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Policy Name	Donations Policy
Policy Author	Director
Approved by Sub Committee	N/A
Approved by Management Committee	Feb 2026
Latest date of Next Review	Feb 2029

West Whitlawburn Housing Co-operative will provide this policy on request at no cost, in larger print, in Braille, in audio or other non-written format, and in a variety of languages. Please contact the office.

1. **Introduction**
 - 1.1 This Policy sets out West Whitlawburn Housing Co-operative's (WWHC's) position in relation to donations.
 - 1.2 It is a requirement of WWHC's Rules that we have a Donations Policy and that we report on all donations to our Members.
2. **Policy Aims and Objectives**
 - 2.1 WWHC's Donations Policy is based on the Rules and meeting our strategic objectives while continuing to meet our charitable objectives.
 - 2.2 The aim of the policy is to set out consistently and clearly the circumstances where the Co-operative will consider making donations, where we will not consider making donations and our policy in relation to receiving donations from others.
 - 2.3 The policy will ensure compliance with WWHC's Rules which permit us to make charitable donations that are specifically in line with furthering our own objectives, as well as providing transparency to staff, Committee members, and our external stakeholders in relation to the giving and receiving of such donations.
 - 2.4 In making decisions about any donations or grants that we may seek to award to organisations or individuals, we will act within the terms of our Equality and Diversity Policy.
3. **Risks**
 - 3.1 The policy seeks to mitigate risks associated with making reasonable and proportionate donations, by providing staff, Committee members and our wider stakeholders with clarity on our approach to receiving and providing donations. For the avoidance of doubt, donations and sponsorship to individuals will not be permitted.
 - 3.2 The Management Committee is responsible for ensuring WWHC can demonstrate that our governance and financial arrangements comply with:
 - SHR Regulatory Standards of Governance and Financial Management
 - Staff and Committee Codes of Conduct
 - Scottish charity law and anti-bribery legislation
 - 3.1 Any donation made or received by WWHC does not represent a conflict of interest and is not made to get any improper business

benefit.

4. **Regulatory Standards and Rules**

4.1 The SHR Regulatory Standards of Governance and Financial Management and associated statutory guidance include the requirements to:

- **Standard 1**

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

1.3 The governing body ensures the RSL complies with its constitution and its legal obligations. Its constitution adheres to these Standards and the constitutional requirements set out below.

- **Standard 5**

The RSL conducts its affairs with honesty and integrity.

5.1 The RSL conducts its affairs with honesty and integrity and, through the actions of the governing body and staff, upholds the good reputation of the RSL and the sector.

5.4 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.

4.2 WWHC's Rules allow for the receipt and making of donations.

Rule 44: Amongst its most important powers, The Committee can:

44.8 accept donations in support of the activities of the Co-operative.

Rule 76.2: The Committee shall set and review periodically its policy for the donation of funds to charities. Such donations must further the objects of the Co-operative and the Committee shall report to the Members on such donations.

4.3 Donations that can be made must further the Objects of the Co-operative which are stated in the Rules:

Rule 2: The objects of the Co-operative are:

2.1 to provide for the relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage through the provision, construction, improvement and

management of houses for occupation by members of the Co-operative and the provision of care; and

2.2 to undertake any additional purposes or objects permitted under Section 24 of the Housing (Scotland) Act 2010 which is charitable both for the purposes of Section 7 of the Charities and Trustee Investment (Scotland) Act 2005 and in relation to the application of the Taxes Acts.

Rule 3: The permitted activities and powers of the Co-operative will include anything which is necessary or expedient to help the Co-operative achieve these objects.

5. **Donations**

- 5.1** All external donation requests will be considered sympathetically with a maximum paid to any one group of up to £100, providing the request is in line with furthering our own objectives, funds are available from the budget, and the request is approved by the Management Committee.
- 5.2** Donations may be considered for local events where our tenants and their immediate household may gain some direct benefit.
- 5.3** Donations may be considered from local organisations representing the wider community such as local schools, but there must be reference to a specific project and any groups must be legally constituted and have a bank account.
- 5.4** WWHC works in partnership with Whitlawburn Community Resource Centre (WCRC) and co-operates in the pursuit of its charitable objectives. The focus of the projects supported financially, are to increase inclusion and address poverty, supporting WWHC tenants in having successful tenancies.

