



DECLARATION OF INTERESTS BY GOVERNING BODY MEMBERS AND EMPLOYEES

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1. Purpose of this Policy

- 1.1 This Policy describes the practical steps governing body members and employees should take to declare and manage any personal, financial or business interests that are relevant to our business. The term “employees” covers permanent and temporary staff, agency workers and people seconded to us.
- 1.2 The Policy applies to all members of the ng group. This means that:
- The Association’s Board members and employees must declare any interests that relate to the work of our subsidiaries;
 - Board members and employees of our subsidiaries must declare any interests that relate to the work of the Association or other members of the ng group.

2. Code of Conduct Requirements

- 2.1 This Policy is consistent with our Codes of Conduct for Board Members and Staff. The Codes of Conduct ensure that we comply with charity law, our Rules and the Scottish Housing Regulator’s Regulatory Standards of Governance and Financial Management.
- 2.2 As a Board or staff member, the Codes of Conduct require you to declare openly, and manage effectively, any potential conflict between your role with us and your other interests. This means that you must:

- **Declare promptly** any personal, financial or business interests you and people closely connected to you may have that are relevant to our business and our current or future decisions;
- **Record these interests** in the Register of Interests and keep your entry in the Register complete, accurate and up to date;
- **Not play any part in discussions or decisions** on matters affected by the interest you have declared, unless permitted by this Policy.

3. Related Policies

- 3.1 You must also comply with our **Policies on Payments and Benefits** and on **Gifts and Hospitality**. These policies require you to make an entry in the **Register of Payments and Benefits** or the **Register of Gifts and Hospitality** if:
- You (or someone closely connected to you) have a personal or financial interest in the granting of a tenancy; an offer of employment; the sale or purchase of land; or the supply of goods and services to us.

- You receive any gifts or hospitality (unless the estimated value is below the “de minimis” levels set out in the Gifts and Hospitality Policy).

3.2 You must also comply with our **Policy on Bribery**, which absolutely prohibits any governing body member or employee offering, seeking or accepting any kind of bribe.

4. Completing a Declaration of Interests Form

4.1 All Board members and employees must complete the attached declaration of interests form. This sets out the range of interests governing body members and employees are required to declare, including in some cases the interests or activities of people who are closely connected to them. The Guidance Notes for Completion attached to the form explain the meaning of the term “closely connected”.

4.2 The form will provide a snapshot of your interests at the date on which you complete the form and we will also ask you to review your declared interests annually. As well as taking part in annual updates/reviews, you are personally responsible for keeping your Register of Interests entry up to date at all times, by declaring any changes as soon as they occur (e.g. any new interests that have arisen; any changes to interests already declared).

4.3 Declarations relating to Gifts and Hospitality

If and when you are offered a gift or hospitality, you should notify the Corporate Services Team of:

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| <ul style="list-style-type: none"> • The date of the offer and who made it • A description of the gifts or hospitality offered to you, including the estimated value • Whether you accepted or refused the offer • Any additional comments (e.g. gift accepted but it was passed on to the Association to donate to charity) |
|--|

You should send a copy of the information above to your head of department (employees) or the Chief Executive or Chairperson (governing body members).

The Corporate Services Team will record the information you provide in the Register of Gifts and Hospitality (unless the value of the gift or hospitality is below the threshold for recording stated in our Policy on Gifts and Hospitality).

4.4 Declarations relating to Payments and Benefits

Payments and benefits to governing body members and employees are subject to the controls set out in our Policy on Payments and Benefits.

Governing body members and employees are responsible for declaring relevant interests that they are aware of, as set out in the declaration of interests form.

The Association is responsible for ensuring that any required entries are made in the Register of Payments and Benefits, after a payment or benefit has been granted to a governing body member, employee or someone closely connected to a governing body member or employee. Where required, entries in the Register of Payments and Benefits will record:

- Description of the payment or benefit
- Name of person or business receiving the payment or benefit
- The recipient's status (e.g. governing body member, employee, or relationship with a governing body member or employee)
- Value of the payment or benefit (if it has a monetary value)
- Date of the Board or Committee meeting at which the payment or benefit was approved (if such approval was required)

5. Register of Interests

- 5.1 The Corporate Services Team will administer the Register of Interests for the Association and other members of our group structure. They will do this by sending out forms for initial completion and annual updating.
- 5.2 You should contact the Corporate Services Team about any changes or updates as soon as they arise. Procedures for doing this are described in the Guidance Notes accompanying the Declaration of Interests form. You should use the same procedure to declare any offers of gifts or hospitality, as and when you receive these.
- 5.3 Information in the Register of Interests will generally be available for public inspection. You should inform your head of department (employees) or the Chairperson and Chief Executive (governing body members) if there are any reasons why public disclosure of a particular relationship or interest would be inappropriate.

