

## Annual Declarations of Interest Form for Governing Body Members

### Purpose

1. WGHC has approved a **Code of Conduct for Governing Body Members**. This must be signed annually (usually after the AGM but before the September meeting) by each individual member.
2. In accordance with Section C of the Code, members must also annually complete a **Declaration of Interests Form (DOI)**. Committee members will complete this DOI form on an annual basis (every year following the AGM but before the first Committee Meeting held thereafter) to ensure any interests which have arisen throughout the previous year are recorded in the DOI Register.
3. At Committee and Subcommittee Meetings, where a member has an interest in any matter being discussed or considered at a meeting, a declaration of interest must be made.
4. The Committee Member must not take part in the discussion.

As per our Rules, it will be at the Chair's discretion whether the Committee Member will be permitted to stay in the meeting whilst the matter is being discussed or whether they must withdraw from the meeting.

5. Any declarations made will be recorded in the minute and the DOI Register will be updated after the meeting. The Code of Conduct for Governing Body members contains a section on Declaring Interests that should be complied with at all times.
6. The Register of Interests will be maintained by the CEO/Secretary.

### Annual Process (September each year)

1. On an annual basis, after the Annual General Meeting but BEFORE the first Committee Meeting thereafter, all Committee Members will be required to sign their Code of Conduct and complete a Declaration of Interest Form as found below in Appendix 1. Appendix 2 provides our Approved List of Contractors, Suppliers and Consultants;
2. All completed Signed Code of Conducts and DOI forms will be returned to the CEO/Secretary and be shared with the Chair.
3. The CEO/Secretary and Chair will jointly review all DOI forms, and if there are any declarations of interest noted on the form, the Chair will note any steps which are to be taken to ensure this interest is managed and will sign off and return the form to the CEO/Secretary.
4. The Secretary/CEO will then ensure that all declarations of interest are recorded on the Register of Interests. All completed DOI forms will be filed and retained by WGHC.
5. The Secretary/CEO will also ensure that each Committee Member has signed their own copy of the Code of Conduct for Governing Body members and returned these to the office for filing alongside the respective DOI form.

### The Process Summarised

Step 1. Look at the List of Approved Contractors on page

Step 2. Complete this form

Step 3. Joint Review with CEO/Secretary and Chair

Step 4. All DOI will be recorded in the Register of Interests

Step 5: Completed DOI forms and signed Code of Conduct will be filed and held by WGHC.

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Owner:	David Mills / WGHC	Review Due:	
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## Annual Declaration of Interest Form

**Name :** «Forename» «Surname»

**Address:** «Address», «City», «Postcode»

### **ACTION 1 Completing your Declaration of Interest (DOI) Form**

As per WGHC's Entitlements, Payments & Benefits policy, we have a legal duty under the Housing (Scotland) Act 2001 to ensure that our Governing Body Members have no conflict of interest between their personal circumstances and the work of West Granton Housing Co-operative.

This declaration of interest, is a requirement under Rule 35.2 of WGHC's Registered Rules, and protects both the organisation and the governing body member, by disclosing any personal or professional interests, that could potentially influence or might be perceived as influencing decision-making.

The purpose of your signed declaration is to help WGHC ensure that all interests are transparently disclosed and appropriately managed.

If your circumstances change during the year, it is **your responsibility** to tell us about a potential conflict of interest.

### **ACTION 2 Signing your Code of Conduct**

It is a requirement of the WGHC Registered Rule 34.5, that no Committee Member can take up office until they have agreed to so and signed their Code of Conduct.

Accordingly, every Committee Member is also required to have signed their Code of Conduct every year alongside their completed Declaration of Interest Form, following the AGM but *before* attending the first Committee Meeting thereafter.

**Q1. Are you closely connected to of a member of staff, a tenant or someone who works for anyone our Approved List of Contractors, Suppliers and Consultants?**

Yes  No

If yes, give the name of this connected person.....

Details of your Relationship with this connected person .....

Work position held by this person.....

**Q2. Have you, or are you, employed in a private capacity by a WGHC supplier or funder? (this includes City of Edinburgh Council or Scottish Govt)**

Yes  No

If yes, give the name of the organisation.....

