



ENTITLEMENTS, PAYMENTS AND BENEFITS POLICY

March 2026

All the Co-operative's Policies and Procedures are available in large print, braille, audio or other languages on request.

Please ask a member of staff if you would like a version in a different format.

POLICY IMPLEMENTATION CHECKLIST	
Policy Guardian:	PAUL MURPHY
Author:	PAUL MURPHY
Approved by Director:	MARCH 2026
Effective From:	MARCH 2026
Date of Next Review:	MARCH 2031
Diversity compliant:	YES
Equality Impact Assessment:	LOW
Data Protection compliant:	YES
Health & Safety compliant:	YES
Procedure implemented:	YES
SDM system changes made:	N/A
Training Completed:	
Posted on Sharepoint:	
Posted on website:	

1. INTRODUCTION

Who the Policy Affects

1.1 This policy is aimed at people who are:

- Members of our Governing Body and of the governing body of any of our subsidiaries
- Everyone who works for us or any of our subsidiaries

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

About This Policy

1.3 Forgewood Housing Co-operative (FHC) are a Registered Social Landlord and a Scottish Charity. We are part of a sector that has a strong reputation for integrity and accountability to the people we exist to help and to our Regulators. We must ensure that the organisation upholds its reputation and that of the sector. Our people cannot benefit inappropriately from their connection with the organisation.

1.4 This policy describes the entitlements, payments or benefits that our people are able to 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.

1.5 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 propriety. We must ensure there is no justifiable public perception of impropriety.

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

1.7 This Policy is intended to be a practical document that supports us in meeting all of the above requirements, ensuring that none of our people benefits improperly or inappropriately from their involvement with us, but also that they are not unfairly disadvantaged. We expect our people to act in good faith, and in applying the terms of the policy we will always take this into account.

1.8 As someone who is affected by this policy, you are personally responsible for ensuring that you are familiar with and comply with its terms.

1.9 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 benefits, payments or entitlements you should consult with the Chair or Director (if you are a member of the governing body) or with your line manager (if you are a member of staff).

What this Policy Covers

1.10 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

Other Relevant Policies

1.11 The Code of Conduct is linked to this policy. Failure to comply with the terms of this policy will be regarded as a breach of the Code of Conduct.

1.12 You are also required to be familiar with and observe the terms of our Anti-Bribery and Fraud policy. We prohibit any attempt to induce the organisation or our people to offer preferential services or business terms and we will at all times comply with the Bribery Act 2010.

1.13 Our policies relating to the following are also relevant to this document and must be complied with at all times:

- Allocations
- Repairs and Improvements
- Adaptations
- Procurement
- Training
- Expenses
- Recruitment
- Sale of our Property
- Decoration Allowances/Prizes

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

2. MANAGING YOUR INTERESTS

Registering and Declaring Interests

2.1 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 (see

Section 3) has which are relevant to our business. You will be required to confirm annually that your entry is accurate and up to date.

- 2.2 Where you have an interest in any matter that is being discussed or considered at a meeting, you must declare your interest and play no part in the discussion; you must withdraw from any part of a meeting where the interest arises.
- 2.3 The Code of Conduct also contains a section on Declaring Interests that you should comply with at all times.
- 2.4 An annual report will be made to our Governing Body on the entitlements, payments, benefits that have been recorded in the Register.

Entitlements, Payments and Benefits

- 2.5 Many of the interests you will be required to declare can be classed as entitlements, payments or benefits.
- 2.6 As one of our people, you potentially could be offered benefits over and above that to which you are contractually entitled, 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. We require that any such offers are managed and recorded very carefully to ensure the highest levels of probity in our organisation. Our people should not benefit – or be seen to benefit – inappropriately from their involvement with us.
- 2.7 Apart from payments that our people are entitled to by contract, statute 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.
- 2.8 As we contribute to the economy of the area we work in and we have commercial and business relationships with many different companies, contractors, suppliers and service providers, you must ensure that we are fully aware of any connection that you or someone you are close to (see section 3) has with any of these businesses or organisations.
- 2.9 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.
- 2.10 Appendix A lists the entitlements, payments and benefits that fall under this policy, and states:
 - Which could be permitted by the organisation
 - Which will never be permitted by the organisation
 - Which you require to declare in the register of interests
 - Any other further requirements the organisation has before permitting

3. PEOPLE CONNECTED TO YOU

Who Else You Should Consider When Declaring Interests

3.1 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 associated. There are three groups of people that you need to consider, outlined in Table A:

Table A

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)

- 3.2 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.
- 3.3 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.
- 3.4 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.
- 3.5 **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.

