

ENTITLEMENTS, PAYMENTS & BENEFITS POLICY

SEPTEMBER 2025



LANARKSHIRE
HOUSING ASSOCIATION LTD



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ENTITLEMENTS, PAYMENTS, AND BENEFITS POLICY

(*Note Lanarkshire housing Association hereinafter referred to as LHA)

1.0 INTRODUCTION

1.1 This policy applies to:

- All members of our Management Committee and the Board of our subsidiary, Lanarkshire Initiatives Ltd.
- Everyone who works or volunteers for us or our subsidiary

1.2 For the remainder of this policy, the above will be referred to as “our people.”

2.0 POLICY CONTEXT

2.1 We are a Registered Social Landlord (RSL) and a Scottish Charity. We are part of a sector recognised for its strong commitment to integrity and accountability: to the people we serve, as well as our Regulators, partners, and funders. We must ensure that our organisation upholds its reputation and that of the sector. Our people cannot benefit inappropriately from their connection to us.

2.2 This policy describes the Entitlements, Payments, and Benefits that our people can receive. It also describes what is not permitted and the arrangements that we have in place to ensure that the requirements of this policy are observed.

2.3 Our Rules require that we have a policy dealing with Payments and Benefits¹. The Scottish Housing Regulator (SHR) requires us to have a policy that sets out what Payments and Benefits we permit and to ensure that these arrangements demonstrate transparency, honesty, and propriety². We must ensure there is no justifiable public perception of impropriety. This policy is based on the SFHA’s Model Entitlements Payments and Benefits Policy, which the SHR has confirmed meets their regulatory requirements.

2.4 As we are a Scottish Charity, all our Governing Body Members must also ensure that they comply with the Office of the Scottish Charity Regulator (OSCR) guidance to Charity Trustees³ and charity legislation.]

¹ SFHA (2020) [Charitable Model Rules, Rule 38](#)

² Scottish Housing Regulator (February 2019) [Regulatory Framework Standard 5.4](#)

³ Office of the Scottish Charity Regulator (2017) [Guidance for Charity Trustees](#)

- 2.5 This Policy is intended to be a practical document that supports us in meeting all the above requirements, ensuring that none of our people benefit (or is seen to benefit) improperly or inappropriately from their involvement with us, but also that they are not unfairly disadvantaged.
- 2.6 We expect our people to act in good faith, and in applying the terms of the policy we will always take this into account. As someone who is affected by this policy, you are personally responsible for ensuring that you are familiar with and comply with its terms⁴.
- 2.7 At all times, we expect a common-sense approach to be applied to the interpretation and application of this policy. If you are unsure about anything relating to Entitlements, Payments and Benefits you should consult with the Chair or Chief Executive (if you are a member of the governing body) or with your line manager (if you are an employee.)

3.0 POLICY SCOPE

3.1 This policy covers:

- Managing Your Interests
 - Registering and Declaring Interests
 - Entitlements, Payments & Benefits
- People Connected to You
 - Who Else You Should Consider When Declaring Interests
 - What You Should Consider
- Use of Our Contractors/Suppliers by Our People

4.0 OTHER RELEVANT POLICIES

- 4.1 The Code of Conduct is linked to this policy. Failure to comply with the terms of this policy may be regarded as a breach of the Code of Conduct.
- 4.2 You are also required to be familiar with and observe the terms of our Anti-Bribery policy. We prohibit any attempt to induce the Association or our people to offer preferential services or business terms, and we will always comply with the Bribery Act 2010.
- 4.3 Our policies relating to the following are also relevant to this document and must be always complied with:
- Allocations
 - Repairs and Improvements

⁴ Code of Conduct for [Board/Committee] Members; Code of Conduct for Staff

- Adaptations
- Procurement

- Training

- Expenses

- Recruitment

- Sale/Disposal of our Property

- Gifts and Hospitality

Please note that this list is not exhaustive and you are required to comply with all our policies and procedures.

