

Policy Name: Conduct & Probity Policy

Date: 10th November 2025

Purpose and Scope:

Tai Calon Community Housing is committed to achieving the highest standards of probity and good governance in all its activities, and to conducting its business in a way that will maintain the reputation of the sector and not bring it into disrepute.

Responsibility (Manager/Team):

Martyn Price, Company Secretary

Supporting Documents:

Standing Orders

Financial Regulations

Standing Orders

Governance Framework

Anti Fraud Policy

Whistleblowing Policy

Procurement Strategy

Chief Executive/Director Approval:

Board Approval Date: 10th November 2025

1.0 Introduction

- 1.1 Tai Calon Community Housing is committed to achieving the highest standards of probity and good governance in all its activities, and to conducting its business in a way that will maintain the reputation of the sector and not bring it into disrepute.
- 1.2 It is a condition of service that all Board members and employees adhere to Tai Calon's Conduct and Probity policy, and operate within the associated guidance. Failure to do so may be a cause for Board members to cease their association with Tai Calon and for disciplinary procedures to be instituted against employees, which could result in dismissal.
- 1.3 Tai Calon strongly believes that it has a responsibility to account for itself to its tenants, the wider community in which it works, the local authority, its Regulators (especially the Welsh Government) and its funders. There are numerous ways in which Tai Calon seeks to demonstrate its openness and accountability including:
 - Production of an Annual Report and Financial Statements which are widely circulated;
 - A structured approach for tenant involvement;
 - Annual returns to its Regulators;
 - Comparing itself to Community Housing Cymru's Code of Governance and identifying areas of non-compliance;
 - Published policies for the recruitment of Board members;
 - Open and clear policies for dealing with complaints;
 - Customer satisfaction surveys.

2.0 Policy statement

- 2.1 It is important that Board members and staff ensure that their private or personal interests do not influence their decisions, and that they do not use their position to obtain any personal gain or any sort, other than that they are entitled to receive or claim.
- 2.2 No person or organisation is given priority, better treatment or more favourable terms because of their connection with a Board member or employee of Tai Calon.
- 2.3 Where a close connection exists between a Board member or member of staff with an individual at a partner organisation or supplier, that Board member or employee should, as far as possible, not be involved in the procurement or management of that contract or service.

3.0 Principles of the policy

- 3.1 All requirements of the Bribery Act 2010 and Schedule 1 to the Housing Act 1996 will be complied with, together with any related guidance or legislation issued by the Welsh Government. This policy applies to all staff, board members and to all agency staff, consultants and volunteers.
- 3.2 The general principles will apply to all organisations and individuals with whom the Association deals.
- 3.3 **Bribery Act**
 - 3.3.1 The Bribery Act 2010 applies to all organisations or individuals with whom the Association deals and covers both receiving and giving bribes.
 - 3.3.2 The Act covers four bribery offences (see Appendix 1). A bribe is defined as a 'gift or reward given, offered or received to gain any business, commercial or personal advantage'. It is an offence for commercial organisations where someone associated with an organisation (including board members, employees, agents or sub-contractors) commits an act of bribery to obtain or retain business or a business advantage. Individuals can be found guilty of bribery and, in the most serious cases, if convicted be imprisoned for up to ten years, fined or both.
 - 3.3.3 As an organisation we wish to carry out business transparently and fairly and therefore operate a zero tolerance policy towards bribery and corruption of or by our Board members, employees, contractors, agents and other associated persons. Tai Calon will carry out due diligence checks on those organisations supplying services to the organisation. If fraud, bribery or corruption is uncovered, Tai Calon will cease working with the supplier and report any findings to the Police, agents and other associated persons.
 - 3.3.4 Employees and Board members must report immediately to the Company Secretary any offers of favour, discounts or inducements are offered to them by any firm which is seeking, or may in future seek business from Tai Calon.
- 3.4 **Schedule 1**
 - 3.4.1 Schedule 1 imposes duties and restrictions on Registered Social Landlords. It is designed to prevent Board members, employees or their close relatives from gaining a benefit from their association with the landlord and to prevent conflicts arising between the personal interests of Board members, employees and those persons' duties to that RSL.
 - 3.4.2 All Board members and employees are required to sign an annual Declaration of Interests statement and advise the Company Secretary of any changes within the year. Board members are required to declare their interests in agenda items at each and every Board meeting.
 - 3.4.3 Annually, a statement will be prepared by the Company Secretary notifying Welsh Government of the number of exemptions used throughout the year.
 - 3.4.4 Guidance on the requirements of Schedule 1 is attached at Appendix 2 together

with the Association's approach to implementing those requirements in Appendix 3.