- 3.6 In relation to 3.4-3.7 above, when considering actions you should do so from the point of view of a reasonable and objective observer and a common sense approach should be adopted at all times.

What You Need To Consider

- 3.7 The following are the actions and involvement by those to whom you are closely connected that, should you become aware, we would expect you to notify us by making a declaration in the register:

- A significant interest in a company or supplier that we do business with or which is on our approved list. 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 we do business with or is on our approved list
- Involvement in the management of any company or supplier that we do business with or which is on our approved list
- 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 Board or any of its subsidiaries
- Application to be a tenant or service user of the organisation
- If they are an existing tenant or service user of the organisation

4. USE OF OUR CONTRACTORS & SUPPLIERS

- 4.1 In order to help us maintain our excellent reputation, where possible you should avoid using the organisation's contractors/suppliers for your own personal purposes. We have made a list available to all of our people which outline the contractors and suppliers that fall under the terms of this policy. This is included at Appendix B.
- 4.2 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. Under such circumstances you could be permitted to use those contractors/suppliers outlined at Appendix B, 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.
- 4.3 Approval to use those contractors listed at Appendix B 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)
- 4.4 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 at Appendix B in an emergency situation, you must notify the approving officer as quickly as possible thereafter and enter an appropriate declaration in the register.
- 4.5 Any contractor/supplier not included on the list at Appendix B can be used without the need for any declaration/further action. Appendix B represents the majority 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. utilities, BT, banks or national chains)

- 4.6 **Guidance for approving officer:** The approving officer will have an appropriate level of seniority, in accordance with our scheme of delegation. In making your decision you should 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, such as ensuring that the individual is not involved in any transactions with or decisions about the contractor/supplier in question on behalf of the organisation. You should maintain a clear audit trail of every approval to use any of our contractors listed at Appendix B. The total number of our people to use contractors and suppliers, including the reasons for approval, and confirmation that no advantage was gained due to an individual's role within the organisation should be formally reported annually to our Governing Body.

5. REVIEW

- 5.1 Our Rules require the Governing Body to set our policy on payments and benefits and keep it under review. This policy has been approved by our Governing Body and is consistent with the requirements of our Codes of Conduct for Governing Body Members and for Staff. These Codes have been confirmed by the Scottish Housing Regulator as meeting their regulatory requirements.
- 5.2 This policy was adopted by our Management Committee on 31st August 2022. It will be reviewed not later than 31st August 2025.

Appendix A – Entitlements, Payments and Benefits

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
HUMAN RESOURCES AND RECRUITMENT		
All entitlements arising from your contract of employment with us or one of our subsidiaries, including (but not restricted to): • Payment of salary to staff • access to car or travel loans or salary advances where specified in the employment contract; • pension and/or private health care 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 governing body for their role as a governing body member, in accordance with the terms of their letter of appointment	Yes/No	[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 2005¹ 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]

All payments made in accordance with the terms of our expenses policy including: • payment of permitted out of pocket expenses • reimbursement of travel costs	Yes	Entitlements in connection with your role as one of our people are 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 organisation 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.

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
Redundancy or Voluntary severance payment to an employee	Yes	We can make redundancy payments to an employee in line with terms their contract Or We can make a voluntary severance payment to an employee which is outside the terms of their contract of employment provided: • It arises directly from a decision to terminate the employee's contract of employment • Payment is approved by the Governing Body • 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 organisation 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 a member of staff	Yes	This is permitted as long as: • There has been an open recruitment exercise in accordance with our policy that you have not played any part in and • 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 Management Committee 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 to someone who is, or has been in the last twelve months, a member of our Governing Body or to anyone who is related to a member of the Governing Body	No	This cannot be permitted.
Appointment of one of our staff members to the Governing Body	[Yes or No]	This [can or cannot] be permitted in accordance with the Rules of the organisation.

