

## **CLYDEBANK HOUSING ASSOCIATION LTD**

**TO:** Management Committee (25 June 2024)                      **DATE:** 21.06.2024  
**FROM:** Chief Executive  
**SUBJECT:** **Declaration of Interest/Entitlements, Payments and Benefits/ Gifts and Hospitality Report 2023/24**

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### **Purpose of Report**

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

### **Potential impact on tenants and service users/Tenant Consultation requirements**

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

### **Value for Money**

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

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

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

### **Risk**

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

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

We are part of a sector that has a strong reputation for integrity and accountability to the people we exist to help and to our Regulators. We must ensure that the organisation upholds its reputation and that of the sector. Our people cannot benefit inappropriately from their connection with the organisation. The non-recording and reporting of the information contained within this report in line with the above policies could open up the Association to external scrutiny and could be detrimental to the Association's public and stakeholder reputation.

## **Legal/constitutional Implications (Reference to Model Rules)**

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

### **Relevant CHA Objectives:**

- To manage the houses provided, in a professional and cost effective manner, for the benefit of our local community and the environment.
- To ensure that our resources are adequate to deliver our objectives by investing in our people, demonstrating value for money and through robust procurement practices.
- To promote social inclusion by applying principles of equality and diversity to everything we do.

### **Relevant SHR Regulatory Standards of Governance and Financial Management**

#### **Standard 1**

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

#### **Standard 2**

The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities.

#### **Standard 4**

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

#### **Standard 5**

The RSL conducts its affairs with honesty and integrity.

#### **Standard 6**

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

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

### **Equalities**

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

## Clydebank Housing Association Limited

Annual Report (01 April 2023 to 31 March 2024) – submitted to Management Committee 25 June 2024

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

#### Details of gifts recorded in Register during year

Date	Source	Details	Shared corporately (Yes/No)	Permitted (Yes/No) (Cost not exceeding £50)	Register signed by Secretary at date of report (Yes/No)
14/12/2023	Tenant	Bottle of Prosecco	Yes	Yes	Yes
14/12/2023	Blue Sky Experiences	Arran soap set	Yes	Yes	Yes
14/12/2023	Tenant	Box of biscuits	Yes	Yes	Yes
14/12/2023	Tenant	Tin of chocolates	Yes	Yes	Yes
14/12/2023	MTS Drainage	Hamper with wine and chocolates	Yes	Yes	Yes
14/12/2023	People Unboxed	Chocolate brownies	Yes	Yes	Yes
14/12/2023	Tenant	4 x boxes of biscuits (3 x envelopes with cash returned to tenant)	Yes	Yes	Yes
14/12/2023	Tenant	3 x bags with wine, chocolates (3 x cards with cash returned to tenant)	Yes	Yes	Yes
18/12/2023	Tenant	Box of chocolates	Yes	Yes	Yes
18/12/2023	Tenant	2 x flowers and tin of chocolates (flowers accepted by F Campbell and R Carruthers)	Yes	Yes	Yes
18/12/2023	RPMTRA	5 x chocolates	Yes	Yes	Yes
18/12/2023	Story Sense (C81 group)	1 x chocolates	Yes	Yes	Yes
18/12/2023	Family History (C81 group)	1 x chocolates	Yes	Yes	Yes
19/12/2023	Bankie Talk	1 x Biscuits and 1 x chocolates	Yes	Yes	Yes
19/12/2023	Tenant	3 x cash in cards (returned to tenant)	Yes	Yes	Yes