- 3.4.5 In relation to the use of Exemption 6, the Association will not use suppliers, contractors or service providers which are trading for profit and which are owned by or whose senior management is a Board member, staff member or a person related to a Board member or staff member unless there is not another alternative, reasonable option for procuring those products or services.
- 3.4.6 Any decision on the use of permitted Exemptions to Schedule 1 is taken by Schedule 1 Committee and is to be recorded in the minutes and on a separate register. The Schedule 1 Committee's approval is required before an exemption is used.

3.5 **Gifts**

- 3.5.1 It is an offence for any member, officer or employee to solicit or accept any gift or consideration as an inducement or reward for:
- Doing or refraining from doing anything in his/her official capacity;
 - Showing favour or disfavour to any person in his/her official capacity.
- 3.5.2 If a Board member or employee is made any offer, gift or irregular suggestion in connection with a contract, arrangement or other transaction, or with the object of obtaining preferential treatment prior to the finalising of such a matter, this must be reported to the Company Secretary.
- 3.5.3 Modest gifts for office use such as calendars, pens or diaries may be accepted, including gifts of a promotional nature. All gifts should be recorded in the Register. Gifts over £20 per item or £100 of cumulative gifts per annum will be raffled for Charity whilst advice should be sought from the Company Secretary before accepting any gift or hospitality valued at over £20.
- 3.5.4 Gifts of money must not be accepted under any circumstances.
- 3.5.5 Gifts should not be accepted from prospective tenants.
- 3.5.6 If in doubt, please contact the Company Secretary for clarification and advice.
- 3.5.7 All gifts and donations of goods and services will be recorded in the register. This includes donations of goods and services e.g. prizes for tenant events, materials for projects.

3.6 **Hospitality**

- 3.6.1 All offers of hospitality must be recorded in the register which is maintained by the Company Secretary. The estimated value of the hospitality should be recorded, along with details of the donor. These should be recorded whether they are accepted or declined.
- 3.6.2 No hospitality may be accepted which would, or might reasonably appear to place a

Board member or employee under an improper obligation.

- 3.6.3 Acceptance of a business lunch, reception or similar event is normally permissible. Invitations to attend events are allowable providing the purpose is to enhance Tai Calon's reputation and builds relationships with key stakeholders. For employees approval is required from the Executive Team before accepting any invitation and for Board Members approval from the Chair and Company Secretary..
- 3.6.4 Lavish hospitality is to be declined. Lavish hospitality refers to high-end, extravagant entertainment or hosting experiences provided by a contractor or supplier to Tai Calon employees (including close relatives) or Board Members. For Tai Calon this means going beyond ordinary meals or meetings and offering luxury experiences designed to impress and build relationships. Examples include, but not limited to:
- Exclusive fine dining in private rooms with gourmet menus
 - VIP access to major sporting events or concerts
 - Luxury travel experiences (e.g., chartered yachts, five-star resorts)
 - Premium hospitality boxes at stadiums or theaters
 - Personalized, high-touch service that creates a sense of exclusivity and prestige
- 3.6.5 Reasonable hospitality in return for speaking engagements at conferences etc is acceptable.
- 3.6.6 Hospitality must on no account be requested or canvassed for.

3.7 **Use of Contractors**

- 3.7.1 Board members and staff are to avoid, as far as is reasonably possible, making private use of the services of any consultant, contractor, professional advisor or other individual or firm who may work for Tai Calon. Where it is considered to be unavoidable, for example in the case of specialist advisors, then the approval of the Company Secretary is to be sought in advance and the matter recorded in the register of such interests.

3.8 **General**

- 3.8.1 From time to time the Association arranges the opportunity for staff to benefit from the provision of goods or services from a supplier to the Association. Such a scheme must obtain the prior approval of the Executive Team and be open to all staff. A register will be maintained recording the relevant details of participating members of staff.
- 3.8.2 The Association ensures that proper arrangements are made for confidential reporting of issues of serious concern. See the Whistleblowing Policy.
- 3.8.3 The Association ensures that proper arrangements are made Procurement so that the process is open, transparent and fair. See Financial Regulations, Procurement Framework, Procurement and Tendering Procedures.

