

Melville Housing Association



Policy: Board/Committee Expenses

Subject:	Board Expenses
Section:	Directorate
Objective:	The purpose of this policy is to set clear guidelines and procedures for payment of expenses to the Association's Board Members
Scottish Social Housing Charter	
Corporate Plan	Maintain Excellent Standards of Governance, Spend Wisely, Equalities & Human Rights
Issue Date:	November 2022
Review Date:	November 2025
Policy Ref No:	GOV 007

1.0 Policy

- 1.1 Melville will reimburse Board members for reasonable expenses, allowances and/or out of pocket expenses while representing the company as part of their official duties, attending meetings and representing the Association on official business in accordance with this policy.
- 1.2 The Association's Code of Conduct for Governing Body Members and the Entitlements, Payments and Benefits Policy outlines the high standards of governance and ethical behaviour required from Board members.
- 1.3 Any attempt to falsely claim expenses or to claim expenses outwith the parameters set out within this policy may be regarded as a potential breach of the Code of Conduct and will be investigated under the procedures set out in the Code of Conduct. This may result in disciplinary action being taken by the Board.

2.0 Accommodation

- 2.1 When representing the Association on official business (such as away days, training events or conferences) where an overnight stay is required, the accommodation and travel arrangements will be booked and paid for by the Association. In the event that additional accommodation is required (for example due to unforeseen circumstances) the Board/Committee member attending should attempt to minimise the costs incurred and provide receipts for any overnight expenses.

3.0 Allowances

3.1 Daily Subsistence

Board/Committee members who are prevented by official duties from taking their meals at home and thereby incur additional expenditure will be entitled to claim expenses. Actual expenses (receipts must be provided) will only be paid up to the maximum amounts shown below:

- Breakfast £10.00
- Lunch £12.00
- Evening Meal £24.00

This does not include attendance at normal Board/Committee or any other meetings where a meal or suitable alternative is provided.

3.2 Incidental Expenses

There may be times when members have to participate at social functions where it is necessary to buy refreshments for themselves or other attendees (such as at Conference). In these circumstances up to £25.00 per night maybe claimed (receipts must be provided).

4.0 Travel

- 4.1 Board/Committee Members are expected to use the most cost-effective method of travel unless there are special reasons for example if a member

has difficulties due to age or disability, problems arising for timings of meetings, or for safety issues.

Rates for travel are set in accordance with the Inland Revenue:

Rates (as at 6 April 2022)

Cars & Vans

Up to 10,000 miles (per annum)	45p per mile
Over 10,001 miles (per annum)	25p per mile

Motor Cycles

Unlimited mileage	24p per mile
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Cycles

Unlimited mileage	20p per mile
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Additional Passengers

Each additional passenger carried	5p per mile
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Car users must have appropriate insurance cover and a current standard MOT certificate (depending on the age of the car).

Using Public Transport

Bus Fares (provided receipts are presented)

Taxi Fares (provided receipts are presented)

The Association will make all necessary travel arrangements (i.e. Taxi, trains, aeroplanes etc.) on behalf of Board/Committee Members who travel on official business.

4.2 Motoring Offences

Fines for parking or motoring offences will not qualify for reimbursement. The Association accepts no responsibility for the use of private cars on official business beyond eligibility for claiming authorised expenses.

5.0 Child Care

5.1 Additional childcare costs incurred by members while carrying out official duties will be met by the Association provided a receipt for costs is provided and the person minding the child is not a member of the member's household. Childminding expenses will be paid for any child or stepchild of a Board/Committee Member, or any child for whom the Board/Committee Member is the legal guardian. The child must normally live with them and be under the age of sixteen.

Payment up to the following rates will be payable on production of receipts:

- One child £9.50* per hour
- Two children £13.50 per hour
- Three or more children £18.00 per hour

*Hourly rate based on the Living Wage 2022 (rates will be updated annually)

The maximum that can be claimed in any 24 hour period is £70.00.

- 5.2 Documentary evidence of the child's age, or their legal guardian may be required prior to any expenses being paid.

Members cannot claim childcare costs where suitable cheaper or free alternatives e.g. a crèche are provided.

6.0 Care of Other Dependant Relatives

- 6.1 Board/Committee Members can claim expenses incurred through having dependant relatives cared for while carrying out official duties on behalf of the Association. Payment up to £9.50 per hour will be made when a receipt is submitted and the carer is not part of the Board/Committee member's household.

7.0 Loss of Earnings

- 7.1 No payment will be made for attendance at routine meetings of the Board/Committee or for attending training events and conferences.
- 7.2 The Association may reimburse Board/Committee Members for loss of earnings or annual leave if their attendance at events other than routine meetings is required (and is viewed as essential). Where possible the potential for payment should be identified before the representation is agreed.

Examples:

- Representing the Board at non-routine meetings which can only be held during normal working hours
- Representing the Board in negotiations with staff or other bodies.

- 7.3 The Association may pay up to a maximum of £150.00 per day to members.
- 7.4 To claim, members must provide a letter from their employer on official stationary, stating the date(s) they have claimed a loss of earnings or annual leave entitlement used, and the financial loss. This should be submitted along with the Association's official claim form.
- 7.5 Self employed Board Members may also submit a claim by writing to the Chair/Vice Chair and providing justification for their claim. This should be submitted along with the Association's official claim form.
- 7.6 Claims for loss of earnings will be approved by the Chair/Vice Chair prior to payment.

8.0 Claiming Expenses

- 8.1 All claims must be submitted using the Association's official claim form and receipts must be attached where appropriate. The claimant must sign and date the claim before sending it to the Chief Executive. All claims must be authorised by either the Chief Executive, Head of Finance & Corporate Services, Chair or Vice Chair of the Board before payment is made.
- 8.2 For administration purposes claims should cover no more than a 3 month period. Failure to submit claims within this period may result in claims not

being paid or a delay in payment. Please contact the Chief Executive if you have any problems relating to claiming expenses.

- 8.3 Expenses are normally processed at the end of each month and payment is made directly into the member's bank account or by cheque.

9.0 Advance Payments

- 9.1 The Chief Executive may, on request, arrange an advance of £50.00 (this may be increased if required) to be paid to members prior to attending a course or conference.
- 9.2 Where advance payments are granted to members, they must complete a claim form detailing all expenditure attaching receipts and submitted in the usual way. Once the claim has been calculated the advance payment will be deducted and any balance due will be paid to the member. Where the advance paid is greater than the claim the Association will recover the balance from the member.
- 9.3 If members incur expenditure higher than the rates stated in the policy, they can apply to be reimbursed for the full amount of expenditure. Full justification and receipts must be submitted along with the expense claim form. Approval of expenses above the agreed rates will be at the discretion of the Chief Executive/Head of Finance & Corporate Services or the Chair/Vice Chair.

10.0 Equality & Diversity

- 10.1 We are committed to Equality and Diversity and will not discriminate in the operation of this policy on the basis of age, gender, race, colour, ethnic or national origin, religion, marital status, family circumstances, political or sexual orientation, medical condition or disability. We aim to promote equal opportunities and comply with all current legal requirements relating to equal opportunities.

11.0 General Data Protection Regulation & Data Protection Act 2018

- 11.1 In undertaking this policy the Association will ensure that any data held will follow the above and that we will follow the 8 principles relating to processing data.

12.0 Review of Policy

- 12.1 The Chief Executive will ensure this policy is reviewed every three years. Changes (other than living wage or Inland Revenue mileage rates) will be submitted to the Board for approval.