



Policy on Gifts and Hospitality

Management Committee submission:	24 February 2026
Last Approved:	07 November 2023
Date Approved:	24 February 2026
Next Review date:	February 2029

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. Gifts from the organisation to our people can be permitted in cases where it is to mark a special occasion or significant events including family events, retirement or leaving the organisation. These must be recorded in the gift register, and the value of such gifts will not normally exceed £120.

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
25 years' service	£175
30 years' service	£200
35 years' service	£225
40 years' service	£250

Long service awards for staff at retrial/leaving fall under the EVH employment terms and conditions and are as follows (from 1 April 2026): -

Contribution to Retirement/Leaving gift to mark long service

5 - 10 years' service	£122
10 - 15 years service	£152
15 - 20 years service	£213
20 years+ service	£274

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 £40 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 small gifts of a non-extravagant (i.e. of no more than £70 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).

Staff members should not regularly accept gifts from the same source and never more than three times twice from the same source within a 12-month period. This restriction is intended to protect our people from any suggestion of impropriety in how they conduct themselves when acting on our behalf. The total cumulative value of gifts received from the same source over the course of a year must never exceed £70.

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). Modest hospitality, such as a sandwich lunch or networking event, is permitted and does not need to be recorded. All other hospitality up to a value of £70 is permitted but must be recorded in the register, along with an estimation of the value of hospitality received, within five days of attendance.

Any hospitality received should be of a non-extravagant nature and should not exceed the value of £70 per individual unless prior authorisation has been 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.

Attendance by staff and committee members at 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 is permitted where the total cost does not exceed £500 per person. The Management Committee must approve attendance in advance.

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