- 3.8.4 Board members and staff will be meticulous about declaring dualities or conflicts of interest.
- 3.8.5 When the Board discusses an item which poses a conflict of interest for any Board member or employee present, that person will declare their interest and offer to leave the room while the discussion takes place.
- 3.8.6 Board members who are tenants are entitled to all the usual rights associated with their tenancy such as rights to transfer, home loss and disturbance payments and any other statutory or contractual rights.

4.0 Breaches

- 4.1 Board members and employees should recognise that failure to declare interests may damage Tai Calon's reputation and its work. All Board members and employees are required to adhere to this policy. Board members and employees should note that any breaches of this policy may lead to disciplinary action.
- 4.2 Tai Calon is committed to the highest possible standards of openness, probity and accountability. In line with these commitments it is expected that Board members, employees and others that Tai Calon deals with, who have serious concerns about an apparent failure by a Board member or employee to declare interests will come forward and raise those concerns. This can be done without fear of victimisation, subsequent discrimination or disadvantage in accordance with the Whistleblowing Policy.
- 4.3 Where it is suspected that breaches of this policy have occurred, the Company Secretary will investigate and may seek independent legal advice or seek informal advice from Welsh Government.

5.0 Accountability

- 5.1 The Board is responsible for ensuring that this Policy is implemented in all areas of the business and for considering the implications arising from policy decisions they make. Regular reports will be considered by the Board in accordance with this Policy's requirements.
- 5.2 The Board will hold the Executive accountable for taking steps to ensure that this policy is promoted, understood and implemented by all Board members and employees. This responsibility includes:
 - Ensuring that all Board members and employees are aware of this policy;
 - Ensuring that all Board members and employees are trained on this policy and associated guidance;
 - Monitoring records are collated in accordance with policies and procedures;
 - Disciplinary procedures are invoked where appropriate against those whose actions are in breach of this policy.

6.0 Relevant legislation and regulatory compliance

- 6.1 The following legislation and regulatory requirements relate to this policy:
- Housing Act 1996, Schedule 1, paragraph 2
 - Welsh Government Housing Association Circular RSL 005/10, Permitted Payments and Benefits
 - Bribery Act 2010

7.0 Equality Implications

- 7.1 An Equality Impact Assessment has been completed for this policy.

8.0 Performance monitoring

- 8.1 A report on declarations of interest and gifts/hospitality register will be provided to Board annually.

9.0 Review

- 9.1 This policy will be reviewed by the Board of Tai Calon every 3 years or as and when there are changes in legislation.



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Appendix 1

Implications of the Bribery Act 2010

1.0 What is a Bribe?

1.1 Bribery is offering, promising, giving, accepting or soliciting a financial or other advantage as an inducement for performing a function or activity improperly.

1.2 So:

- It isn't just money – it can include gifts, favours, donations to a nominated charity
- It is accepting as well as giving

2.0 What are the offences?

2.1 There are four principal offences:

- Bribing someone else (section 1)
- Receiving a bribe (section 2)
- Bribing a foreign public official (section 6)
- Failure of an organisation to prevent bribery on its behalf (section 7)

2.2 For the first three (sections 1, 2 and 6):

- There has to be prior intent – to influence or obtain business or whatever
- It can be committed by individuals or a body corporate
- It can also involve a senior officer of a body corporate, if it happens with their consent or connivance (turning a blind eye).

2.3 In the fourth case (section 7), the offence is committed when a person associated with a relevant commercial organisation bribes another person with the intention to obtain or retain business or an advantage in business for that commercial organisation.

2.4 *Relevant commercial organisation* – includes any UK incorporate body, which includes housing associations, local authorities and charities as well as the more obvious commercial businesses.

2.5 *Associated person* – anyone who performs services for the organisation, in any capacity. This will include employees and agents. It is also capable of including sub-contractors and joint venture partners.

3.0 Penalties

3.1 For individuals – fines and/or imprisonment
For organisations – unlimited fines

3.2 There is also potential for being disqualified from acting as a Company Director, being disbarred from tendering for public sector work and implications involving the Proceeds of Crime Act.

