

VIEWPOINT HOUSING ASSOCIATION LIMITED

Schedule 7 – Housing (Scotland) Act 2001

DECLARATION

Communities Scotland requires VHA to keep a record of any family relationships between employees and/or Board members and **to enable us to ensure our records are complete; employees MUST complete the Declaration below. An employee FAILING OR REFUSING to do so may face disciplinary action.**

DEFINITION OF SCHEDULE 7

Schedule 7 prohibits any Registered Social Landlord (VHA) from granting a benefit or making a payment to any person who is a close relative of a current or former employee, or a current or former Board, unless declared and approved by VHA Board of Management.

“Close relative”. A person is a close relative if he/she is either:

- (a) the spouse or co-habits with a current/former employee – current/former Board member (whether the same or different sexes) or:
- (b) he/she is the current/former employee’s – current/former Board member’s parent, grandparent, child, stepchild, grandchild, brother, sister or is related by marriage.

“Former” means a VHA employee or Board member who was a VHA employee or Board member within the last 12 months.

“Payments and benefits”. These are not defined here, as they are difficult to summarise. However, the purpose of the legislation is to ensure that payments or benefits are not made to close relatives on the basis of favouritism. For instance, a job applicant who is a close relative of a current/former employee - current/former Board member being given a job solely because of the relationship. Even if a relationship existed, this would not preclude a close relative from getting a job with the RSL in question, provided the RSL can demonstrate that the relationship was declared and that interviews were open and fair, that the RSL dealt with the matter in the proper manner and recorded the payment or benefit in its Register of Payments and Benefits. Consequently, the purpose of this Declaration is to ensure that we know of any close relationships that exist, which will enable us to ensure that our records are up to date and complete.

If this exercise results in a relationship being declared that we were not previously aware of, we will discuss this with the people concerned. You can be assured that any issues that arise will be dealt with privately and sensitively. **If you have any queries on this matter please contact Chris Begg – 0131 662 5122, Human Resource Director at this office.**

DECLARATION

(a) I am **NOT** a close relative of a current/former employee

(b) I **AM** a close relative of a current/former employee

Name of current/former employee

Name	Relationship	Name	Relationship

(c) I am **NOT** a close relative of a current/former VHA Board member

(d) I **AM** a close relative of a current/former VHA Board member

Name of current/former Board member

Name	Relationship	Name	Relationship

Please print your name, sign and date this Declaration and return it as directed below.

Full Name _____

Signature _____

Date _____

APPLICANTS RETURN TO: The Human Resources Department together with your completed application form.

EMPLOYEES RETURN TO: Your line manager/department head who will be responsible for returning this Declaration to the Personnel Department.

PLEASE NOTE: Following completion of this Declaration it is **your responsibility** to inform your line manager of any changes in the information provided. Failure to do so **may result in disciplinary action** being initiated against you.