



## **DONATIONS POLICY**

**Policy Classification: Governance**

**Status: Approved**

<b>Policy Lead:</b>	Chief Executive Officer
<b>Last Review Date:</b>	December 2025
<b>Review Due Date:</b>	December 2028
<b>Review Period:</b>	3 years unless required earlier due to changes in the law, regulation, best practice or requirement of the Association

## REFERENCE PAGE

<b>Document Title:</b>	Donations Policy
<b>Aim:</b>	Provide Eildon with an approved and transparent framework for use when considering requests for donations by charities.
<b>Objective:</b>	1 The Eildon Group will ensure that the highest standards of governance and partnership working are adhered to, including compliance with our regulatory frameworks
<b>Scope of Policy:</b>	All stakeholders
<b>Nominated Officer:</b>	Governance Officer
<b>Approval Source:</b>	Board
<b>Legal and Regulatory References:</b>	Eildon Housing Association Rules
<b>Procedural References:</b>	Eildon Housing Association Standing Orders
<b>Consultation Completed:</b>	N/A
<b>Risk Implications:</b>	1- Existing policy, minimal change
<b>Equalities Impact Assessment:</b>	Partial
<b>Accessibility:</b>	Accessible electronically/online and in print. All documents can be translated and made available in audio, braille and large print versions upon request.
<b>Publish on Website:</b>	Yes

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## INTRODUCTION

Eildon Housing Association's Rules (Clause 79.2) require that the Board shall set and review periodically its policy for the donation of funds to charities. Such donations must further the objects of Eildon, and the Board must report to the members of Eildon on such donations as are made. This policy meets the requirements of the Rules.

## POLICY STATEMENT

Like most businesses, Eildon regularly receives requests from charitable bodies and local community organisations for donations or sponsorship and a framework has been agreed in order to formalise our policy in dealing with such requests.

When considering requests for support, one or more of the following criteria will be applied:

- Eildon's tenants or prospective tenants should receive a direct or indirect benefit from the donation and the charity or organisation should be based in or operate in the same geographical area as the Eildon Group.
- The donation should support the wider social housing movement and/or local community(s) in which Eildon operates.

Details of any donations made from year to year under this policy will be provided in Eildon's annual accounts, a copy of which will be made available to each member of Eildon.

## DONATIONS TO CHARITIES

Eildon will look to support initiatives that promote social regeneration within its area of operation to enhance the quality of life of its tenants and service users in the area. Donations to charities may be made consistent with these objectives. All such donations must be provided for within the approved budget for the year. Where any such donation is in excess of £500 per individual donation is proposed, or where more than one donation is to be made to the same organisation in the same year, constituting an aggregate sum in excess of £500, specific approval to make this donation must be obtained from the Board prior to making the donation.

The Chief Executive has delegated authority to make payments to charities in accordance with this policy of less than £500, but must report to the next following meeting of the Board any donation made under these delegated powers, including an explanation of how it complies with the policy's requirements.

## **BUDGET**

An annual budget will be set and any changes reported to the Board through normal channels.

## **REPORTING AND REVIEW**

All donations and grants made within the terms of this policy during any given year will be reported to the Board in a form that can be incorporated into the annual accounts of the Association which will be submitted to Eildon's AGM, and made available to members of the Association.

This report will include details of names and amounts paid to individuals and organisations, with additional details provided for any amounts over £1,000.

## **POLICY REVIEW**

This policy should be reviewed within three years unless required earlier due to changes in the law, regulation, best practice or requirements of Eildon.

**Title of policy/ practice/ strategy** **Donation Policy**

**Lead Officer** Chief Executive

**Nominated Officer** Governance Officer

**Type of policy/ practice/ strategy** Governance

**EIA Review Cycle**

**3 years** unless the policy/practice/strategy is updated earlier.

**Stage 1: Screening Record**

**What is the main purpose and aim(s) of the policy/practice/strategy?**

Provide Eildon with an approved and transparent framework for use when considering requests for donations by charities.

**Who does it affect/involve?**

It affects the CEO and Board. The CEO has delegated authority to make payments to charities in accordance with the Donations Policy of less than £500 but must report to the next following meeting of the Board any donation made under these delegated powers. Donations above £500 must have specific approval from the Board.