6. Information Collected from Service Users and Suppliers

- 6.1 Our codes of conduct recognise that Board members and employees are not always aware of the actions of family members and friends and should not be required to conduct research into this. Accordingly, we will ask service users and suppliers to tell us about any close connection they may have to Board members and employees throughout our group

structure. Our approach to doing this will be risk-based. We will focus our resources on areas where a failure on our part to identify any close connections could damage our reputation or could undermine community confidence in the fairness and objectivity of our decisions.

6.2 Applying these principles, we will always ask for information about any connections to Board members and employees in the following service/business areas:

- Housing application forms
- Job application forms
- Applications to lease commercial properties or workspace units
- Documentation relating to the purchase or sale of land or property
- Company information forms for businesses on our lists of approved suppliers or contractors, where the annual value of work placed exceeds or is likely to exceed £1,000
- Tender lists or procurement documentation, including pre-qualification questionnaires

7. Checking for Relevant Interests When Decisions Are Being Made

7.1 The responsible staff member should check the Register of Interests and any disclosures provided by applicants for housing, employment, commercial contracts etc., and note any interests or connections in the relevant files and systems.

7.2 If an interest has been declared in the Register or the relevant applicant/supplier form, the potential conflict of interest should be managed by following:

- The policy/procedures for the business area concerned and, where relevant,
- The procedures for decision-making set out in the Payments and Benefits Policy (including any requirements for Board or Committee approval, as set out in the Policy).

7.3 If the procedures to be followed are unclear, staff should refer the matter to their head of department for further guidance, as required.

8. Conduct at Meetings and Involvement in Decision Making

- 8.1 You must always inform the person chairing a meeting, if you are attending a meeting and a matter in which you have a personal, business or financial interest is to be discussed. You should do this at the start of the meeting, or as soon as you become aware that this is the case. Any interests declared at meetings will be recorded in the minutes of the meeting, along with a statement explaining what action was taken in response to the declaration.
- 8.2 Unless the Board decides otherwise, the following circumstances shall generally be exempt from the requirement to leave meetings. The rationale is that declared interests in these cases will not always involve personal, business or financial interests:

- Board members who are tenants or factored owners can take part in discussions and vote on all general policy and performance matters, unless the matters being discussed relate specifically to their own tenancy or factoring agreement, or to the tenancy/factoring agreement of someone they are closely connected to.
- Board members who are also members of other groups (e.g. community groups or a Registered Tenants Organisation) can take part in votes on all general policy and performance matters, but should leave the meeting during any discussions or votes relating to contractual arrangements with/funding for the group they are involved with.
- Board members who are directors of any subsidiary of the Association can take part in discussions and vote on matters relating to the Association's relationship with the subsidiary unless the matter under discussion concerns a proposed contractual arrangement with the subsidiary.

- 8.3 If Board approval is required under our Policy on Payments and Benefits, the Board (or a Committee with delegated authority) will require anyone affected by a declaration of interest to withdraw from the Board or Committee meeting while the matter is discussed and decided.

9. Conflicts of Interest

- 9.1 A declaration or conflict of interest will not by itself prevent the Board from approving a particular course of action if the course of action is lawful and is consistent with our policies. For example, our Policy on Payments and Benefits sets controls on payments and benefits, but does not prohibit them in every circumstance since that would unfairly disadvantage Board members and their families.
- 9.2 There are some types of conflicts of interest that would make a Board member's position untenable. For example:

- Board members must never have a financial interest in any business trading for profit that is seeking to enter into a business relationship with the Association or any of its subsidiaries.
- Board members must always act in the best interests of the Association at all times and should not promote the interests of a particular group or body of opinion to the exclusion of others.

9.3 If a Board member has a major or ongoing conflict of interest that impairs their objectivity or their ability to act in our best interests, they should consider resigning. Alternatively, the remaining members of the Board may seek the member's resignation.

