.
- To promote social inclusion by applying principles of equality and diversity to everything we do.

Regulatory Standards:

- The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.
- The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these objectives.
- The RSL manages its resources to ensure its financial well-being while maintaining rents at a level that tenants can afford to pay.
- The RSL conducts its affairs with honesty and integrity.

This policy can be made available on request in a variety of different formats, such as on tape, in large print and translated into other languages

Introduction

The Association's Entitlements, Payment and Benefits Policy, our Donations Policy and the Association's Code of Conduct for Staff and Committee, state that certain payments may be considered "de minimis" or as having no substantive value or material consequence and should be allowed, for example: -

- Gifts of small value made to employees or management committee members on certain occasions
- Giving promotional material to employees and management committee members
- Sponsorship of local clubs or giving prizes for local competitions
- Donations of a small value to local clubs or charities.
- Parties or organised events to celebrate special occasions
- Lending computer equipment/iPads to management committee members to assist them in their role on the governing body

In these cases, the Association should ensure that: -

- The scale and nature of the activity is proportionate to the scale and aims of the organisation
- It is in accordance with the relevant policies of the Association
- The budget for such activities is made known to the membership
- There is no potential or actual conflict of interest
- There is a fair and open approach to any event or activity
- Equipment located out with the Association's premises is recorded in the fixed asset register.

In the interests of accountability and to comply with the Scottish Housing Regulator's Standards of Governance and Financial Management and the Association's Entitlement, Payments and Benefits Policy, we will implement the following policy: -

1. Gifts

The Association will only offer gifts to current and former management committee members and staff in the circumstances listed above.

Staff

At its meeting in November 2023, the Finance, Audit & Risk Sub-Committee agreed that long service awards for serving members of staff, reaching the following milestones be awarded with a gift/payment to the following value:

20 years' service	£150.00
25 years' service	£175.00
30 years' service	£200.00
35 years' service	£225.00
40 years' service	£250.00

Long service awards for staff at retrieval/leaving fall under the EVH employment terms and conditions and are as follows (from 1 April 2023): -

Contribution to Retirement/Leaving gift to mark long service

5 - 10 years' service	£105
10 - 15 years service	£132
15 - 20 years service	£184
20 years+ service	£237

Management Committee

The commitment of long serving Management Committee members will be recognised and celebrated by the Association and gifts up to the value of £25 will be presented to those who reach their individual milestones whilst in service.

5 years service
10 years service
15 years service
20 years+ service

Incoming Gifts

Only gifts of a non-extravagant (i.e. of no more than £50.00 approximate value) nature may be accepted from external sources. Such gifts must be accepted corporately and distributed fairly with no individual personally accepting and retaining a gift (except flowers).

No monetary gifts will be accepted by either Management Committee members or members of staff.

All gifts must be reported to the Secretary and recorded in the Gifts and Hospitality Register per our Entitlements, Payments and Benefits Policy and a report presented to the Management Committee annually, in June.

2. Hospitality

In certain circumstances it may be appropriate to offer hospitality (e.g. visiting members and officials of partner authorities/agencies). The value of such hospitality should not exceed £25.00 per individual and prior authorisation should be sought from the Chief Executive and/or the Management Committee.

Any hospitality received should be of a non-extravagant nature and should not exceed the value of £50.00 per individual. Prior authorisation should be sought from the Chief Executive and/or Management Committee and details (including the approximate value) should be reported to the Secretary and recorded in the Gifts and Hospitality Register.

The Secretary will endorse each entry in the Gifts and Hospitality Register and will report to the Management Committee annually on the value of hospitality given and received by individual members of Committee and Staff and on the value of gifts received corporately.

3. Equal Opportunities

Our commitment to equal opportunities and fairness will apply irrespective of factors such as race, sex, disability, age, gender reassignment, marriage & civil partnership, pregnancy & maternity, religion or belief and sexual orientation. An Equality Impact Assessment has been carried out and none of these protected groups will be unduly affected by this Policy. The Policy applies to all.

For Office Use Only – Required Actions

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