5.0 MANAGING YOUR INTEREST

- 5.1 In order to protect our reputation and demonstrate that we conduct our affairs with openness, honesty, and integrity, we maintain a Register of Interests. You must record in this register any interests that you or someone connected to you has which are relevant to our business and/or our activities. You will be required to maintain the accuracy of the interests you declare and to confirm annually that your entry is accurate and up to date.

- 5.2 Where you have an interest in any matter that is being discussed or considered, including at a meeting, you must declare your interest and play no part in the consideration, discussion, and decision-making. You must withdraw from any part of a meeting where the interest arises and play no part in the discussion. Our Rules require that any Committee member who has an interest in a matter that is being considered, withdraws from all discussions and plays no part in decision-making⁵.

- 5.3 The Codes of Conduct which our Committee and employees are required to uphold contain requirements about Declaring Interests that you should always comply with.

- 5.4 An annual report will be made to Committee on the Entitlements, Payments, and Benefits that have been recorded in the Register(s) by our people.

- 5.5 The following are examples of the kind of interest that you must declare. Please note that this list is not exhaustive, and there may be other interests that you should also declare:

⁵ SFHA (2020) [Charitable Model Rules 2020 Rule 38](#)

- Tenancy of a property of which we are the landlord
- Occupancy or ownership of a property which is factored or receives property related services from us
- Membership of a community or other voluntary organisation that is active in the area(s) we serve
- Voluntary work with another RSL or with an organisation that does, or is likely to do, business with us
- Membership of the governing body of another RSL
- Being an elected member of any local authority where we are active
- If you purchase goods or services from us
- If you purchase goods or services from one of our contractors or suppliers (see section 8)
- Significant shareholding in a company that we do business with (or are considering doing business with)
- Membership of any other body whose interests and/or activities may directly affect our work or activities
- Ownership of land or property in our areas of operation. This excludes property for the purpose of your own residential use (i.e., there is no requirement for you to declare any house in which you currently live)
- Unresolved dispute relating to the provision of services in connection with a tenancy or occupancy agreement or a contractual dispute over the provision of goods or services with us

5.6 You should note that in some circumstances, declaration of an interest may not be sufficient, and that it may be necessary for the Association to take additional measures to deal satisfactorily with the situation to protect the probity and reputations of you and the Association.

6.0 ENTITLEMENTS, PAYMENTS AND BENEFITS

- 6.1 Many of the interests you will be required to declare can be classed as Entitlements, Payments, or Benefits.
- 6.2 As one of our people, you could potentially be offered Benefits over and above that to which you are entitled (due to policy or contractual terms),

such as gifts or hospitality from external parties. Such offers would be as a direct result of you being one of our people and cannot always be accepted.

- 6.3 We require that any such offers be managed and recorded very carefully to ensure the highest levels of probity in our Association. Our people should not benefit, or be seen to benefit, inappropriately from their involvement with us.
- 6.4 Apart from Payments that our people are entitled to by contract, statute, policy, or other agreement (e.g. salary, expenses), we will only make a Payment to, or accept a Payment from, someone affected by this policy in exceptional circumstances. **Appendix A** explains the Payments we can and cannot make in more detail.
- 6.5 We contribute to the economy of the area in which we work, and we have commercial and business relationships with many different companies, contractors, suppliers, and service providers. Therefore, you must ensure that we are fully aware of any connection that you or someone you are close to (see section 7) has with any of these businesses or organisations.
- 6.6 There are some Entitlements, Payments and Benefits we can never permit, and others we have additional requirements or conditions that must be met before we can permit.
- 6.7 **Appendix A** lists the Entitlements, Payments and Benefits that fall under this policy, and states:
 - Which could be permitted by the Association
 - Which will never be permitted by the Association
 - Which you require to declare in the Register of Interests
 - Any other further requirements that LHA has before permitting

7.0. PEOPLE CONNECTED TO YOU

- 7.1 Someone 'closely connected' to you includes members of your household, family members, other relatives, and your friends.
- 7.2 As well as considering your own actions, you must be aware of the potential risk created by the actions of people to whom you are closely connected. Who you should consider, and our expectations of you to identify and declare such actions are outlined in Table A. If you are in any doubt about whether a declaration is required, you should consult the Chair, Chief Executive or, for employees, your line manager.