10. Compliance with this Policy

10.1 This Policy has been adopted, to help ensure that our affairs are conducted with transparency and integrity. Failure to comply with this Policy may result in disciplinary action against Board members or employees, in line with the Association's codes of conduct and our procedures for addressing alleged breaches.

11. UK General Data Protection Regulations 2021

11.1 The organisation will treat your personal data in line with our obligations under the UK General Data Protection Regulation 2021 (UK GDPR) and our own Data Protection Policy. Information regarding how your data will be used and the basis for processing your data is provided in our Fair Processing Notice.

12. Other Related Policies

- Payments and Benefits
- Gifts and Hospitality
- Code of Conduct for Staff
- Code of Conduct for Board Members
- Bribery
- Data Protection
- Equality and Diversity

13. Equality Impact Assessment

13.1 This Policy is equally applicable to all and has no detrimental impact on protected characteristic groups as specified within the Equality Act 2010.

14. Policy Review

14.1 This Policy will be reviewed every three years or earlier in line with regulatory or legislative guidance/changes or good practice guidelines.



NG HOMES

DECLARATION OF INTERESTS BY GOVERNING BODY MEMBERS AND EMPLOYEES

Your Name	Job Title/Role
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Part 1: Checklist for identifying interests you should declare (please tick Yes/No for all questions). Please see attached notes on completion for guidance. Where answering yes please provide details in part 2 overleaf	
YOUR OWN INTERESTS	
1) Are you a tenant of ng homes, or on our list for rehousing?	☐ Yes ☐ No
2) Do you receive any other services from ng homes or any of its subsidiaries (e.g. factoring services for a property you own)	☐ Yes ☐ No
3) Are you a director or Board member of any other organisation in our group structure?	☐ Yes ☐ No
4) Are you a member or director of any other voluntary or community organisations that are active in our local area?	☐ Yes ☐ No
5) Do you do paid or voluntary work with any organisation that does, or is likely to do, business with ng homes or our subsidiaries?	☐ Yes ☐ No
6) Do you have a financial or business interest* in any company that does, or may seek to do, business with ng homes or any of its subsidiaries? <i>* Full or part ownership of a company; or as a director or senior manager of a company; or ownership or control of more than 2% share capital in a company.</i>	☐ Yes ☐ No
7) Are you an elected member of Glasgow City Council or a Board member of any other housing association?	☐ Yes ☐ No
8) Are you a member of any political, campaigning or other body whose interests and/or activities may affect our work or activities?	☐ Yes ☐ No
9) Have you purchased goods or services from any of our approved contractors/suppliers? – see attached list <i>Reminder: as well as declaring an interest, you must notify your head of department (employees) or the Chairperson and Director (Board members) before you do this</i>	☐ Yes ☐ No
10) Do you own any land or property in our area of operation - postcode areas G21 and G22? (excluding any house in which you normally live)	☐ Yes ☐ No

11) Are you involved in any unresolved dispute with ng homes or its subsidiaries? (e.g. in relation to the provision of services, a tenancy agreement or lease, or a contractual dispute with us)	☐ Yes ☐ No
THE INTERESTS OF PEOPLE YOU ARE CLOSELY CONNECTED TO (see attached notes on completion for guidance) <u>To the best of your knowledge:</u>	
12) Is anyone closely connected to you a tenant of ng homes, or on our list for rehousing?	☐ Yes ☐ No
13) Does anyone closely connected to you receive other services from ng homes or any of its subsidiaries (e.g. factoring services for a property they own)	☐ Yes ☐ No
14) Is anyone closely connected to you a Board or Committee member of ng homes or any of its subsidiary companies?	☐ Yes ☐ No
15) Is anyone closely connected to you an employee of ng homes or any of its subsidiary companies?	☐ Yes ☐ No
16) Is anyone closely connected to you currently seeking employment with ng homes or any of its subsidiaries?	☐ Yes ☐ No
17) Does anyone closely connected to you have a financial or business interest* in any company that does or may seek to do business with ng homes or any of its subsidiaries? *[see definition at 6) above]	☐ Yes ☐ No
18) Do you, or anyone closely connected to you, have any other interests that you should declare because they are relevant to our activities or to your role as a Board Member or employee of ng homes or its subsidiaries?	☐ Yes ☐ No
Part 2: Description of the interests you are declaring For the boxes in Part 1 where you have ticked "Yes", please provide details of the interest you are declaring. Please provide enough information to make clear what interest you are declaring and who the declaration relates to. See the examples below on how to describe things.	
Examples 1) I am a tenant of the Association (joint tenancy with my partner Alan Mackay) 3) I am also a Board member/company Director of n2 Ltd 5) I am a board member of xxx (local service providing welfare rights and money advice) 13) Sister (Mary Quinn, 45 Grove Street) lives in a house factored by the Association 15) Brother Joe Bloggs is an ng2 employee 17) Partner (Alan MacKay) owns a small building firm (AMK Contracts). No contracts with ng homes	