6. **Sponsorship**

- 6.1** Where possible sponsorship should seek to promote WWHC as a charitable social housing provider and further our own objectives, and those of the wider housing sector. Sponsorship for fund raising should not exceed £100.
- 6.2** Raising sponsorship by staff or Committee members for individuals or family members will be acceptable between staff and Committee members, provided this is reasonable and voluntary.
- 6.3** When raising sponsorship by staff or Committee members for

individuals or family members, it will not be acceptable to accept donations from our contractors, suppliers and consultants.

7. Gifts and Hospitality

- 7.1** All matters relating to the receiving of gifts and hospitality by staff and Committee Members and seeking donations from contractors or suppliers when fundraising for charity or for prizes at our community events, are dealt with in WWHC's Entitlements, Payments and Benefits Policy (EP&BP) sections 6.18 to 6.21 inclusive.
- 7.2** The Co-operative may accept donations from existing contractors, consultants, and suppliers where these may be used to raise funds to further our own objectives (EP&BP 6.18).
- 7.3** Any approach to contractors or suppliers must be authorised in advance by the Director (EP&BP 6.21) and any donations received will be recorded in the Register of Gifts, Hospitality and Donations, irrespective of their value.

8. Annual Budget and Reporting

- 8.1** The Co-operative will prepare and approve an annual budget, which specifically relates to 'donations' where such donations made will be recorded. Generally, the annual budget will be no more than £1,500, but the Committee may wish review and amend this if appropriate.
- 8.2** Details of any donations made from year to year under this policy will be provided in WWHC's annual report, a copy of which will be provided to each member of the Co-operative.
- 8.3** The annual budget will also include an approved amount for Community Development and Support for wider action activities to further the Co-operative's objects.

9. Register of Donations and Payments

- 9.1** WWHC retains a register of donations which includes the following:
- Details of the organisation or person making a request for a donation
 - Management Committee approval or rejection and meeting date
 - Amount paid and date

10. Equalities

- 10.1** We are committed to ensuring equal opportunities and fair

treatment for all people in our work. In implementing this policy, we will provide a fair and equal service to all people, irrespective of factors such as gender, race, disability, age, sexual orientation, language or social origin, or other personal attributes.

11. **Review**

- 11.1** This policy will be reviewed every 3 years or sooner if required.

Equalities Impact Assessment

Policy/Project/Service Information			
Lead Officer	Director		
Policy / Project / Service	Donations Policy	New Policy / Project / Service or revision of existing?	Revision of Existing
Is this a reassessment following amendments being required at a previous assessment?	No		
Briefly describe the aims, objectives and purpose of the policy / project / service.	This policy sets out the key principles of WWHC's approach to Donations in accordance with our Rules, meeting our strategic objectives while continuing to meet our charitable objectives.		
Who is intended to benefit from the policy / project / service? (E.g. applicants, tenants, staff, contractors)	Management Committee, staff, tenants and residents, contractors, service providers		
What outcomes are wanted from this policy / project / service? (E.g. the measurable changes or benefits to members/ tenants / staff)	To ensure compliance with our Rules which permit us to make charitable donations that are specifically in line with furthering our own objectives, as well as providing transparency to staff, Committee members, and our external stakeholders in relation to the giving and receiving of donations.		

Consultation
Who have you engaged and consulted with as part of your assessment? N/A

Equalities Impact Assessment			
Which protected characteristics could be affected by the policy, practice, or service?		Identify any positive impact/s that could result for each of the protected characteristic groups.	Identify any negative impact/s that could result for each of the protected characteristic groups.
Age			
Disability			
Gender Reassignment			
Marriage & Civil Partnership			
Race			
Religion/Belief			
Pregnancy/Maternity			
Sex			
Sexual Orientation			

Action Plan To Mitigate Negative Impact		
What action/s are required to address the impacts arising from this assessment?		
Protected characteristics	Action	Implementation Date
Age		
Disability		
Gender Reassignment		
Marriage & Civil Partnership		
Race		

Religion/Belief		
Pregnancy/Maternity		
Sex		
Sexual Orientation		
Human Rights		

Final Decision	Tick relevant box	Include explanation where appropriate
Approved for implementation without change	x	
Amend or change the Policy/Project/Service		
Continue the Policy/Project/Service without change (despite impact)		
Stop the Policy/Project/Service		
Lead Officer Signature	G Clayton	
Date	28/01/2026	
Date approved by Management Committee/ Sub Committee	23/02/2026	