Table A

Group	Required Response
<p>1. Members of your household</p> <p>This includes:</p> <ul style="list-style-type: none"> • Anyone who normally lives as part of your household (whether related to you or otherwise) • Those who are part of your household but work or study away from home 	<p>We expect you to be aware of and declare any relevant actions of all people in your household. You must take steps to identify, declare, and manage these.</p>
<p>2. Partner, Relatives, and friends</p> <p>This includes:</p> <ul style="list-style-type: none"> • Your partner (if not part of household) • Your relatives and their partners • Your partner's close relatives (i.e., parent, child, brother, or sister) • Your friends • Anyone you are dependent upon or who is dependent upon you 	<p>Where you have a close connection and are in regular contact with anyone within this group, we expect you to be aware of and declare any relevant actions. Under these circumstances, you must take steps to identify, declare, and manage these actions.</p> <p>Where you do not have a close connection and regular contact with someone in this group, we do not expect you to be aware of or to go to unreasonable lengths to identify any relevant actions. However, if you happen to become aware of relevant actions by such individuals, then these should be declared and managed as soon as possible.</p>

7.3 The following are the relevant actions/involvement by those **to whom you are closely connected** that you should consider, declare and manage as per our expectations outlined in Table A (please be aware that this list is not exhaustive or exclusive):

- A significant interest in a company or supplier that we do business with (or are considering doing business with). A significant interest means ownership (whole or part) or a substantial shareholding in a business that distributes profits, but does not include where an individual has shares in large companies such as banks, utility companies or national corporations, i.e., where owning shares would not give the individual any significant influence over the activities of that organisation

- Where the individual may benefit financially from a company with which we do business (or are considering doing business with)
- Involvement in the management of any company or supplier with which we do business (or are considering doing business with)
- Involvement in tendering for or the management of any contract for the provision of goods or services to us
- Application for employment with us
- Application to join our Management Committee or our subsidiary
- Application to be a tenant or service user of LHA or our subsidiary

8.0. USE OF OUR CONTRACTORS & SUPPLIERS

- 8.1 In order to help us maintain our excellent reputation, where possible you should avoid using the Association's contractors/suppliers for your own personal purposes. We have made a list available to all our people which outlines the contractors and suppliers that fall under the terms of this policy. This is included on our website in the Guide to Information under 'Our Contractors and Suppliers.'
- 8.2 We recognise that there could be certain circumstances where it might not be possible for you to avoid the use of all the contractors/suppliers on this list, such as where market conditions in your local area make it difficult to obtain a reasonable selection of potential contractors or suppliers.
- 8.3 Under such circumstances you could be permitted to use those contractors/suppliers provided you are able to demonstrate that you received no preferential treatment in terms of price, quality, or any other aspect of service delivery due to your involvement with us.
- 8.4 Approval to use those contractors is at the discretion of the approving officer (in accordance with our scheme of delegation). In order to be granted approval, you will be required to demonstrate that there is no reasonable alternative contractor/supplier providing the service required in your local area, and that you will receive no preferential treatment in terms of service or cost (which you will be required to demonstrate through quotations and receipts).
- 8.5 If you are looking to purchase goods or services from any contractor/supplier on this list then you must make a declaration in the register outlining:
- That you have received approval from the appropriate approving officer prior to the commencement of works