Could there be any implications (positive or negative) for people under the following protected characteristic groups in this policy/ practice (or in the process of policy development)?

*Please check the relevant box per characteristic*

	Potential Implications?			If no, state why?
	Yes	No	Don't Know	
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Eildon looks to support initiatives that promote social regeneration within its area of operation to enhance the quality of life of its tenants and service users in the area. Donations to charities may be made consistent with these objectives.
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Marriage & civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Pregnancy & maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Religion or belief (including no belief)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

If you answered yes or don't know for one or more protected characteristic group please continue to **Stage 2** and complete a full EIA, otherwise go to **Stage 4**.

## Stage 2: Assessing Impact

**How might the policy impact on people who share protected characteristics?** Include both positive and negative impacts. If useful, here is some local census data, to be used for reference and context: [Equality, Diversity and Human Rights - what's the data telling us?](#)

Protected Characteristic	Positive or Negative Impact	High, Medium or Low Impact <sup>1</sup>	Where an impact is identified please describe this, providing any evidence as appropriate?
Age	Choose an item.	Choose an item.	
Disability	Choose an item.	Choose an item.	
Gender reassignment	Choose an item.	Choose an item.	
Marriage & civil partnership	Choose an item.	Choose an item.	
Pregnancy & maternity	Choose an item.	Choose an item.	
Race	Choose an item.	Choose an item.	
Religion or belief (including no belief)	Choose an item.	Choose an item.	
Sex	Choose an item.	Choose an item.	
Sexual orientation	Choose an item.	Choose an item.	

<sup>1</sup> High impact – a significant potential impact, risk of exposure, history of complaints, no mitigating measures in place etc.; Medium impact – some potential impact exists, some mitigating measures are in place, poor evidence; Low impact – almost no relevancy

**Stage 2: Assessing Impact (continued)**

<p><i>How does the policy promote equality of opportunity<sup>2</sup> between people who share a relevant protected characteristic and people who do not?</i></p>
<p><i>How does the policy promote good relations between people who share a relevant protected characteristic and those who do not?</i></p>

**Stage 3: Decision making and monitoring**

<p><b>Identifying and establishing any required mitigating action</b>  <i>Check the box that is next the statement that reflects the impact assessment at Stage 2.</i></p>		
A	The EIA demonstrates the policy is robust; there is no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.	<input checked="" type="checkbox"/> <b>No further action required</b>
B	The EIA identifies potential problems or missed opportunities	<input type="checkbox"/> <b>Action Required</b> Adjust the policy to remove barriers or better promote equality
C	The EIA identifies the potential for adverse impact or missed opportunities to promote equality.	<input type="checkbox"/> <b>Action Required</b> Clearly set out the justifications for continuing with it
D	The assessment shows that the policy/ practice/ strategy demonstrates actual or potential unlawful direct or indirect discrimination.	<input type="checkbox"/> <b>Action Required</b> It must be stopped and removed or changed

<sup>2</sup> Opportunities to promote equality in respect of protected characteristics have been considered, i.e.: Eliminating unlawful discrimination, harassment, victimisation; Removing or minimising any barriers and/or disadvantages; Taking steps which assist with promoting equality and meeting people’s different needs; Encouraging participation (e.g. in public life); Fostering good relations, tackling prejudice and promoting understanding

***If B, C or D are selected, please state below what actions will be taken to reduce or mitigate any potential adverse or negative impacts identified?***

### Stage 4 – Sign Off

Select one statement as appropriate by checking the tick box:

- Following the Stage 1 screening no implications were identified for those in any of the protected characteristics groups and no Stage 2 Assessment was undertaken.
- The Equality Impact Assessment outlined at Stage 2 has been undertaken as set out in the Equality Diversity and Human Rights Policy. Any actions identified in Stage 3 have informed the development of the policy/practice/strategy and will be completed prior to its approval and implementation.
- The Equality Impact Assessment has resulted in the policy/practice/strategy not being taken forward in its current format.

#### EIA Completed by:

**Name:** Sally Spence  
**Position:** Governance Officer  
**Date Completed:** 06/11/2025