

## CLYDESDALE HOUSING ASSOCIATION LIMITED

**Policy:** Management Committee Expenses Policy

**Date:** 26 June 2019

**Lead Officer:** Chief Executive

**Review Date:** June 2022

**Regulatory Standard:** **Standard 1**  
**The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.**

**Regulatory Guidance:**

- 1.6 Each governing body member always acts in the best interests of the RSL and its tenants and service users, and does not place any personal or other interest ahead of their primary duty to the RSL.

**Regulatory Standard:** **Standard 5**  
**The RSL conducts its affairs with honesty and integrity.**

**Regulatory Guidance:**

- 5.1 The RSL conducts its affairs with honesty and integrity and, through the actions of the governing body and staff, upholds the good reputation of the RSL and the sector.
- 5.2 The RSL upholds and promotes the standards of behaviour and conduct it expects of governing body members and staff through an appropriate code of conduct. It manages governing body members' performance, ensures compliance and has a robust system to deal with any breach of the code.
- 5.4 Governing body members and staff declare and manage openly and appropriately any conflicts of interest and ensure they do not benefit improperly from their position.

**Clydesdale Housing Association will provide this policy on request at no cost, in large print, in Braille, in audio or other non-written format, and in a variety of languages.**

## 1. Introduction & Objectives

- 1.1 The Clydesdale Housing Association (CHA) Management Committee (the Committee) is comprised of voluntary Members and it is recognised that in their capacity as Committee Members they may incur out-of-pocket expenses. In keeping with the principle that voluntary Members should not bear the cost of such expenses, a policy and clear procedure on the reimbursement of reasonable expenses incurred while on approved CHA business is appropriate.
- 1.2 This Policy and Procedure should be read in conjunction with the Payments, Entitlements and Benefits Policy.

## 2. Expected Outcomes

- 2.1 The expected outcomes of the Policy are considered as follows:
  - 2.1.1 All Committee Members and staff have clear guidelines on this particular usage of the Association's funds and there is no confusion or misunderstanding on appropriate expenditure.
  - 2.1.2 Clear records and evidence for any financial audits will be kept.

## 3. Approved CHA Business

- 3.1 Approved CHA business is deemed to be:
  - 3.1.1 Any meeting of the CHA Committee or Working Party meeting or any other meeting involving Committee Members which has been arranged with the approval of the Committee and/or Chief Executive.
  - 3.1.2 Any standing Committee of affiliated bodies where attendance by a nominated representative is approved by the Committee.
  - 3.1.3 Seminars, Conferences, Training, Visits, etc. attended by nominated representatives on the approval of the Committee. There may be a requirement from time-to-time for attendance to be approved retrospectively e.g. for meetings called at short notice or between scheduled Committee meetings.

## 4. Travel

- 4.1 Given CHA's rural location, public transport is often impractical. However, where it is practical, public transport will be used. Where rail travel is appropriate the second class fare will apply.
- 4.2 Members may use their own transport where it is more cost effective and/or practical to do so. Members are encouraged to share car journeys where possible.
- 4.3 Taxis will mainly be used for travel to internal meetings. CHA has an account with a local firm for this purpose and charges will be paid by the Association, thereby minimising direct expenditure for Members.
- 4.4 Where use of a personal transport is necessary or more cost effective, payment will be based on the Inland Revenue fixed profit scheme rates as detailed below.
- 4.5 Note that fines for breaching parking regulations are not considered to be an applicable out-of-pocket expense under this policy.
- 4.6 Mileage Allowance paid to those who use their transport for business purposes are not taxable if the allowance paid is within certain limits – see below.

	<b>First: 10,000 miles (per annum)</b>	<b>Excess over 10,000 miles (per annum)</b>
Car	0.45p	0.25p
Per Passenger	5p	5p
Motorcycle	24p	24p

## 5. Subsistence

- 5.1 For an overnight absence from a Committee Member's usual place of residence, CHA will book accommodation in advance at standard single occupancy rates.
- 5.2 Meal allowances will be payable at the following rates where Committee Members are prevented by their official duties from taking their meal at home (or where they would normally take their meals), and thereby incur additional expenditure.