- That you received no preferential treatment in terms of service or cost (which you will be required to demonstrate through quotations and receipts)
 - Where you inadvertently use a contractor on the list in an emergency, you must notify the approving officer as quickly as possible thereafter and enter an appropriate declaration in the register
- 8.6 Any contractor/supplier not included on the list can be used without the need for any declaration/further action. The suppliers listed under 'Our Contractors and Suppliers' represent most of the contractors/suppliers that we use, but does not include any of our contractors/suppliers that:
- Only provide services of a small value (e.g. local window cleaners or sandwich shops) or
 - Have such a large national or local standing that no favour could ever realistically be gained (e.g. Amazon, utilities, BT, banks, or national chains)
- 8.7 The approving officer will have an appropriate level of seniority, in accordance with our scheme of delegation. In making their decision, the approving officer will consider the level of potential reputational risk or any potential conflicts of interest that may arise by granting approval and, if granting approval, consider the steps required to mitigate against future conflicts of interest. This includes ensuring that the individual is not involved in any transactions with or decisions about the contractor/supplier in question on behalf of the Association.
- 8.8 LHA will maintain a clear audit trail of every approval to use any of our contractors. The total number of our people who use contractors and suppliers, including the reasons for approval, and confirmation that no advantage was gained due to an individual's role within the Association, will be formally reported annually to Committee.

9.0. REVIEW

- 9.1 Our Rules require the Committee to set our policy on Payments and Benefits and keep it under review. This policy has been approved by our Committee and is based on the Model published by the SFHA. It is consistent with the requirements of our Codes of Conduct for Committee members and employees. These Codes have been confirmed by the Scottish Housing Regulator as meeting their regulatory requirements.
- 9.2 This policy will be updated every 3 years, or earlier if required to ensure compliance with legislation and regulations.

Entitlements, Payments, and Benefits

APPENDIX A

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
HUMAN RESOURCES AND RECRUITMENT		
<p>All Entitlements arising from your contract of employment with us or one of our subsidiaries, including (but not restricted to):</p> <ul style="list-style-type: none"> • Payment of salary to employees • access to car or travel loans or salary advances where specified in the employment contract • pension provided as part of the remuneration package • performance related pay or bonus awarded in accordance with contractual terms • books and equipment in connection with employment or training in accordance with agreed policies and/or contractual terms • Reimbursement of professional fees 	Yes	Any Entitlement in the terms of your contract is always permitted without the need to record in the register of interests. There are Human Resource processes in place for this purpose.
Payment to a member of the Committee for their role as a Committee member, in accordance with the terms of their letter of appointment	No	<p>Such Payments will only be permitted if they are in accordance with the conditions set out in Section 67(3) of the Charities and Trustees Investment (Scotland) Act 2005⁶</p> <p>The Payment must be recorded in the register of interests within five days of the appointment being confirmed and the register must be kept up to date.</p>

⁶ Legislation.Gov.Uk (2005) Charities and Trustees Investment (Scotland) Act 2005 Section 67 (3) available [here](#)

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
All Payments made in accordance with the terms of our Expenses Policy including: <ul style="list-style-type: none"> • Payment of permitted out of pocket expenses • reimbursement of travel costs 	Yes	Entitlements in connection with your role as one of our people set out in our Expenses Policy are always permitted and do not need to be declared provided claims are made in accordance with our procedures.
Provision of a loan by the Association to one of our people	No	This is not permitted unless in connection with the contractual terms of employment. We cannot make any other loans to individuals.
Redundancy or Voluntary Severance Payment to an employee	Yes	We can make Redundancy Payments to an employee in line with the terms of their contract. Or We can make a Voluntary Severance Payment to an employee which is outside the terms of their contract of employment provided: <ul style="list-style-type: none"> • It arises directly from a decision to terminate the employee's contract of employment • Payment is approved by the Committee • That the total sum of the non-contractual Payment and Benefit does not exceed, in the opinion of our employment adviser, the total cost of a successful application by the employee to a Court or Tribunal (including the likely level of compensation that might be awarded by a court or tribunal and associated costs to the Association to participate in the tribunal) • Payment does not exceed the equivalent of one year's salary for the employee • That this Payment is instead of (rather than additional to) any redundancy Entitlement
An offer of employment (temporary or permanent) to someone who is closely connected to an employee	Yes	This is permitted as long as: <ul style="list-style-type: none"> • There has been an open recruitment exercise in accordance with our policy that you have not played any part in, and

