



**Drumchapel
Housing**
Co-operative Limited

Policy on donations to external organisations

This policy document can be produced in various formats, for instance, in larger print or audio-format; and it can also be translated into other languages, as appropriate.

Our equality and human rights policy statement describes our key equality commitments that we use to develop all organisational services: this includes employment services and services to tenants and other customers.

Approved by the Board
Latest review date

October 2025
October 2028

1. Introduction

- 1.1 Like most businesses, Drumchapel Housing Co-operative receive requests from charitable bodies and local community organisations for donations. The Board recognises that the funds we receive via tenants' rents are to help us manage and maintain the Co-operative and its properties to the highest possible standards, ensuring that it is a financially viable organisation now and in the future. Whilst the Co-operative has both sympathy and empathy for the large number of charitable organisations working to help our area and those who live in it, the first priority must therefore be to look after the Co-operative's finances and direct them toward improving the lives of our tenants.
- 1.2 However, we also recognise that our tenants benefit from much of the work done by charitable and other organisations operating within Drumchapel and, in this regard, the Co-operative has traditionally set aside modest sums each year to cover a limited number of donations.
- 1.3 This policy sets out the terms under which we can agree donations and the maximum amount we can provide in any one year.
- 1.4 The aims of this Policy are to:
- Improve community spirit and involvement of tenants
 - Support fund raising initiatives which benefit tenants
 - Raise the profile of social housing and the importance of social housing in people's lives

2. Charitable Donations

- 2.1 All donations must:
- Be to organisations or groups (i.e. not individuals) who are either charities or whose activities align with the Co-operative's charitable objects
 - Benefit Drumchapel as an area or people resident in the area
 - Be approved by the Board
 - Be within the budgeted amount
 - Be reported to members annually
- 2.2 All requests must be made in writing. Where the group in question is unable to do this, then a written report from a member of staff may be presented to the Board instead.

- 2.3 A dedicated budget is set aside for annual expenditure on donations which is currently £1,500, the maximum single donation will not exceed £500. Donations will be made by bank transfer or cheque. We cannot make donations in cash.
- 2.4 We may occasionally seek donations from contractors or suppliers towards Drumchapel Housing Co-operative corporate events such as annual fete and/or Christmas events. If we do this, any approach to contractors or suppliers must be authorised by a member of the senior management team and any donations received will be reported to the Board.

3. Co-operative's Rules on Donations

- 3.1 Section 74.2 of The Co-operative's Rules state that:

"The Committee shall set and review periodically its policy for the donation of funds to charities. Such donations must further the objects of the Association and the Committee shall report to the Members on such donations."
Therefore, all donations must be compliant with this rule.

4. Regulatory Framework

- 4.1 In carrying out all duties and tasks, including the making of donations the Co-operative will have regard to The Standards of Governance and Financial Management for RSL and associated guidance and good practice.

5. Reporting

- 5.1 A report will be presented to the Management Board when a donation is requested. The report will confirm
- The organisation requesting the donation is a registered charity whose activities align with the Co-operative's charitable objects
 - The monetary value of the donation requested
 - The monetary value of donations made, and which organisations have received
 - The donations in the current financial year

6. Complaints and Appeals

- 6.1 The decision of the Board is final, however, should someone feel that they have

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been treated unfairly or that the policy is discriminatory in any way, they can complain through the Co-operative's Complaints Handling Procedure, which can be obtained from the Co-operative.

7. Policy review

- 7.1 This policy will be reviewed every three years or earlier in line with legal, regulatory or best practice requirements. The next review will take place October 2028. Lack of review will not cause the policy to lapse.

8. GDPR Privacy Statement

- 8.1 The Co-operative will gather and use certain information about individuals in accordance with UK GDPR. Staff members have a responsibility to ensure compliance with the terms of the privacy policy and to collect, handle and store personal information in accordance with relevant legislation. The Fair Processing Notice (FPN) details how personal data is held and processed.