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
Nominations to join the Governing Body from people who are connected to a serving member.	[Yes or No]	This [can or cannot] be permitted in accordance with the Rules of the organisation.
OUR PEOPLE AS TENANTS OR SERVICE USERS		
The offer of a tenancy or lease in one of our or any of our subsidiaries' properties to one of our people or to someone closely connected to them.	Yes	This is permitted as long as • 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	Repairs carried out in accordance with our policy do not need to be recorded. Adaptations must comply with our policy and be approved by the Management Committee. The adaptation should be recorded in the register of interests within five days of approval. 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

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.	Yes	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. 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.
TRAINING AND EVENTS		
Attendance at training events or seminars (e.g. SFHA Conferences) or	Yes	There is no requirement to declare and record in the register of interests.

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
openings/similar events hosted by other RSLs		
The organisation 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	Yes	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. Residential conferences are important in ensuring that our people have the necessary skills, knowledge and experience to make an effective contribution to our activities.
Attendance by you at events to mark awards, achievements or other significant milestones relevant to our business.	Yes (where not exceeding £500)	The Governing Body must approve attendance prior, and will only do so if: • The organisation or one of our people (because of their role with us) has been nominated for an award; or • 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. 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. The total cost should not exceed £500 per person and we will make all arrangements in advance. 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 Governing Body would be required.

GIFTS AND HOSPITALITY

Gifts received from tenants and external sources

Yes (not exceeding a value of £25)

Small gifts (e.g. a box of chocolates, pens, folders, paperweights) can be accepted if:

- the value does not exceed £25
- you do not receive more than one such gift from the same source in a 12 month period
- you record receipt of the gift in the register You should not normally accept other gifts and should decline any gifts with a value of more than £25 unless to do so would cause offence or

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
		otherwise damage our reputation. In these cases you must: • 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 You should not regularly accept gifts from the same source and never more than once from the same source within a 12 month period. You should also record any offers that you decline and the reasons for this, in the register within five days.
Gifts given from us to one of our people or received by one of our people from external sources to mark special occasions.	Yes (not exceeding a value of £25)	Gifts from the organisation to our people can be permitted in cases where it is to mark a special occasion or significant event including: • Family events (e.g. marriage, milestone birthday, birth of a child), • Retirement • Leaving the organisation These must be recorded in the relevant register and the value of such gifts will not normally exceed £25. 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.

Hospitality associated with our business and that of its partners	Yes (when not exceeding a value of £50)	Modest hospitality, such as a sandwich lunch or networking event, is permitted and does not need to be recorded All other hospitality up to a value of £50 is permitted but must be recorded in the register, along with an estimation of the value of hospitality received, within five days of attendance. You should not accept invitations with a value that is greater than £50, unless you have prior approval from the Governing Body 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.
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EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
		In this case, the reason for acceptance must also be included in the register and countersigned by Management Committee]
Our people seeking donations from our contractors/suppliers when fundraising for charity	Yes	This is permitted provided: • Approval is gained from the Management Committee prior to making any approach • Any donations received are recorded in the register We recognise our social responsibility and promote charity fundraising by the organisation and our people. We have a separate policy that sets out our approach to supporting other charities.
PROCURING GOODS/SERVICES		
Sale of a property under Right To Buy to someone affected by this policy	Yes	This is permitted with no requirement to declare in the register. The normal process for valuation and sale should be followed and our normal policy would be applied.
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	This is permitted, provided: • Our policy and procedures are followed • The prospective purchaser should play no part in the processing of the transaction by the organisation • It is declared and recorded in the register within five days of the missives being concluded confirming the process followed.

The organisation 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)	This is not permitted in almost all circumstances. We could only consider this where: • 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) In such rare circumstances, the appointment would be recorded in the register along with details of the process followed.
The purchase of land or other assets from anyone who is, or has been in the last twelve months, one of our people	No (in almost all cases)	This cannot be permitted in almost all cases.

EXAMPLE	CAN THIS BE PERMITTED?	FURTHER ACTION NECESSARY BEFORE THIS WILL BE PERMITTED?
or who is connected to one of our people		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: • 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 organisation • It is declared and recorded in the register within five days upon conclusion
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