4.0 What do we need to do?

- 4.1 As an organisation we need to ensure Tai Calon does not give or receive bribes as an organisation and also that there is no failure to prevent bribery on Tai Calon's behalf.
- 4.2 Whenever relevant policies and procedures are reviewed the responsible person will make sure that the provisions of the Act are reflected as appropriate.
- 4.3 Ensure that all offers of gifts and/or hospitality (whether accepted or not) are reported to the Company Secretary. These will be recorded in the Gifts and Hospitality Register and reported annually to Board.

5.0 Our defence

Our defence is having adequate procedures in place designed to prevent persons associated with the organisation from undertaking such conduct. Official guidance sets out principles as to what that means:

- 5.1 **Top level commitment** – those at the top set the tone.

Board is fully aware and have had the opportunity to consider the risks of bribery for Tai Calon. Executive Team have already discussed our overall approach. Heads of Service have been briefed. Any future developments will be monitored and briefings prepared accordingly.

- 5.2 **Risk assessment** – think about what bribery risks we face.

The obvious area for bribery – overseas business is not a risk for us. However the construction industry in general is seen as high risk and may become a target market for the enforcers (Senior Fraud Office) to try and bring some prosecutions. Specific areas of risk for us are discussed below.

- 5.3 **Due Diligence** – know who you deal with.

Given that we work with so many partners, this is of prime importance for us. For any organisation with whom we work, we will need to satisfy ourselves that we will not run the risk of committing an offence.

In order to do that we will, among other things, establish whether any relationships exist between our staff and Board members and any individuals at the organisation and we will review that organisation's policy on anti-bribery and corruption.

- 5.4 **Proportionality** – the action we take should be proportional to the risk we face and the size of our business.

This is about using common sense and not going overboard where risk is low. There will be some areas of our activities that are more open to risk of bribery than others.

- 5.5 **Communication** – communicating policies and procedures to staff and others as appropriate to their likely exposure.

Some members of staff will need only to be aware that the Act exists and have a general knowledge of its provisions. But others will need more detailed knowledge.

Heads of Service will determine what is appropriate for their teams and ensure that appropriate briefing or training is provided.

5.6 Monitoring and Review – reassess the risks and effectiveness of our procedures on a regular basis.

All our policies and procedures are reviewed regularly. Each review will include consideration of the implications of the Bribery Act.

Board will receive an annual update as part of the:

- Annual Schedule 1 Report
- Annual Report on Gifts and Hospitality
- Report to PARC on Fraud and Irregularities.

6.0 Areas of Risk for Tai Calon

In thinking about different areas of our business, there are potential areas of risk for bribery occurring. These are outlined here.

6.1 Procurement

Any procurement is by its nature open to influence and ‘normal’ contract negotiation is fine. Openness and transparency are key in ensuring that all potential suppliers or providers have a fair chance. The most likely source of a report or complaint under the Act will be an aggrieved supplier who didn’t get the contract.

Our existing procurement procedures, together with the provisions relating to payments and benefits under Schedule 1 of the Housing Act 1996 and the related permitted exemptions, are considered to be adequate.

6.2 Use of agents – do we use any?

We will review how others may negotiate or offer services on our behalf – contactors, developers, consultants, even managing agents potentially and ventures.

6.3 Provision of services and housing

The provisions in place to comply with Schedule 1 of the Housing Act 1996 are considered to be adequate.

6.4 Employment

The provisions in place to comply with Schedule 1 of the Housing Act 1996 are considered to be adequate.

6.5 Gifts and Hospitality

Gifts, hospitality and promotional activity is permitted provided it is reasonable and proportionate to the kind of business undertaken. We have clear policies and procedures for gifts and hospitality in relation to individuals which do not allow for unusually high or disproportionate levels of expenditure.

Appendix 2

Declaration of Interests Guidance

1.0 Why declare interests?

Paragraph 2 of Schedule 1 of the Housing Act 1996 prohibits the making of non-contractual payments to staff, board members or their close relatives. It provides a number of exemptions and allows for a number of payments and benefits which be made or granted by a RSL without the need for prior approval from the Welsh Government, even though Schedule 1 would otherwise be breached.

In November 2010, Welsh Government published a new Determination, RSL005/10, with revised guidance on permitted payments and benefits. This allowed housing associations in Wales to adopt fourteen exemptions which have been adopted by Tai Calon.