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
		<ul style="list-style-type: none"> You have no direct or indirect line management or supervision responsibility for the post and The offer of employment complies with our policy and is approved by the Chief Executive, and You record your connection to the successful applicant in the register within five days of their acceptance of the offer
The offer of employment or contract for the provision of services (e.g. specialist advice) to someone who is, or has been in the last twelve months, a member of our Committee or to anyone who is related to a member of the Committee.	No	This cannot be permitted.
Appointment of one of our employees to the Committee.	No	This cannot be permitted in accordance with the Rules of the Association.
Nominations to join the Committee from people who are connected to a serving member.	Yes	This can be permitted in accordance with the Rules of the Association.
OUR PEOPLE AS TENANTS OR SERVICE USERS		
The offer of a tenancy or lease in one of our properties to one of our people or to someone closely connected to them.	Yes	<p>This is permitted as long as</p> <ul style="list-style-type: none"> it is in accordance with our published allocations policy, and Neither the applicant or anyone connected to the applicant is involved in any way or in any part of the allocation process, and The offer is approved by the Governing Body in advance, and The tenancy is recorded as an interest in the appropriate register within five days of the tenancy commencing
Where one of our people (or someone connected to one of our people) is a tenant and receives a repair, improvement, or adaptation to their home	Yes	<p>Repairs carried out in accordance with our policy do not need to be recorded.</p> <p>Adaptations must comply with our policy and be approved by the Chief Executive. The adaptation should be recorded in the register of interests within five days of approval.</p>

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
		<p>Improvements must be carried out as part of an approved programme and in accordance with our policy. The person affected should declare their interest if/when the programme is being discussed and the improvement recorded in the register of interests within five days of completion</p>
<p>Where one of our people (or someone connected to one of our people) is a tenant and receives Payment of a decoration allowance, tenant reward/incentive as part of an agreed scheme or prize.</p>	<p>Yes</p>	<p>Payment of decoration allowances or incentive/reward Payments must be made in accordance with our policies and procedures and recorded in the register within five days of receipt.</p> <p>Prizes or awards in competitions open to all tenants in the same community (e.g. garden competitions) can only be given if the selection process for giving the award/prize has been carried out by someone who is independent. Receipt of the award and the circumstances surrounding it must be recorded in the register within five days of receipt.</p>
<p>TRAINING AND EVENTS</p>		
<p>Attendance at training events or seminars (e.g. SFHA Conferences) or openings/similar events hosted by other RSLs</p>	<p>Yes</p>	<p>There is no requirement to declare and record in the register of interests.</p>
<p>The Association paying for accommodation in connection with attendance at relevant conferences or events that you are attending on behalf of or in connection with your role with us or our subsidiaries</p>	<p>Yes</p>	<p>Accommodation that is part of a conference or training package does not need to be recorded in the register, but attendance will be recorded on the relevant individual Training Plan.</p> <p>Residential conferences are important in ensuring that our people have the necessary skills, knowledge, and experience to make an effective contribution to our activities.</p>
<p>Attendance by you at events to mark awards, achievements, or other significant milestones relevant to our business.</p>	<p>Yes (where total cost does not exceed £500)</p>	<p>The Committee must approve attendance in advance, and will only do so if:</p> <ul style="list-style-type: none"> • The Association or one of our people (because of their role with us) has been nominated for an award; or

