

benefits ('schedule 1')

policy

The Co-op is fully mutual and because all members are part of the governing body then all members come fall under the requirements of Schedule One. As a result no member or their relatives, friends or associates can benefit financially from the Co-op. Conflicts of interest must be raised during co-op meetings and decision making processes, and these must take the form of minuted declarations of interest (see Standing Orders for the General Meeting). This applies to benefit or favours that might be accrued from:

- Grant of a tenancy
- Award of a contract of employment
- Any type of commercial contract
- Employment to undertake a particular job

Members may not be paid for work by the Co-op or receive any form of loan. Members can receive expenses in carrying out their duties subject to expenses / claims policy – this can include travel and subsistence for the purposes of attending training events. Expenses will be paid in line with public sector rates. Payment may be made for child care or carers but must be related to work.

With regard to the allocation of tenancies and the assessment of housing need, interests must be declared and those persons removed from the allocation process so as not to influence the granting of a tenancy.

Social funds may be established for specific purposes eg. to provide food for a training event, but the benefits of any fund must be made accessible to all members. Training must be made accessible through publicity and/or through Working Groups, co-ordination meetings and General Meetings. Gifts are acceptable as long as money is collected directly from Co-op members – exceptions may be made in particular cases such as for a bereavement.

Mutual occupation and co-operation agreements between HFC and other co-ops within the building must include details of financial arrangements and agreed rates with details of negotiations. Paid use of facilities which form part of any agreement (eg. Yard Theatre) must represent good value and be on a not-for-profit basis.

Non-members may be co-opted to membership for the purpose of carrying out specific job descriptions. They are will be subject to the same Schedule One policies.

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