Appendix B List of Suppliers/Contractors used by Forgewod Housing Co-operative

Rodgers & Johnston,R & J
Saltire Contracting & Services,Saltire
Sight & Sound Security,S & S
Morrison Property Care,Morrison
Jim Murphy,Jim Murphy
Orbis Security,Orbis
Rod Hall,Rod Hall
North Lanarkshire Council,NLC
Veitchi Flooring,Veitchi
Veitchi Flooring,Veitchi
R Bruce Contracts Ltd,Bruce
Youngs Cleaning Services,Youngs
SCOTMOVE INTERNATIONAL,Scotmove
Scotmove1,Scotmove1
Imofar,Imofar
Youngs Close Cleaning,Youngs1
Reilly Builders,Reilly
Tunstall,Tunstall
CEF (Wishaw),CEF
Symphony,Symphony
Boyles (Ironmongery),Boyles
JJ Smith Electrics,Smith
P. & M. ANDERSONS & SONS,ANDERSONS
Timetra Limited,Tim
JJ Smith Electrics,Smith
J & R Anderson (Painters) Ltd,Anderson
Strathclyde Skip Hire,Strathclyde
Land Engineering,Land1
J & R Anderson (Painters) Ltd,Anderson
Aaron Roller Shutters Ltd,Aaron Roller
Paterson Safety Anchors,Paterson
Nordan,Nordan
Bromac Ltd,Bromac
Thomsons Hire Services,Thomsons
Caldwell Wright & Co Ltd,Caldwellwrig
R Bruce Contracts,R Bruce Cont
Jim Blyth,Jim Blyth
Campbell & Kennedy,Campbell
Pearsons,Pearsons
J M Fencing Ltd,J M Fencing
Billy,Billy
Jordan Electrics Ltd,Jordan
All Signs Scotland,All Signs
Grahams Plumbers Merchant,Grahams1

ACS Environmental Services,ACS Environ
Graham Marshall & Sons,Graham
Entrotec,Entrotec
Edmentons,Edmentons
Wishaw Shoe Repairs,Wishaw Shoe
Scotshield Security,Scotshield
Easy Property Solutions,Easy Propert
GCS Asbestos,GCS
SCI Communications,SCI Communic
SigmaKalon,SigmaKalon
Auto Doors Scotland,Auto Doors
Rentokil,Rentokil
Powersave,Powersave
Robert Acton Products,Robert Acton
Charles Mann Heat Serv,Charles Mann
Brannock Decorators,Brannock
Cass Property Consultants Ltd,Cass Consul
J & E SHEPERD,J & E SHEPER
Webster,Webster
Graham Plumbers,G Plumbers
Survey Express Services,Survey Expss
Bowman Bros,Bowman
E.T.I,ETI
Scottish Power,Scottish Pow
City Building,citybuilding
Thomson CC,Thomson CC
Environtec,Environtec
Aardee Roller Shutters,Aardee
QR Repairs Ltd,QR Repairs
CSS,Mossie & Kir
McGarry Flooring Contracts Ltd.,McGarry Floo
B-DACS,B_DACS
Cornerstone Network Services,corner
Thermal Image UK,Therma image
Youngs Concept Cleaning,Youngs Conc
Izon,Izon
Southern Electric,Southern
DSS Auto Doors,DSS
CSS,CSS1
GSB,GSB
Protech Heating Limited,Protech
Coughtrie International Ltd.,Coughtrie
J S McColl,J S McColl
Best,Best
ISS Facility,ISS Facility
VPS,VPS

Angelas Cleaning,Angelas
Braxfield Energy Assessors,Braxfield
First Glass,First Glass
Kieron,Kieron
Creative Coatings1,Creative1
First Glass Window Cleaning,Peter McPak
4imprint,4imprint
ABM FACILITY SERVICES SCOTLAND LTD,ABM
ACE TRAINING,ACETRAINING
ACS PHYSICAL RISK CONTROL LTD,ACS PHYSICAL
ACTIVE4ALL,ACTIVE
Alex Gemmell,Alex Gemmell
AJ BALFOUR ASSOCIATES,AJ BALFOUR
ALLSIGNS SCOTLAND,ALL SIGNS1
ALLPAY LTD - DON'T USE,A
ALL PEST SERVICES,ALL PEST
ALONA HOTEL,ALONA HOTEL
ALPHA TRANSLATING,ALPHA
ALTAIR CONSULTANCY AND ADVISORY SERVICES LTD,ALTAIR
ANGEL SPRINGS,ANGEL SPRING
ANGEL'S CLEANING,ANGELS
ANTONINE HA,ANTONINE
AQUIAD,AQUAID
ARCO LIMITED,ARCO1
ASCO,ASCO
AUSTIN LAFFERTY,AUSTIN
AUTO-DOORS,AUTO-DOORS
B&Q,B&Q
BARTON BROS & SONS,BARTON
BATHROOM SURGERY,BATHROOM
BDACS,BDACS
BEATTIE COMMUNICATIONS,BEATTIE
BELL GROUP,BELL
BELT UP,BELT
BEST,BEST1
BLANTYRE CREDIT UNION,BLANTYRE CRE
BLUE ARROW,BLUE ARROW
BRANNOCH DECORATIONS,BRANNOCH
A CONNELL T/A BRAXFIELD,BRAXFIEL
BRIDGES HA,BRIDGES
BRUCE STEVENSON,BRUCES
BT - DON'T USE,X
BUSINESS STREAM,BUSINESS
CALLIGRAPHIC ART SERVICES,CALLIGRAPHIC
CAMPBELL & KENNEDY,CAMPBELL