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
		<ul style="list-style-type: none"> • attendance is in recognition of achievement of or in pursuit of appropriate business development; or • we can demonstrate that attendance or participation is directly related to furthering our aims and objectives <p>Where we ask you to represent us at such an event, this should be recorded in the register along with any associated costs (including travel, accommodation, and the costs of attendance at the event) within five days of attendance.</p> <p>The total cost should not exceed £500 per person, and we will make all arrangements in advance.</p> <p>Where costs would exceed £500, you will not be permitted to attend unless there is a clear, viable business case for attending. In such a case, specific approval of the Committee would be required.</p>
GIFTS AND HOSPITALITY		
Gifts received from tenants and external sources	Yes (not exceeding a value of £60)	<p>Small gifts (e.g. a box of chocolates, pens, folders, paperweights, flowers) can be accepted if:</p> <ul style="list-style-type: none"> • the cumulative value of gifts received from the same source in a 12-month period does not exceed £60 • you do not receive more than two such gifts from the same source in a 12-month period • you record receipt of the gift(s) in the register <p>You should not normally accept other gifts and should decline any gifts with a value of more than £60 unless to do so would cause offence or otherwise damage our reputation. In these cases, you must:</p> <ul style="list-style-type: none"> • Advise the donor that the gift will be donated to charity or will form part of our annual charity fund raising activities • Record the gift and the action taken in the register within five days

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
		<p>You should not regularly accept gifts from the same source and never more than twice from the same source within a 12-month period. The total cumulative value of gifts received from the same source over the course of a year must never exceed £60.</p> <p>You should also record any offers that you decline and the reasons for this, in the register within five days.</p>
<p>Gifts given from us to one of our people or received by one of our people from external sources to mark special occasions.</p>	<p>Yes (not exceeding a value of £100)</p>	<p>Gifts from the Association to our people can be permitted in cases where it is to mark a special occasion or significant events including:</p> <ul style="list-style-type: none"> • Family events (e.g. marriage, milestone birthday, birth of a child), • Retirement • Leaving the Association <p>These must be recorded in the relevant register, and the value of such gifts will not normally exceed £100.</p> <p>Please note, that this does not include collections by our people using their own personal funds to mark special occasions. These are always permitted with no requirement to declare. For employees, contractual terms may be in place that dictate the value of any gift upon retirement/long service.</p>
<p>Hospitality associated with our business and that of its partners</p>	<p>Yes (when not exceeding a value of £60)</p>	<p>Modest hospitality, such as a sandwich lunch or networking event, is permitted and does not need to be recorded</p> <p>All other hospitality up to a value of £60 is permitted but must be recorded in the register, along with an estimation of the value of hospitality received, within five days of attendance.</p> <p>You should not accept invitations with a value that is greater than £60, unless you have prior approval from the Committee. The type of hospitality offered will also be taken into consideration, e.g. we will not normally accept invitations to sporting events, concerts, golf tournaments etc.</p> <p>In this case, the reason for acceptance must also be included in the register and countersigned by the Chief Executive.</p>
<p>Our people seeking donations from our contractors/suppliers when fundraising for charity</p>	<p>Yes</p>	<p>This is permitted provided:</p> <ul style="list-style-type: none"> • Approval is gained from the Chief Executive prior to making any approach • Any donations received are recorded in the register