Dates of Employment.....

Work position held by you.....

**Q3. Do you have an interest which could have an influence on your role as a Committee Member? (for example, are you a Director, or officer, of another business OR are you an official or elected member of any other membership organisation or statutory body)?**

Yes  No

**If yes, please give details:**

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**Appendix 1**

**Signed Declaration by Governing Body Member**

❖ **Code of Conduct for Governing Body Members**

I, «Forename»«Surname», residing at my Scottish Secure Tenancy address of «Address», «City», «Postcode», confirm I have read and understood the Code of Conduct for Governing Body Members, and accept the expectations and obligations contained within it. I understand that action may be taken by the Co-operative in the event of any breach of the Code. I confirm I have signed my copy of Code of Conduct and returned this to the WGHC Office.

❖ **Declaration of Interests Form**

I, «Forename»«Surname», residing at my Scottish Secure Tenancy address of «Address», «City», «Postcode», confirm I have read the List of Approved Contractor, Consultants and Suppliers in Appendix 2, and completed the DOI Form accurately to the best of my knowledge. I confirm it is my responsibility to disclose all current or past, private or business, relationships or dealings with these contractors and consultants. I further confirm that it is my responsibility to declare any changes in this form, in writing, within 7 working days of that change.

Signed.....Dated.....

**«Forename» «Surname»**



## APPENDIX 2

### Contractors, Consultants & Suppliers

Approved by Committee: March 2026 (Version 18.0)

CONTRACTORS	CONSULTANTS	SUPPLIERS
1st Choice Blinds	CHAI	AO.COM
Abacus Playgrounds	Confederation of Co-operative Housing	Aquarius
Active Playground Management Ltd	CT (formerly Chilene & Tait)	Alpha Trans
A Jack Glass & Glazing Ltd	Co-operatives UK	Amazon
Bayview Carpets Ltd	Element (Factoring)	ASCO Extinguishers Ltd.
Broadleaf Woodfuel Limited	F3 Surveyors	Capture All
Caledonian Heating and Plumbing	Fresh Start	Cathedral
Conan Sharman Plumbing	Harbour Homes / Connections	Changeworks
Craig Brown, Electrical Services	Housing Regeneration Consultants Ltd	CostCo
David MacKenzie Plastering	Investors In Excellence	Designer Software (HomeMaster)
Earth-Tech Lps Ltd	Jennifer Quertel Consulting	DSM security
E W Joinery	JMP Surveyors	EVH
Eden Group	MFH Quality Service Management	Graphics Coop
Enterprises Group Ltd	Prospect Community Housing	Harbour Homes Scotland
FAST Plumbing	Scotland's Housing Network	Highnet
Ferrier Pumps Ltd	Scottish Procurement Alliance	Intuit QuickBooks
FME Flooring	Scotland Excel	Len Lothian Ltd Storage
FMS Fire & Security Ltd	TC Young	Lyreco
Forthside Properties Ltd	Wbg (Wyle + Bisset)	Moorepay
Glendale Services	YELL.COM	Peace Recruitment
Glendevon Heating & Plumbing		Quadrant (NEOPost)
Harbour Connections		Resource Telecom
H & S playgrounds		RICOH
H Blackhall		Royal Mail
Iain Shaw Roofing & Plastering		Scottish Southern Electric
iFire UK		SDM (software)
J & E MacGregor Ltd		S.F.H.A.
J & P Window Cleaning		Specialized Signs
John Mackenzie Joiners		The Larder
KERAX (formerly part of MENCO)		UK POS
Keyholder Response		Shine Cleaning Solutions
Lock Solid Joinery / Locksmiths		Viking Direct
Lothian Gas		Whistl
MENCO		Wicksteed Playgrounds
MITAR Environmental Services		Worldpay (safer payments)
Open View		Zurich (Insurance)
Pentland Domestic		
Richardson & Starling		
R Grieve Landscapers		
Saltire Lift Services Ltd		
SIDEY		
Smith Emsley Partnership		
Stannah Lift Services		
Sutcliffe Play		
The Shower Doctor		
Wm Brown & Co.		