CAMERON CLEANING SERVICES,CAMERON
CASS PROPERTY,CASS
CCG SCOTLAND LTD,CCG
CD CUSTOM COATING,CD CUSTOM
CITY ELECTRICAL FACTORS,CITY ELECTIC
CHARLY MANN HEATING SERVICES,CHARLY MANN
CHUBB FIRE,CHUBB
CHARTERED INSTITUE OF HOUSING,CIH
CITY BUILDING,CITY BUILDIN
CLAREMONT OFFICE SUPPLIES,CLAREMONT
CLAIRE CLIFFORD OFFICE PRODUCTS,CLAIRE CLIFF
CLEAR BUSINESS WATER,CLEAR BUSINE
CLYDESDALE CARD SERVICES,CLYDESDALE
CMBS CONSTRUCTION LTD,CMBS
COMMUNITY LINKS,COMMUNITY
CONNECT THREE SOLUTIONS,CONNECT
COOPERATIVES UK,COOP UK
COSTCO WHOLESALE,COSTCO
CRGP ROBERTSON LLP,CRGP
Connelly Security Systems Ltd,CSS
SIEMENS FINANCIAL SERVICES,SIEMENS
CLYDESDALE BANK,VIRGIN
ALLPAY LTD,ALLPAY
FRANCOTYP POSTALIA LTD,FRANCOTYP PO
SSE - SOUTHERN ELECTRIC,SOUTHER
TRADE UK,TRADE
TSG - DIRECT DEBIT ONLY,TSG DD
SAGE UK,SAGE
BT,BT
LLOYDS BANK.,LLOYDS
FDR LIMITED,FISERV
NORTH LANARKSHIRE COUNCIL-NLC,NLC1
DEAF SERVICES LANARKSHIRE,DEAF
D&E CLEANING,D&E CLEANING
DELIXPRESS,DELIXPRESS
DG ROOFING,DG ROOFING
DMD INDUSTRIAL CLEANING LIMITED,DMD
DOLLYWOOD FOUNDATION UK,DOLLYWOOD
DOOR REPAIR SERVICES,DOOR REPAIRS
DSS AUTOMATIC DOORS,DSS DOORS
ECLIPSE,ECLIPSE
EDEN SPRINGS,EDEN
EAST KILBRIDE HA,EKHA
ENTROTEC LTD,ENTROTEC LT
ENVIRAZ SURVEY LTD,ENVIRAZ

ENVIRAZ SCOTLAND LTD,ENVI
EURO PRINT,EURO PRINT
EMPLOYERS IN VOLUNTARY ORGAN,EVH
EXCEL VENDING,EXCEL VENDIN
FACTORING REGISTRATION SCOTTISH GOV,FACTORING
FAMILY TIES COMPANION CARE,FAMILY
FAST FREEZE,FAST FREEZE
FINANCIAL CONDUCT AUTHORITY,FCA
FORGEWOOD HOUSING COOP,FHC
FINE CHOICE CATERING,FINE CHOICE
FIRST AID FOCUS LTD,FIRST AID
FLOWERS OF SCOTLAND,FLOWERS
FRANCOTYP POSTALIA LTD - DON'T USE,FRANCOTYP
FRENCH DUNCAN,FRENCH
GARRION HOUSING COOP,GARRION
GCF FM LTD,GCF
GETTING BETTER TOGETHER,GETTING
GFS FACILITIES MANAGEMEMNT,GFS FACILITI
GILLIAN STEVENSON,GILLIAN
THE GLASSMAN,GLASSMAN
GOLD GROUP,GOLD
GRANT MURRAY ARCH,GRANT MURRAY
GRAHAMS,GRAHAMS
GRAHAM MARSHALL & SONS,GRAHAM MARSH
HANOVER SCOTLAND,HANOVER
HARLEY COMET TRAVEL,HARLEY COMET
HARPER MACLEOD,HARPER
HAYS RECRUITMENT,HAYS
Home Energy Insulation Division Limited,Home Energy
HOUSING PARTNERS,HOUSING PART
HOWDENS JOINERY CO.,HOWDENS
HYPOSTYLE ARCHITECTS,HYPOSTYLE
IAN MCDONALD FLOORING,IAN MCDONALD
ID VERDE,ID VERDE
INITIAL HYGIENE,INITIAL
INNOVATE ALARMS,INNOVATE
IT CARE,IT CARE
J BOYLE & SON,J BOYLE
JEWSONS,JEWSONS
JIM MURPHY,JIM MURPH
JJ Smith Electrics,JOHN SMITH
JM FENCING,JM FENCING
JM PRODUCTS LTD,JM PRODUCTS
JS MCOLL,JS MCOLL