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
		We recognise our social responsibility and promote charity fundraising by the Association and our people. We have a separate policy that sets out our approach to supporting other charities.
PROCURING GOODS/SERVICES		
Sale of our interest (whole or part) in a property to someone affected by this policy via LIFT, HomeBuy; Help to Buy or other LCHO scheme	Yes	<p>This is permitted, provided:</p> <ul style="list-style-type: none"> • Our policy and procedures are followed • The prospective purchaser should play no part in the processing of the transaction by the Association • It is declared and recorded in the register within five days of the missives being concluded confirming the process followed. •
The Association entering into a contract with an organisation where one of our people, or someone connected to them, has significant control.	No (in almost all cases)	<p>This is not permitted in almost all circumstances. We could only consider this where:</p> <ul style="list-style-type: none"> • The person affected by this policy is not involved in any part of the procurement process or decision • The appointment is approved by the Governing Body which is satisfied that the appointment is reasonable in the circumstances • There is no reasonable alternative (e.g. because of geography or the specialist nature of the goods/services) <p>In such rare circumstances, the appointment would be recorded in the register along with details of the process followed.</p>
The purchase of land or other assets from anyone who is, or has been in the last twelve months, one of our people or who is connected to one of our people	No (in almost all cases)	<p>This cannot be permitted in almost all cases. The only exception would be if you were referred to us under the Scottish Government's Mortgage to Rent scheme, where this would be permitted provided:</p> <ul style="list-style-type: none"> • Our policy and procedures are followed • The prospective seller plays no part in the decision to purchase the property or the processing of the transaction by the Association • It is declared and recorded in the register within five days upon conclusion

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
The purchase of goods/services from our suppliers/contractors by one of our people	Yes	This should normally be avoided, and will only be potentially permitted if the procedure identified in Section 4 is followed

Schedule of Registers to be Maintained by Lanarkshire Housing Association

APPENDIX B

This Schedule assists LHA in ensuring that all necessary Registers are established and maintained. It is not intended to be prescriptive and is not an exhaustive list of all registers we hold. Care should be taken to ensure that the title and purpose of Registers is clear to avoid any confusion over what/where something should be recorded.

Register	Content	Notes	Required by	Public ⁷
Shareholding Members (Full)	Names and addresses of all shareholding members; their e-mail addresses; the share held and its value; date name entered and, where appropriate) date membership ceased; statement of any other property held by the member in the Association		Rule 64	No
Shareholding Members (Abbreviated)	Names and addresses of all shareholding members; their e-mail addresses; date name entered and, where appropriate) date membership ceased	Whilst the register is not publicly available, Rule 81 states: <i>“Any Member or person having a financial interest in the Association can inspect their own account. They may also inspect the second copy of the Register of Members which shall be made available to them for inspection within 7 days of the request of a Member or eligible person. The books must be available for inspection at the place they are kept at</i>	Rule 65	No

⁷ Maybe on request at RSL office; this column indicates whether there is a requirement (statutory, regulatory or other) to make publicly available – with particular reference to the Publication Scheme requirements under FOI. Associations may choose to give access to other Registers

Register	Content	Notes	Required by	Public ⁷
		<i>all reasonable hours. The Committee may set conditions for inspecting the books.”</i>		
Office Bearers	Names and addresses; positions held; date appointed to and left office	Regulatory Framework requires the publication (via website) of the membership of the Governing Body, Office Bearers, and length of service. Please note that whilst Rule 64 requires addresses to be kept on the register, there is no requirement to make these public.	Rule 64 Regulatory Framework	Yes (not addresses)
Interests	Register of all declarations of interest made by GBMs and employees	Should be maintained only for current GBMs and current employees but records should be retained for 12 months in case of any retrospective application and to ensure that any decisions taken in the twelve months following a resignation/ retiral are informed by interests declared. The Chair should make an annual report to the GB to confirm that the register has been reviewed by him/her.	Regulatory Framework EPB Annual Report required by EPB 4.7	Yes
Entitlements, Payments, Benefits, Gifts and Hospitality	Register of all Payments and Benefits; gifts offered,	Include all/any Payments and Benefits received that are NOT covered by the	Regulatory Framework	No