19/12/2023	Tenant	1 x box of snowballs and 1 x chocolates	Yes	Yes	Yes
19/12/2023	Tenant	Box of chocolates	Yes	Yes	Yes
19/12/2023	Tenant	Box of biscuits	Yes	Yes	Yes
20/12/2023	Tenant	Floral arrangement (accepted by A Smith)	No	Yes	Yes
20/12/2023	Tenant	1 x cash in card (returned to tenant)	Yes	Yes	Yes
21/12/2023	Macdonald & Cameron	Wine and chocolates	Yes	Yes	Yes
21/12/2023	Willie Henry (C81 Gym Instructor)	Beer, wine and chocolates	Yes	Yes	Yes
21/12/2023	Clydetec	Whisky, wine and chocolates	Yes	Yes	Yes
21/12/2023	Tenant	2 x boxes chocolates	Yes	Yes	Yes
21/12/2023	Tenant	2 x cash in cards (returned to tenant)	Yes	Yes	Yes
22/12/2023	Tenant	Box of chocolates	Yes	Yes	Yes
06/02/2024	Tenant	Box of chocolates	Yes	Yes	Yes
07/02/2024	Tenant	Box of chocolates	Yes	Yes	Yes
08/02/2024	Tenant	Chocolates and wine	Yes	Yes	Yes
14/02/2024	Tenant	Flowers and Scottish tablet (Flowers accepted by F Campbell)	Yes	Yes	Yes
06/03/2024	Tenant	12 x chocolate bars	Yes	Yes	Yes
09/03/2024	Tenant	2 x cakes and 2 x wine	Yes	Yes	Yes
25/03/2024	Tenant	Box of chocolates	Yes	Yes	Yes
27/03/2024	Tenant	2 x Easter eggs	Yes	Yes	Yes
28/03/2024	Tenant	3 x Easter eggs	Yes	Yes	Yes

The Declaration of Interest Registers for both Staff and Committee are up to date – information below as at 21.06.2024  
 Total number of our people using our contractors during the year - 0

Details of declarations are as follows: -

<b>Staff</b>		
<b>Details</b>	<b>Number</b>	<b>Staff Member</b>
Relative who is a factored owner	3	Melanie Cameron Donald Cameron Taylor Kelly
Tenant of Clydebank HA	3	Janie Preston Rae Carruthers John Douglas
Relative of another staff member	4	Melanie Cameron/Donald Cameron Sinead Farrell/Joe Farrell
Relative of Clydebank HA Tenant	4	Jack Devlin Fiona White Kirsty Woods Alan Duckett
Relative of Clydebank HA Housing Applicant	2	Sinead Farrell Joe Farrell
Connection with Registered Tenants Organisation (s)	2	Bethany Jones John Douglas
Connection with Clydebank HA contractor(s)	2	Bethany Jones Geraldine Whitley
Board member of another RSL	-	-
Board member of a public sector body/participation group	1	Sinead Farrell
Relative of a Board Member of another RSL	1	Jack Devlin

<b>Management Committee</b>		
<b>Details</b>	<b>Number</b>	<b>Committee Member</b>
Tenant of Clydebank HA	3	Joe O'Donnell Doris Smith Traceylee Hislop (served on MC throughout the year)
Tenant of another RSL	1	John Mooney
Relative of Clydebank HA Tenant (s)	1	Paul Shiach
Staff Member of another RSL	2	Kimberley Tennant Laura Breeze (served on MC throughout the year)
CHA Factored Owner	3	Paul Shiach John Hillhouse Grace Daly
Relative of a CHA factored owner(s)	1	Paul Shiach
Public Responsibility (Chairperson of Local Charity and the Charity is a CHA Social Economy Centre tenant)	1	John Mooney
Public Responsibility (Councillors)	2	Councillor Sophie Traynor Councillor Gurpeet Singh Johal

### **Gifts given by us to our people**

Long service awards – Staff	4	Fiona White £200 (30 years' service) Joe Farrell £150 (20 years' service) Ali Mailey £150 (20 years' service) Sinead Farrell £150 (20 years' service)
Long service awards – Committee	0	
Staff Retirement Gifts	2	Donald Campbell, £30 gift and EVH award of £105 Margaret McKeitch , £35 flowers and EVH award of £132
Annual Employee of Year Award	1	Elaine Bannerman, £50 M&S voucher
Monthly customer care champions	12	12 x staff members, £20 Costa voucher each

**Donations made by our contractors to sponsor/advertise at events**

- AGM 2023 - 0 Contractors/Consultants = £0 in total
- World Kindness Day (November 2023) - 15 Contractors/Consultants = £1,990 in total

**Entitlements, Payments and Benefits Register**

Janie Preston, staff member - granted tenancy of CHA property