J S PEARSONS,PEARSON
JWD ASSET SERVICES LTD,JWD
KAVA PROPERTIES,KAVA
KELLY & CO SOLICITORS,KELLY
KENWIL LTD,KENWIL
KINGDOM SECURITY,KINGDOM
KNOWLEDGE PARTNERSHIP,KNOWLEDGE
L&D PLUMBING & TILING SERVICES LTD,L&D PLUMBING
LAND ENGINEERING,LAND
LANARKSHIRE CREDIT UNION,LANARK CU
LINK MAILING SYSTEMS,LINK01
Lowland Doors,Lowland
LUDDON CONSTRUCTION,LUDDON
LYRECO,LYRECO
M8 Staffing,M8
THE MAGIC AGENCY,THE MAGIC AG
MCGARRY FLOORING,MCGARRY
MCLAUGHLAN FABRICATORS,MCLAUGHLAN
MCTEAR CONTRACTS,MCTEAR
MIDLAND FILTRATION LTD,MIDLAND
MOTION PICTURE LICENSING,MPLC
MOULD GROWTH CONSULTANTS LTD,MOULD GROTH
MTS DRAINAGE SOLUTIONS LTD,MTS DRAINAGE
MULHOLLAND HOUSING CONSULTANCY,MULHOLLAND
MURRAY LANDSCAPES LTD,MURRAY
MWCAB,MWCAB
NCS OFFICE SYSTEMS,NSC
NET FOCUS,NET FOCUS
NEW COLLEGE LANARKSHIRE,NEW COLLEGE
NEW GENERATION EVENTS,NEW GENERATI
NISA CENTREPOINT,NISA
NORTH LANARKSHIRE COUNCIL,North L C
NORSIGN LLP,NORSIGN
OPUS ENERGY LTD,OPUS
ORBIS SECURITY,ORBIS1
OWL MAGIC,OWL MAGIC
PATERSON SAFETY ANCHORS.,PATERSON.
PATERSON'S ENGRAVING,PATERSONS
PETER MCPAKE-FIRST GLASS WINDOWS,PETER MCPAKE
PETER COX,Peter Cox
POMPHREYS SOLICITORS,POMPHREYS
POSITIVE ACTION IN HOUSING,POSITIVE

