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Policy Name	Donations Policy
Policy Author	Director
Approved by Sub Committee	N/A
Approved by Management Committee	January 2023
Latest date of Next Review	January 2026

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.



Registered with the Scottish Housing Regulator No. 203
Registered Charity No. SCO38737, VAT Registration No. 180223636
Registered society under the Co-operative and Community Benefit Societies Act 2014

1. Introduction

It is a requirement of West Whitlawburn Housing Co-operative's (WWHC's) Rules that we have a donations policy and that we report on all donations to our Members.

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.

2. Policy Aims and Objectives

WWHC's donations policy is based on the Rules and meeting our strategic objectives while continuing to meet our charitable objectives.

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.

The policy will ensure compliance with WWHC's Rules which permits us to make charitable donations that are specifically in line with furthering our own objectives, as well as provide transparency to staff, Committee members, and our external stakeholders in relation to the giving and receiving of such donations.

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

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.

4. Donations

4.1 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 also 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.

4.2 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.

4.3 Donations may be considered for local events where our tenants and their immediate household may gain some direct benefit.

4.4 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.

4.5 West Whitlawburn Housing Co-operative Limited (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 are to increase inclusion and address poverty, supporting WWHC tenants in having successful tenancies.

5. Sponsorship

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 £50.

Raising sponsorship by staff or Committee members for individual family members will be acceptable between staff and Committee members, provided this is reasonable and voluntary.

When raising sponsorship by staff or Committee members for individual family members, it will not be acceptable to accept donations from our contractors, suppliers and consultants.

6. Gifts and Hospitality

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.

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.

Any approach to or from contractors or suppliers must be authorised by a member of the management team and any donations received will be recorded in the Register of Gifts, Hospitality and Donations, irrespective of their value.

7. Annual Budget and Reporting

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.

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.

The annual budget will include an approved amount for Community Development and Support for wider action activities to further the Co-operative's objects.

8. Review

This policy will be reviewed every three years or sooner if required by statutory, regulatory or best practice requirements.

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.