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Policy:	Allocations to Governing Body / Staff Members
Legal Requirements:	Housing (Scotland) Act 2001 Housing (Scotland) Act 2010 Housing (Scotland) Act 2014
Regulatory Standards:	<p>The Scottish Housing Regulator has set out Regulatory Standards for all Registered Social Landlords (RSLs) to ensure that RSLs deliver good outcomes and services for its tenants and service users through good governance and financial management.</p> <p>This policy evidences that the following Regulatory Standards are being met:</p> <p>Standard 2. The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities.</p> <p>Standard 5. The RSL conducts its affairs with honesty and integrity.</p>
Notifiable Events Guidance	In compiling this policy, consideration has been given to the Notifiable Events Guidance issued by the Scottish Housing Regulator and the impact of that guidance on the policy.
Equality and Diversity:	<p>The Association is committed to Equal Opportunities and will endeavour to ensure that all services are carried out in an undiscriminating manner in line with the Association's Equality and Diversity Policy.</p> <p>In particular, the Association will not discriminate on the grounds of age, disability, marriage and civil partnership, pregnancy and maternity, race, religion or belief, gender, gender reassignment or sexual orientation.</p>
Complaints:	Although the Association is committed to providing high levels of service, we accept that there may be occasions where customers may not be satisfied with the service they have received. The Association values all complaints and uses this information to improve the services that it provides. The Association's Complaints Policy describes our complaints handling procedure and how to make a complaint.
General Data Protection Regulation (GDPR):	The Association will treat all customers' personal data in line with its obligations under the current data protection regulations and our Privacy Policy. Information regarding how data will be used and the basis for processing data is provided in the Association's Fair Processing Notice.
Policy Author:	Kevin Freeman
Policy Review:	In order to ensure that any change in circumstances is accommodated this policy will be subject to review every four years in the month of October.
Policy Approval:	This policy was last reviewed / approved by the Management Committee of Yoker Housing Association Limited at its meeting held on Thursday the 30th of September 2021.



Statement of Policy Aims and Principles

5 The Association is a Registered Social Landlord (RSL) and a Scottish Charity and is part of a sector that has a strong reputation for integrity and accountability to the people it exists to help and to its Regulators. The Association must ensure that it upholds its reputation and that of the sector. Members of the Management Committee and staff cannot benefit inappropriately from their connection with the Association.

10 Members of the Management Committee or staff members are entitled to receive a tenancy from the Association subject to certain conditions. This policy is intended to support the Association in granting a tenancy to people connected to the Association, ensuring that those connected do not benefit improperly or inappropriately from their involvement with the Association.

15 This Policy should be read in conjunction with The Association's Entitlement, Payments and Benefits Policy and also with Communities Scotland Guidance Note (CSGN) 2003/02.

Policy Details

A benefit to someone closely connected to the Association includes the offer of a tenancy or lease in one of our properties.

20 Someone connected to the Association is defined as:

- A member of its governing body (including a co-opted member and any sub-committee members), officer or employee;
- A person who has been a governing body member or employee within the last twelve months;
- A close relative of a person that falls within the above categories; or
- A business trading for profit of which a person falling within the any of the above categories is a principal proprietor or in whose management such a person is directly concerned.

A person is a close relative or a member of the family if:

- He or she is the spouse or he or she cohabits with that person (whether the same or different sexes) or
- He or she is that person's parent, grandparent, child, stepchild, grandchild, brother or sister.

30 An employee is a person who has a contract of employment with the Association or a consultant who is brought in to carry out the duties that would normally be performed by a paid member of staff.

35 All definitions of terms or interpretations should be taken as those specified in CSGN 2003/02 – Annex B.

The offer of a tenancy or lease in one of our properties or the granting of a mutual exchange is permitted as long as:

- It is in accordance with our published allocations / mutual exchange 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.