POTENTIALLY YOU PROJECT,POTENTIALLY
PPG ARCHITECTURAL,PPG
THE PRINT BROKERS,PRINT BROKER
PROTECH HEATING LTD,PROTECH1
PROFESSIONAL OFFICE SUPPLES,PROFESSIONAL
PROGRESSIVE WEBSITES,PROGRESSIVE
PROPAGATE,PROPAGATE
PRS FOR MUSIC,PRS
QUINN INTERNATIONAL AUDIT,QUINN
REDLINE TAXIS,REDLINE
RENTOKIL,RENTOKIL
RESEARCH RESOURCE,RESEARCH
RODGERS AND JOHNSTON,RODGERS
ROOF EDGE FABRICATIONS,ROOF EDGE
SAGE SOFTWARE - DON'T USE,S
SALTIRE HEATING AND ELECTRICAL SERVICES,SAL
SCI COMMUNICATIONS,SCI
SCOTMOVE INTERNATIONAL,SCOTMOVE
SCOTWEST CREDIT,SCOTWEST
SCOTTISH GAS,SCOTTISH GAS
SCOTTISH POWER,SCOTTISH PO
SCOTIA PLUMBING & HEATING,SCOTIA
SCREWFIX,SCREWFIX
SDM SOFTWARE,SDM
SCOTTISH FEDERATION OF HA,SFHA
SHARE,SHARE
SHEPHERD CHARTERED SURVEYORS,SHEPHERD
SHEILS CONSTRUCTION AND JOINERY,SHEILS
SHINDLER CONTRACTS,SHINDLER
SHRED IT,SHRED IT
SID ASSET MANAGEMENT,SID ASSET
SIGHT AND SOUND,SIGHT AND SO
SMS EXPERT LIMITED,SMS EXPERT
SOUTHERN ELECTRIC - DON'T USE,SSE
SPIE SCOTSHIELD,SPIE
STRUCTURAL PARTNERSHIP,STRUCTURAL
STUART EGLINGTON,STUART EGLIN
SUBLIME DESIGNS,SUBLIME
TASKMASTER,TASKMASTER
TECHNICO REFRIGERATION,TECHNICO
THOMSON COST CONSULTANTS,THOMSON
THOMSONS GAS AND HIRE,THOMSONS
TIMETRA,TIMETRA LTD
TENANT PARTICIPATION ADVISORY SERVICE,TPAS

THE PENSIONS TRUST,TPT
TRADE UK - DON'T USE,TRADE UK
TECHNOLOGY SERVICES GROUP,TSG
TUNSTALL1,TUNSTALL1
TV LICENSING,TV LICENSING
TYRRELLS OF BURNBANK LTD,TYRRELLS
VALUATION OFFICE AGENCY,VALUATION
VISUAL STAT SOLUTIONS,VISUAL
WEBSTERS,WEBSTER POWE
YIELDS TREE SURGEONS,YIELDS
YOUNG CONCEPT CLEANING,YOUNGSCC
ZERO DRYING TIME,ZERO

NOTIFICATION FORM 1 (GIFTS AND HOSPITALITY OFFERED/RECEIVED)

Guidance

A Notification Form should be completed by all employees or Committee members who are offered a gift or hospitality by any third party outside FHC, even if the offer is refused. The form should be signed by the employee/Committee member and counter-signed by their line manager (employees) or by the Chairperson/ (Committee members and Director). **Completed forms should be returned to the Director within one week of any offer, for recording in the Register.** The Register will consist of completed Notification Forms.

1. FOR COMPLETION BY THE EMPLOYEE/ COMMITTEE MEMBER	
Description for the hospitality or gift offered and reason.	
The person or organisation that made the offer, and their status (e.g. tenant, contractor etc.)	
Name and position of the FHC employee or Committee member to whom the offer was made	
Offered to an individual or FHC?	
Date on which offer was made or received	
Was the offer accepted or refused?	
Reason for acceptance or refusal?	
Approximate Value	
Any comments (e.g. gift passed on for donation by FHC)	
Signature and date	
Counter-signature and date	

2. FOR COMPLETION BY DIRECTOR (Name.....Position.....)	
For gifts or hospitality accepted, have the terms of FHC's policy been met?	
Date of this entry in the Register	

NOTIFICATION FORM 2 (GIFTS AND HOSPITALITY PROVIDED)

Guidance

A Notification Form should be completed by employees or Committee members who are responsible for authorising:

- the provision by FHC of hospitality to third parties, in accordance with FHC's Policy
- the making of gifts to third parties or to FHC Committee members or employees, in accordance with FHC's Policy. Long-service awards to employees do not require to be notified or recorded in the Register.

Completed forms should be returned to the Director within one week, for recording in FHC's Register. The Register will consist of completed Notification Forms.

1. FOR COMPLETION BY THE EMPLOYEE/ COMMITTEE MEMBER AUTHORISING THE GIFT/HOSPITALITY	
Date of Committee approval (if applicable)	
Description of the hospitality or gift offered by FHC, and reason	
Date on which offer was provided	
Recipient(s)	
Recipient relationship to FHC or any Committee member or employee	
Approximate Value	
Any comments	
Date on which gift or hospitality was provided (if applicable)	
Signature/date	

2. FOR COMPLETION BY THE DIRECTOR	
(Name.....Position.....)	
Have the terms of FHC's policy been met?	
Date of this entry in the Register	