Register	Content	Notes	Required by	Public ⁷
	received, and declined by GBMs and employees	<p>terms of a contract of employment or policy (e.g. expenses).</p> <p>Include description and estimated value as well as donor and recipient; where relevant, also record destination of gift (e.g. retained by individual; shared with colleagues; included in Christmas raffle)</p> <p>Include description and estimated value as well as donor and recipient; where relevant, also record destination of gift (e.g. retained by individual; shared with colleagues; included in Christmas raffle)</p>	EPB	
Use of Seal	Schedule of all occasions when Seal is used; purpose of use and names of those signing		Rule 63	No
Complaints	Register of all complaints received; outcomes and any consequent action	Individuals should not be identified; complaints listed according to category e.g. repairs, ASB, allocations	Complaints Policy/ Procedure	No
Assets	Schedule of all moveable and heritable property owned by the Association or in which it has an interest: description; date of purchase; value (book and insurance); date and		Financial Regulations Audit Requirement	No

Register	Content	Notes	Required by	Public ⁷
	method of disposal (where relevant)			
Title Deeds	List of title deeds; brief description and insurance value; details of where deeds retained		Asset Management Policy Financial Regulations Insurance Requirement	No
Disposals	Schedule of all asset disposals; authorisation to dispose (including from SHR); value; direction of disposal and application of proceeds		Audit Requirement Asset Management Policy Financial Regulations	No
Loans	Part 1: Schedule of all loans outstanding to be repaid by the Association; capital borrowed; security provided; lender; repayment term Part 2: Schedule of any loans made by the Association		Rule 65	No

Register	Content	Notes	Required by	Public ⁷
Contracts	Schedule of all contracts entered into by the Association; purpose; value; duration		Procurement Reform (Scotland) Act	Yes
Fraud	Schedule of all instances of detected/attempted fraud	Available for review by external and internal auditors; reported quarterly to Audit Committee/GB	Financial Regulations	No
Accidents	Schedule of all reported accidents; details of reports made to HSE (where required) and outcomes		HSE	No

Equality Impact Assessment

Lanarkshire Housing Association Equality Impact Assessment Tool



Name of the policy / proposal to be assessed	Entitlements, Payments and Benefits Policy	Is this a new policy / proposal or a revision?	Revision
Person(s) responsible for the assessment	Planning & Research Manager		
1. Briefly describe the aims, objectives, and purpose of the policy / proposal	To prevent inappropriate or unauthorised personal gain by staff, governing body members or associated persons.		
2. Who is intended to benefit from the policy / proposal? (<i>e.g. applicants, tenants, staff, contractors</i>)	Members of the Committee and those who work for LHA will benefit as the policy clearly sets out what is required of them. Our customers will also benefit as the policy will ensure that resources are used for their benefit and to achieve LHA's objectives and charitable purposes.		
3. What outcomes are wanted from this policy / proposal? (<i>e.g. the benefits to customers</i>)	Continuing the good reputation of LHA and the social housing sector in general.		

Equality Impact Assessment

4. Which **protected characteristics** could be **affected** by the proposal? (*tick all that apply*)

- Age Disability Marriage & Civil Partnership Pregnancy/Maternity Race
 Religion or Belief Sex Gender Reassignment Sexual Orientation

5. If the policy / proposal is not relevant to any of the **protected characteristics** listed in part 4, state why and end the process here.

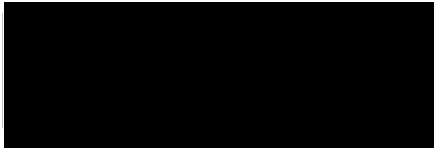
The policy applies to all affected parties, as stated above, and does not specifically relate to protected characteristics.

	Positive impact(s)	Negative impact(s)
<p>6. Describe the likely positive or negative impact(s) the policy / proposal could have on the groups identified in part 4.</p>		

Equality Impact Assessment

7. What **actions** are **required** to address the impacts arising from this assessment? (*This might include collecting additional data, putting monitoring in place, specific actions to mitigate negative impacts*).

Signed:



Job title: Planning & Research Manager

Date the Equality Impact Assessment was completed: 10.9.25

Please attach the completed document as an appendix to your policy / proposal report