This guidance provides further information and advice to supplement the policy. It has been designed to protect Board members, employees and Tai Calon in general, and to avoid inadvertent breaches of the law.

2.0 What is to be declared and how?

By law, the Company Secretary is obliged to compile and maintain a public Register of Interest. This details:

- Business, personal and outside interests of employees and Board members;
- Payments and benefits made to Board members, employees and their close relatives as individuals, and to the businesses in which they have declared an interest;
- Employees/ Board members (or their close relatives) who are housed by Tai Calon;
- Relatives of employees who are employed by Tai Calon;
- Disclosures by contractors, consultants and suppliers of any connection with employees or Board members of Tai Calon.

All Board members and staff are required to complete a Declaration of Interests form when they join Tai Calon. Declarations must be updated at least annually. Any change in circumstances must be reported to the Company Secretary when they occur. Board members and employees are responsible for notifying the Company Secretary of any additions/changes to their declaration as they arise – not to do so is a breach of policy. Amendments will be recorded in the Register.

Where an issue arises from a declaration, the Company Secretary will clarify the matter with the individual and provide advice and guidance to establish whether there has been/or to prevent any breach of Schedule 1.

Board members and employees are required to immediately inform the Company Secretary if a close relative applies for employment or accommodation from Tai Calon. Such declarations will automatically exclude the Board member or employee from being involved in the decision-making process. If a close relative of a board member is appointed, permission would need to be sought from Welsh Government.

Where a request for employment or accommodation is granted, the individual must amend their declaration accordingly.

3.0 Permitted Payments and Benefits

Interpretation of Terms

A benefit includes:

- a. The grant of a tenancy or licence
- b. The grant of a shared ownership lease
- c. The sale of a property, whether or not at full market value, with the exception of sales following the exercise of a statutory right to buy
- d. The award of a contract of employment
- e. The award of any other type of commercial contract such as building contracts or contracts for professional services

Non-contractual benefits

Examples of non-contractual benefits include, for example:

- a. Loans, unless included in the employment contract, such as a car loan
- b. Payment of non-contractual severance or non-statutory redundancy settlement
- c. An out-of-court settlement paid in relation to an Employment Tribunal or other legal action
- d. Payment of non-contractual gifts of payments, and the provision of hospitality for staff and Board members.

Definition of persons covered by the policy

The Welsh Government defines each of the following except close relative:

- a. *Officer*
This includes Board Member, co-optees and those who were Board members within the previous 12 months.
- b. *Employees*
This includes temporary and agency staff, volunteer workers and consultants engaged by Tai Calon (including those who have been employed in the preceding 12 months).
- c. *Close relatives of board members of employees*
The Welsh Government determination states that no definition exists and each case must be judged on its merits. It lists the following people:
 - Spouse/ Civil Partner
 - Parent/Grandparent
 - Child/Grandchild
 - Brother/Sister

Legal advice is that the term close relative should be interpreted in its widest sense to include, for example:

- Partner/co-habitee
- Step-child
- Child of a partner
- Nieces, Nephews, Cousins etc.

- d. *A business trading for profit for a Board Member, employee or a close relative is a principal proprietor or involved directly in the management of that business*

A business trading for profit is one which is able to distribute its surpluses or profits to its members, shareholders or directors for their personal use. A principal proprietor is a person whose stake in the business is large enough for there to be a real risk that a decision to make a payment or grant a benefit to the business could be influenced by the fact. A proprietor is a person who can vote on matters affecting the management and conduct of the business, its internal constitution, or has a right to a share of the business, or share capital on its winding-up. Board members and employees are advised to seek advice from the Company Secretary if in any doubt as to what is covered.

4.0 Use of Exemptions

There are fourteen exemptions in the Regulation and Tai Calon has adopted them all.

An explanation of each exemption and how it can be used is listed below:

Exemption 1: Employ the close relative of an employee

This exemption allows the employment of a close relative of an existing employee providing that the employee (or former employee) has no involvement in, or influence over the recruitment or selection process.

This means that Tai Calon can employ family members of an existing employee, or someone who was employed by Tai Calon in the last 12 months, providing that:

- a full and fair process recruitment process has been followed; and
- the related employee has had no part in the recruitment process.