Please note that we are required to maintain a Register of declared interests and that this will generally be available for public inspection on request.	☐ Yes ☐ No
Is there any reason why any of the information in this declaration of interests should be regarded as confidential? If yes, please provide brief details.	
The information provided in this declaration is truthful and accurate, to the best of my knowledge. I agree to update my declaration if there are any changes or additions to the interests I have declared. I also agree to make a declaration for inclusion in the Register of interests if I receive any offer of gifts or hospitality that needs to be registered, or if I receive any payments or benefits that need to be declared under the Policy on Payments and Benefits.	
Signed: Date:	

Guidance Notes for Completion

To make the declaration easy to complete, the form is in two parts:

In part 1, tick Yes or No for all of the questions that are asked

In part 2, provide a brief description of the interest you are declaring for each of the questions you ticked as Yes.

Most of the questions relate to your own interests, but some of the questions ask about people you are "closely connected to". This term is used in our codes of conduct, please see the relevant parts of the codes of conduct which are reproduced below.

If you are in any doubt about whether you need to declare an interest, you should always seek advice from your head of department (employees) or from the Chief Executive or Chairperson (governing body members).

A good test is to ask yourself how an interest or relationship, if not disclosed and recorded in the Register of Interests, might be seen by rent-payers, members of the local community or the media.

Corporate Services will ask you to review your declaration of interests every year and will record the interests you declare in the Register of Interests.

You should contact Corporate Services with details of any changes or updates as soon as they arise. You should ideally contact Corporate Services by e-mail, copying the e-mail to your head of department (employees) or the Chairperson and Chief Executive (governing body members). If you do not have access to e-mail, please speak to the Corporate Services Team face to face or by telephone.

You should use the same procedure to:

Declare any offers of gifts or hospitality as and when you receive these (seeking guidance if you are unsure about whether an offer can be received or not);

Declare any interests that need to be recorded under our Policy on Payments and Benefits.

The following extracts from the codes of conduct for governing body members and for employees contain the following guidance on declarations relating to people you are "closely connected to".

Code of Conduct extracts

3. Definition of 'close connection'

3.1 Someone 'closely connected' to you includes family members and persons who might reasonably be regarded as similar to family members even where there is no relationship by birth or in law.

3.2 The following table outlines those who you should consider when declaring interests:

Group 1 Members of your household	Group 2 People closely associated with you	Group 3 Others you need to consider
Anyone who normally lives as part of your household, whether they are related to you or not, including spouses/partners who work away from home and sons and daughters who are studying away from home	Parents, parents-in-law and their partners Sons and daughters; stepsons and step-daughters and their partners Brothers and sisters and their partners A partner's parent, child, brother or sister Grandparents, grandchildren and their partners Someone who is dependent on you or whom you are dependent on Close friends	Other relatives (e.g. uncles, aunts, nieces, nephews & their partners) Other friends (e.g. someone you are acquainted with socially, neighbours, business contacts/associates)

3.3 If you become aware of any action or involvement relating to anyone in the table then you should declare and manage this as soon as possible.

3.4 However, we recognise that you will not always be closely acquainted with or in regular contact with all of the people listed and we do not expect you to go to unreasonable lengths to identify actions or involvement that are covered by this policy.

3.5 Please note, we do expect you to be familiar with the actions of members of your household (Group 1) and of any other people listed in the table above with whom you are closely associated and/or in regular contact and you must take steps to identify, declare and manage these.

3.6 You are not expected to be aware of the actions of people in groups 2 and 3 that you do not have a close association and/or regular contact with. We do not expect you to research into the employment, business interests and other activities of all persons with whom you are closely connected.

3.7 In relation to 3.3 – 3.6 above, when considering your actions you should do so from the point of view of a reasonable and objective observer.