



1986-2016: Celebrating 30 years working in the community

Policy on :	CO10 Donations and Sponsorship Policy
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Compliant with Scottish Housing Regulator's Regulatory Framework:	n/a
Compliant with BHA Rules:	n/a;
Compliant with Equal Opportunities :	n/a
Relationship with other policies:	Code of Conduct, Gifts and Hospitality policy, Staff terms and conditions of employment. Procurement Policy Equality and Diversity

Date for Approval :	January 2020
Date for review :	January 2023

Responsible Officer :	Corporate Services Manager
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1. Introduction

It is a requirement of the Association's Rules that we have a donations policy and that we report on all donations to our annual general meeting each year.

2. Aims and objectives of the policy

The aim of the 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 will ensure transparency to staff, Governing Board members, and our external stakeholders in relation to the giving and receiving of such donations.

The Association's donations policy should be based on the Association's Rules and meeting the objectives of improving community spirit and involvement of residents; supporting fund raising initiatives that benefit tenants and the wider community; and to continue to meet our charitable objectives which also aims to improve the quality of people's lives.

For fund raising, both staff and Board members have taken part in such activities in the past – it is also therefore the aim of this policy to provide clarification to staff and Board members on those who wish to take part in fund raising for sponsored charitable events and what is reasonable.

3. Legal Framework

This policy is based on the recommendations of the Regulatory Standards for Housing Associations published by the Scottish Housing Regulator. Specifically the guidance states at 5.4 that "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". This policy should be read in conjunction with our Code of Conduct, Gifts and Hospitality policies, staff terms and conditions of employment.

4. Risks

The policy is designed to ensure that there are no risks associated with making reasonable and proportionate donations from our income. Donations and sponsorship to individuals will not be permitted. The policy will provide staff, Board members and our wider stakeholders with clarity on our approach to receiving and providing donations.

5. Annual Budget and reporting

The Association will prepare and approve an annual budget which specifically relates to 'tenant participation' where such donations will be funded from. Such tenant and wider resident participation will include requests from local charitable organisations that help serve the communities within which the

Association operates. The Association will report on all annual donations to our members at the Annual General Meeting. Donations will be reported to the Governing Board on a regular basis. Generally, the budget will be £500 but if there is a request for further donations, the Board will consider this sympathetically on an ad-hoc basis.

Over recent years, the tenant participation budget supports the development of our Tenant Scrutiny Panel, FLAIR mystery shopping expenses, the Association's garden competition, good neighbour trophy, competitions, raffles, etc.

6. Policy principles – donations and sponsorship

The Association recognises that our aims and objectives of the Association all are founded on the income that we receive and the principle source of income is from our rents due by our tenants. This includes the receipt of housing benefit. The governing board is responsible for safeguarding our tenant's income and our reputation for honesty and transparency in all that we do as an Association and through our subsidiary in furthering our aims and objectives.

This Policy will follow the following conditions:

Donations:

- All requests will be considered sympathetically with a maximum paid to any one group to be £100, providing funds are available from the budget and the request is approved by the Chief Executive. Requests for higher donations will be reported and considered for approval by the Governing Board.
- Requests are likely to be considered as one-off donations. If multiple donation requests are received, these will be considered by the governing Board.
- Donations will be considered for local events where our residents and their immediate household will gain some benefit. Where these events are annual, the governing Board will decide a period of time suitable to allow sponsorship, for example, 3 years, before a period of review will be undertaken
- Donations will be considered from local organisations representing the wider community rather than from individuals where the individual could be seen as personally benefiting from the donation. This can include local schools where specific projects are being considered. Groups should be legally constituted and have a bank account.

- The Association will accept donations from existing contractors, consultants, and suppliers for such annual or special events such as our AGM, annual report, anniversary celebrations, and wider action activities where this benefits the community.

Sponsorship

- Where possible, sponsorship should be promoting Barrhead Housing Association as a charitable social housing provider, and the wider housing sector as a whole
- Individual staff and Board members also are involved in personal challenges which often results in requests for sponsorships. Where staff or governing Board members are engaged in events that are raising funds through sponsorships to wider charitable organisations, donations are acceptable unless the Association is due to tender contracts or has just awarded a contract (within a 6 month period).
- Raising sponsorship by staff or Board members for individual family members will not be acceptable with our contractors, suppliers and contractors.
- Raising sponsorship by staff or Board members for individual family members will be acceptable between staff and Board members, provided this is reasonable and voluntary.
- Sponsorship for fund raising should not exceed £40.

7. Community Benefits

As part of our IFLAIR framework on procurement and any new procurement for BHA, contractors are required to confirm what added value they can deliver through a community benefits clause. This can be a range of things including employment opportunities and training, and also discounts. The Association will report on these items annually to our governing Board, our tenants and our wider community as part of our Value for Money Scorecard.

8. Equalities

The Association is committed to tackling discrimination on the grounds of age, religion and belief, race, disability, sex, sexual orientation, pregnancy and maternity, marriage and civil partnership, and gender reassignment. The Association will not therefore discriminate in any way when deciding where donations are to be allocated. Any respect for sponsorship or donations should fit with principles of our Equality and Diversity Policy.

9. Complaints and Appeals

All appeals will be referred to the Association's Governing Board, whose decision will be final. There is no further course of appeal. Should someone feel that they have been treated unfairly, or that the policy is discriminatory in any way, they can use the Association's complaints handling procedure. A copy of this procedure is available on our website, through our Guide to Information and also from the office.

10. Review

This policy will be reviewed every three years and a report on donations will be made annually to our members at our Annual General Meeting.