Exemption 2: Re-employ a person who was employed during the previous twelve months

This allows the re-employment of a person who was employed during the previous twelve months provided that a full and fair recruitment process has been followed.

Exemption 3: Housing of employees and their relatives

This exemption permits the grant of a tenancy or the disposal of a house to an employee or former employee, or a close relative of either.

The principle behind the conditions of this exemption is that the person in question should receive exactly the same consideration as any other applicant. This means, for example, that a new employee who is moving from another area cannot be given priority over another job mover in same position.

Where an employee has been housed under this exemption, procedures for dealing with maintenance, rent arrears, neighbour disputes and other housing management matters must be implemented in a scrupulously fair way to avoid any possibility of discrimination in the employee's favour. Situations where a conflict of interest might arise should be avoided: an employee must not for instance be responsible for chasing his or her own rent arrears.

Under no circumstances should accommodation be offered with jobs except where it is necessary for the performance of the job (eg scheme manager or caretaker). In such cases, the contract of employment must refer specifically to the provision of accommodation. Where an association wishes to be able to re-house a former scheme manager, the matter must be the subject of a term in the scheme manager's contract of employment rather than being dealt with under the exemption, which may not be appropriate.

It is important that:

- the person is in housing need and meets the published criteria by which housing is allocated;
- the employee or former employee has had no involvement or influence in the allocation process;
- appropriate alternative sources of housing are not available.

Exemption 4: House board members and their relatives

This exemption permits the grant of a tenancy or the disposal of a house to a board member, or a close relative of either. Again, it is important that the person is in housing need and meets the published criteria by which housing is allocated.

Exemption 5: Purchase houses from board members, employees and their close relatives

Provided the written consent of Welsh Government has been obtained, this exemption permits the purchase of a house from a Board member, employee, former Board member, former employee or close relative of any of them.

Exemption 6: Make payments to organisations in the management of which the RSL's employees or board members are directly concerned

This exemption enables permitted payments to be made to an organisation where Tai Calon's employees, Board members or their close relatives are involved in the management of that organisation, providing that:

- the procurement process is fair and accountable and in accordance with the approved procurement policy;
- the Board member or employee concerned is not involved in any aspect of the contract procurement;
- that the Board member or employee concerned is not involved in any aspect of the management or delivery of the contract, including approving any variations or extensions to the contract; and
- the Board member or employee concerned will declare their interest and leave any meetings where dealings with the relevant business are discussed
- there is no other alternative, reasonable option exists for procuring the product or service.

This exemption recognises the problems faced by RSLs in some areas where there is limited competition. The payment should only be made to organisations where no reasonable alternative options exist and the organisation is able to offer better value for money than any alternatives, having followed Tai Calon's approved procurement processes.

A question around conflict of interest is included in Tai Calon's Invitation to Tender or Pre-Qualification Questionnaire. Any conflict of interest will be recorded in the Register.

Exemption 7: Make permitted payments and benefits of a general nature

The Welsh Government periodically reviews the amount of the payment or benefits of a general nature. The figure is currently £500 in the preceding 12 month period.

Board member expenses, such as travel, are an example of small-scale payments covered by this exemption.

Exemption 8: Payments for tenants who are employees or officers

This allows board members, employees and their close relatives to participate in the Welsh Government's Home Release or Homebuy Option Schemes and any other voluntary purchase scheme which may be approved by the Welsh Government.

Exemption 9: Purchase of services by fully mutual and tenant based housing associations

This exemption permits a fully mutual or tenant based housing association to pay a former Board member or employee, or their close relatives, to carry out casual work. Board members, employees and their close relatives would therefore be able to tender for work but, if successful, would have to resign. They would not, however, have to wait for twelve months before they or their relatives began the paid work.

Exemption 10: Make payments and benefits to departing employees outside their contracts of employment

This exemption allows for payments and benefits to be made to departing employees outside their contracts of employment. There are no time limits for length of service affecting eligibility, ie a payment could be made to a long-service employee or a recent starter. There is a maximum payment of one year's gross remuneration.

The payment can be made from the employer's decision to end an employee's contract for reasons of early retirement, redundancy or restructuring or efficiency gains. Payments cannot be made if an employee is subject to related disciplinary action.

