



# Charitable and Community Donations Policy

<b>Policy Title:</b>	<b>Charitable &amp; Community Donations</b>
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<b>Scottish Housing Regulator Guidance:</b>	<b>2.2</b>

## ***Vision***

By providing aspirational homes and high-quality services we will transform communities to enhance the quality of life of our customers.

## ***Values***

- Customer and Community Focussed
- Treating our customers with respect
- Accountable
- Making a difference
- Innovative
- Equal access to services and opportunities for all

## ***Strategic Objectives***

Deliver first class customer services

Provide quality homes, communities and sustainable tenancies

Achieve robust financial management and governance excellence

Empower, develop and engage our staff

Build strong collaborative relationships locally and nationally

## **CHARITABLE & COMMUNITY DONATIONS POLICY**

Ardenglen Housing Association can provide this procedure on request, in large print, in Braille, on tape or in other non-written format, and in a variety of languages.

### **1. INTRODUCTION**

Ardenglen Housing Association (Ardenglen) is committed to the highest standards of openness, probity and accountability.

Regulatory Standard 5 states that an RSL must “*conduct its affairs with honesty and integrity*” To ensure this, the Association has clear policy and procedures in place which make sure the organisation acts with transparency, honesty and propriety and avoids any public perception of improper conduct.

Like many businesses Ardenglen regularly receive requests from charitable bodies and local community organisations for donations or sponsorship and a framework has been agreed in order to formalise our policy and procedures in dealing with such requests.

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. PRINCIPLES**

When considering requests for support, one or more of the following criteria will be applied:

- 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 in furthering our aims and objectives.
- Ardenglen’s tenants or prospective tenants should receive a direct or indirect benefit from the donation and the charity or organisation should be based in or operate in the same geographical area as Ardenglen
- The donation should support the wider social housing movement and/or the local community in which Ardenglen operates.
- It may assist in building relationships both nationally and collaboratively.

### **3. OBJECTIVES**

Ardenglen is a registered Scottish Charity formed for the benefit of the community.

The Rules of Ardenglen state that it can “*give an amount recommended by the Committee to charitable voluntary groups which further the objects of the Association*”

The aims of this policy are 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.
- Improve community spirit and involvement of tenants
- Support fund raising initiatives which benefit tenants - 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.
- Raise the profile of Ardenglen and helping create goodwill
- Raise the profile of social housing and the importance of housing in people’s lives
- Appendix 1 provides examples of the donations that would fit with the Association’s values.

#### **4. PROCEDURE**

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 should 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.

Requests for donations must be made in writing and will be considered in the first place by the Chief Executive.

Where requests are below £100, the Chief Executive has nominated authority to consider on whether or not the request complies with the policy and also on the amount to be provided.

Requests for donations above £100 will be considered by the Board or appropriate Sub Committee who will consider on whether or not the request complies with the policy and also on the amount to be provided.

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 tenants and their immediate household will gain some benefit.

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. Appendix 1 gives examples of the kind of donations the Association would accept or grant to others.

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.

The decision and amount agreed will be minuted.

## **5. COMMUNITY BENEFITS**

Any new procurement for Ardenglen HA will request that 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 should report on these items annually to our governing Board, our tenants and our wider community in our Annual Report.

## **6. 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.

## **7. MONITORING AND REPORTING**

The Association will report on Donations and Sponsorship annually to our governing Board, our tenants and our wider community in our Annual Report.

## **8. REVIEW**

This Policy will be approved by the Board. It will be reviewed every three years unless amendment is prompted by a change in legislation, or monitoring and reporting reveals that a change in Policy is required sooner.

## **9. DISTRIBUTION**

This policy will be made available to every employee and committee member and will be made freely available to any tenant or interested party.

**10. LEGAL FRAMEWORK**

- Rules of Ardenglen Housing Association

**13. RELATED POLICIES**

- Entitlements Payments and Benefits
- Code of Conduct for Board and Staff
- Financial Regulations

**---- END OF POLICY ----**