



Organisational Policy

Donations to Charitable Organisations (Community Action Fund)

Our Commitment

Argyll Community Housing Association Group is committed to provide equal opportunities across all services and to avoid discrimination. This policy is intended to assist Argyll Community Housing Association (ACHA) and Argyll Homes for All (AHFA) to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

This policy can be made available in other formats, for example in large print, audio-format or Braille: the document may also be available in other languages, in full or summary form, as appropriate.

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Section 1 – Context

- 1.1 Rule 84.2 of ACHAs Rules states “The Board shall set and review periodically its policy for the donation of funds to charitable organisations. Such donations must further the objects of the Association and the Board shall report to the Members on such donations”. This policy sets out arrangements for the Association making donations to other charitable organisations through what is referred to as the Community Action Fund.
- 1.2 This policy deals only with the Community Action Fund. Donations to schools through the 10/10/10 initiative will be managed in accordance with the terms of reference for the 10/10/10 initiative approved by the Board on 3 November 2016 and as amended. The Community Action Fund and 10/10/10 initiative there will be no other arrangements for the donation of funds by ACHA to individuals or other organisations.

Section 2 – The law and good practice

- 2.1 The arrangements set out in this should ensure ACHA complies with any legal requirements and good practice guidance in relation to the donation of monies from a charity and registered social landlord’s resources.

Section 3 – Our policy objectives

- 3.1 ACHA has to take account of its own objectives as stated in the Rules. ACHA can make donations only to charities which are registered with the Office of the Scottish Charity Regulator and which further the objectives of ACHA.

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Section 4 – Implementing our policy objectives

- 4.1 ACHA will agree to set-aside a sum, to be determined annually as part of the budget process, from the budget for the relevant financial year. This sum will be split between the area committees with each having an equal share of the total budget.
- 4.2 ACHAs area committees will consider and decide on the allocations of the funds from their share of the budget to charitable organisations based on the arrangements set out in this policy. In the absence of an area committee the Board of Management will consider applications from that area.
- 4.3 The maximum which can be approved by an area committee is £500 for any application. Any individual request for an amount exceeding the £500 maximum will require to be considered by the Board of Management.
- 4.4 No applicant group will be able to make a second application in the same financial year.
- 4.5 Priority will be given to new applicants in succeeding years.
- 4.6 Charitable organisations making applications must have objectives consistent with the stated objectives of ACHA. It will be for each area committee when considering an application to determine if there is sufficient consistency between the objectives of the charitable organisation applying and ACHA. Each application will be considered on its own merits on the basis of the information supplied by the applicant.
- 4.7 Area committee members will require to take cognisance of Section 15 Guidance of the Governing Body Members Code of Conduct and in particular they must ensure that they do not participate in making any decisions where they have a direct interest.
- 4.8 To ensure the Community Action Fund budget is spent each year it is recommended that applications are considered between May and February of each financial year. The budget will be closely monitored and if there is likely to be an underspend then previously unsuccessful applications and applications where the full award was not given, subject to the terms of this policy, may be considered by area committee members at their February meetings. If after reviewing previous applications there is still going to be an underspend, the

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budget will be offered to another area committee to utilise.

- 4.9 Subject to availability, the Association may have obsolete equipment such as personal computers, monitors and printers which it may donate to worthwhile causes on request. The equipment will have a nil financial value and therefore doesn't fall into the £ 10,000 limit however it is appropriate for the request to be dealt with as part of the Association's donations policy. All equipment will be "cleaned", as in all data removed, however an operating system may be installed. Equipment and any software will not be warranted by ACHA and will not be tested. Responsibility for any licence payments will be the responsibility of the recipient on donation. ACHA will not accept any liability or responsibility on donation for the equipment once it has been donated. All ACHA equipment will have been tested on a regular basis during its ownership by ACHA to comply with health and safety requirements.

Section 5 – Performance management

- 5.1 ACHA will seek to respond to applications in a timely manner subject to having been provided with all relevant information and the cycle of area committee or board meetings.

Section 6 - Development and training

- 6.1 A proforma template for consideration of applications by area committees and the board will be developed and kept under review.
- 6.2 No specific requirements for training and development have been identified.

Section 7 – Our positive action initiatives

- 7.1 A policy background and allocation of budget to support donations to charitable organisations which support ACHAs objectives is itself a positive action initiative.
- 7.2 Publicising of the budget provision will be by way of articles in the tenants newsletters
- 7.3 At the end of each financial year, ACHA will issue a press release confirming the uses to which the fund has been put. Successful applicants will be asked to contribute statements which will be incorporated into the press release.

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Section 8 – Dealing with complaints

8.1 ACHA treats complaints seriously and any complaints will be managed through its complaints handling procedures.

Section 9 – Consultation and review procedures

9.1 This policy will be reviewed on a 3 yearly cycle and will be subject to consultation with the ACHA senior management team, area committees, relevant consultation groups (e.g. Feedb@ck Forum) and via the website prior to consideration by the Policy Committee.

Section 10 – Confidentiality and data protection

10.1 ACHA will manage any data received in relation to its donations policy with appropriate confidentiality and subject to legal requirements relating to data protection and freedom of information.