This exemption gives Tai Calon the ability to offer enhanced severance and redundancy terms. Tai Calon must adopt the principles that the payments must be reasonable, affordable and in the interests of the organisation.

Exemption 11: Make payments in full and final settlement of employment related disputes

This exemption relates to payments in full and final settlement of employment related disputes but:

- Registered Social Landlords are required to seek professional advice, rather than legal advice. This could include, for example, advice from a professionally qualified Human Resources member of staff or adviser.
- The eligible payment for employment-related disputes has been raised to £50,000. This value will be periodically reviewed by the Welsh Government.
- Chief Executives and Directors are included in the exemption.

This exemption provides Tai Calon with greater opportunity to resolve employment-related disputes and the level of eligible payment means that there is scope to minimise claims which may end up in an employment tribunal.

Exemption 12: Make provision of indemnity for Board Members

This exemption allows Tai Calon to indemnify a Board member against expenses in connection with any civil or criminal proceedings which related to it for negligence, default, breach of duty or breach of trust in relation to the RSL, so long as the Board member is not found guilty. This means, for example, that Tai Calon could advance legal costs, by way of a loan, subject to strict conditions.

Exemption 13: Provide services to employees, board members and their relatives

This exemption allows RSLs to provide services, as opposed to payments and benefits to employees, Board members and their relatives.

Examples might include older persons support, adaptations or renewable energy. The person must not have had any involvement or influence over the process to determine whether or not they should receive the service. The person must qualify for the service in accordance with the published applicable policy.

Exemption 14: Make payments and benefits to shareholding members

As a Community Mutual, Tai Calon has shareholding members. This exemption enables Tai Calon to operate incentive schemes which will benefit shareholding members. An example might be a cash incentive to a tenant surrendering accommodation in a condition suitable for immediate re-letting or participation in Tai Calon's time banking scheme.

Appendix 3

SCHEDULE 1, HOUSING ACT 1996 – DECLARATION FORM

Schedule 1 of the Housing Act 1996 is designed to prevent conflicts between the personal interests of employees (including board/committee members) of a housing association and those persons' duties to that association. Therefore housing associations are prevented from awarding contracts to businesses with which the associations' employees (including board/committee members) or their relatives have a connection. An interest may include a family relationship with consultants, contractors or suppliers to the Association, private work and membership of other voluntary or statutory bodies.

In order to prevent any accidental breaches of the law you are asked to give details of all businesses in which you or your close relatives have an interest.

Your details:

1. Name: _____
2. Address: _____
3. Position: _____

Details of the declaration:

Please give the name(s) of the company, business, statutory or voluntary agency, person or persons referred to below:

1. Are you related to any current employee of Tai Calon Community Housing Limited, or anyone who has been an employee in the last 12 months?

YES / NO

If YES please give details, including name and job title:

2. Are you a tenant or leaseholder of Tai Calon Community Housing Limited (including a garage, or shop)?

YES / NO

If YES please give address:

3. Are you related to anyone who is a tenant of Tai Calon Community Housing Ltd?
YES/NO

If YES please give name(s) and address(es) of relatives and their relation to you (eg parent, aunt etc):

4. Are you related to anyone who is a contractor, consultant or supplier to Tai Calon Community Housing

YES / NO

If YES please give details, including name of firm, name of individual including their relationship to you:

5. Are you involved in any other companies, organisations, or agencies in an employed or voluntary capacity

YES / NO

If YES please give details:

6. Are you the owner of more than 2% of the issued share capital of any company?

YES / NO

If YES please give details:

7. Are you a councillor or officer within a local authority?

YES/NO

If YES please give details:

8. Are you related to a councillor or employee within a local authority?

YES/NO

If YES please give details, including name of individual(s) and their relationship to you:

9. Are you aware of any dealing between Tai Calon and any company, business, statutory or voluntary agency in which you or any of your close relatives are involved with in the last 12 months or any proposed dealings?

YES/NO

If yes, please give details:

10. I wish to declare an interest other than those mentioned above:

11. I have no interest that I need to declare at present.

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I declare that I shall not use any Tai Calon Housing Association approved contractor, professional advisor or supplier without the prior approval of the Company Secretary. I recognise that should my circumstances change, or I become aware of an interest it is my duty to declare this to the Company Secretary. Failure to do so could result in disciplinary action against me.

Signature: _____

Date: _____