Breakfast rate	£10
Lunch Meal	£10
Evening Meal	£25

- 5.3 This does not include attendance at Committee meetings or any other meetings at the Association's offices, or other circumstances where a suitable meal is provided or has been reimbursed.
- 5.4 Expenditure will require to be accompanied by appropriate receipts and must be limited to 3 meal rates in one day or 24 hour period. (A meal is defined as a combination of food and drink and would take a normal dictionary meaning).
- 5.5 Breakfast rate will only apply if the Committee Member leaves home, to commence their journey, before 6.00 am and incurs a cost on breakfast taken away from home after the qualifying journey has started.
- 5.6 Accommodation or meals will not be reimbursed where these items are included in a training or conference fee, or if a meal provided by the Association is accepted.
- 5.7 Committee Members who have special dietary requirements should obtain receipts, where possible, for any meals purchased, the cost of which will be reimbursed in full.

## 6. Overnight Allowance

- 6.1 Committee Members may claim an allowance when they are required to be away from home for more than two hours between 11.00pm and 6.00am. This payment is in addition to those made for expenses otherwise covered in this policy. The purpose of this allowance is to meet out-of-pocket expenses that may occur, such as the cost of buying newspapers, coffee/tea and making telephone calls home, and for which it may not be practical to obtain a receipt.
- 6.2 The allowance will be £30.00 per night where an overnight stay has been authorised in advance by the Management Committee.
- 6.3 The allowance will be paid in advance at a date as close as possible to the overnight stay taking place.
- 6.4 Committee Members who withdraw at short notice from attending overnight events, who have already been issued this allowance will be required to return it in full to the Association.

## 7. Care of Dependants

- 7.1 Committee Members will be reimbursed for reasonable child care or care of other dependants whilst attending to CHA business.
- 7.2 A Committee Member requesting care expenses must firstly confirm in writing the nature of the care expenses required and that they could not attend the Association business unless care facilities are available.
- 7.3 Payment will be made for children under 16 years of age, and for adult dependants who are in receipt of welfare benefits relating to attention/supervision needs or severe disability.

- 7.4 Payment will not be made to another member of the Committee Member's household but may be paid to close relatives, who live elsewhere.
- 7.5 Payment will be for actual expenses incurred but is expected to be at a rate that is suitable for the service being provided and comparable within the marketplace for that service. This may vary, for example a young person looking after a sleeping child would not necessarily attract the same rate as a qualified adult attending to a child or person who has a severe disability.
- 7.6 A voucher or receipt must be presented, signed by the carer, and indicating the date and hours of the service provided.

## **8. Loss of Earnings**

- 8.1 The Association will also reimburse a Committee Member for any loss of earnings or annual leave entitlement in the following circumstances:
  - 8.1.1 The payment is not being made in respect of a routine meeting;
  - 8.1.2 The meeting or event could not have reasonably been held at an alternative time;
  - 8.1.3 The attendance of the Committee Member was required and authorised by the Management Committee;
  - 8.1.4 Another Committee Member who would not lose earnings could either not attend in their place, or it would not have been appropriate for them to attend in their place, e.g. where the Chairperson should or must attend;
  - 8.1.5 The claimant must submit an official letter from the employer confirming that earnings have been lost or annual leave entitlement used, in which case the date and the amount or value involved should be confirmed;
  - 8.1.6 The maximum amount to be paid will not exceed the jury levels expenses current at the time of the claim.
- 8.2 Loss of earnings will not be paid to those Committee Members who are self-employed.

## **9. Claims Procedure**

- 9.1 All claims made by Committee Members must be made on the appropriate form provided by CHA and signed by the claimant.
- 9.2 Invoices/receipts must be provided for recoverable out-of-pocket expenses.
- 9.3 Expenses will be paid in advance only under exceptional circumstances and on the express understanding that a claim form and appropriate receipts are provided as soon as practical and any overpayment is reimbursed to the Association.
- 9.4 All claims must be made within 3 months of the event, and by the end of the financial year in which they fall.
- 9.5 Claim forms require to be checked and approved for payment by the Chief Executive, Chairperson or any office bearer prior to payment being made.
- 9.6 Payment will normally be made within 10 working days of submission of an approved Claim Form.

## **10. Informing and Involving Stakeholders**

- 10.1 The Policy is approved by the Management Committee and a full copy of the Policy is provided to every Committee Member.

## **11. Review**

- 11.1 This policy will be reviewed every 3 years.

