ORE VALLEY HOUSING ASSOCIATION

PAYMENT OF COMMITTEE EXPENSES POLICY

SCOTTISH HOUSING REGULATOR PERFORMANCE STANDARDS

GS4.3 *Ethical standards and clear values* We conduct our affairs with honesty and integrity and demonstrate the values of good governance through our behaviour. We promote clear values for the whole organisation.

ORE VALLEY HOUSING ASSOCIATION

PAYMENT OF EXPENSES POLICY

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ORE VALLEY HOUSING ASSOCIATION

PAYMENT OF EXPENSES POLICY

1. INTRODUCTION

The purpose of this policy is to specify the circumstances in which committee members and staff members can claim expenses and to outline procedures for claiming and monitoring of payment of expenses.

This Policy should be crossed referenced with the following:

- Code of Conduct
- Committee handbook
- Scottish Housing Regulator Performance Standards.

2. GENERAL

In accordance with Schedule 7 of the Housing (Scotland) Act 2001, Ore Valley Housing Association will not make payment or grant a benefit to a member of the Management Committee, officer or employee of the Association (or anyone who has been one of these in the preceding twelve months), except in accordance with The Scottish Housing Regulator Guidance issued from time to time.

The Association will meet expenses which committee and staff members incur while carrying out duties on behalf of the Association and which are acceptable within the terms of this policy. The payment of expenses to employees is also covered within the Terms and Conditions of Employment.

3. CONDITIONS FOR PAYING EXPENSES

Expenses will only be paid to Committee Members:

- For actual expenses where a receipt is provided
- To attend Management Committee meetings or meetings of sub committees of which the person is a member
- When undertaking other official business on behalf of the Association on the authority of the Management Committee. This includes attendance at conferences, training events, and seminars.

4. ELIGIBLE EXPENSES

Expenses will only be paid for the following types of expenditure and only where alternative provision was not included. For example, expenses cannot be claimed for meals, accommodation, transport, etc where these are already included in any attendance fee or they are provided free of charge.

Travel

Committee members are expected to use the most cost effective form of transport unless there are specific reasons why an alternative had to be used, such as for issues of safety,

inaccessibility where a member is frail or disabled, or where the times of departure or arrival are not suitable.

The Association will meet any travel expenses incurred by any member of the Management Committee providing it falls within the conditions for paying expenses as set out above.

Under the terms of this policy, this includes:

- Standard class fares on public transport
- Taxi fares
- Car mileage. Mileage is payable at the rates which apply for
- employees within their Terms and Conditions of Employment. Board members shall be reimbursed at the same rate as staff and in line with published HMRC rates.
- Bridge tolls, car parking fees.

Mileage rates are contained in Appendix 2. These rates may be varied from time to time in accordance with guidance from EVH and HMRC.

Meals

Subsistence allowances will be payable to Committee Members who 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.
This does not include attendance at Management Committee, sub-committee or any other meetings at the Associations offices or where a suitable meal is provided or has been reimbursed.

Committee members who are required to attend external events which mean that they are away from home for 5-10 hours will be able to claim a subsistence allowance. Where they are away for over 10 hours, the rate will increase.
If Committee members are required to be away overnight and meals are not provided then the subsistence allowance for over 10 hours will be paid, where reasonable meals cannot be obtained within these limits then the actual cost of the meal will be paid on provision of a proper receipt.
Receipts are not required to claim the standard subsistence allowances.
Subsistence rates are set out in Appendix 2. These rates may be varied from time to time in accordance with guidance from EVH.

Socialisation

It is acknowledged that attendance at conferences and seminars involve social down time in the evening and that this can be costly therefore Committee members will be able to claim and additional amount towards out of pocket expenses. No receipts will be required in relation to this expense.
Socialisation rates are set out in Appendix 2. These rates may be varied from time to time by Ore Valley HA.

Child Care

The costs incurred through having to have a child looked after while carrying out duties as a committee member will be met by the Association provided that a receipt for expenses incurred is provided and the person minding the child is not a member of the committee member's household.

Childminding expenses will be paid for any child or stepchild of a Committee Member or any child for whom the Committee Member is the legal guardian. The child must normally live with the Committee Member and be under the age of sixteen. An hourly rate will be payable for up to a maximum of 5 hours in any 24 hour period.

The Association may ask for documentary evidence of any child's age or their legal guardian before paying expenses. Childcare costs cannot be claimed where cheaper or free alternatives were available, for example a crèche was provided.

Child Care rates are set out in Appendix 2. These rates may be varied from time to time by Ore Valley HA.

Care of Other Dependant Relatives
Committee Members can also claim expenses incurred through having other dependent relatives cared for while they are carrying out duties as a Committee Member, providing that they can provide a receipt for expenses incurred and the person caring for the dependent is not a member of the Committee Member's household.

The Association may ask for documentary evidence of the relationship of the dependent to the committee member and any legal duty of care, e.g. payment of a relevant social security benefit, payment from social work etc before paying expenses.
The same rates will apply as for childcare with the same maximum amount payable.

Accommodation
Where accommodation costs are not covered in any other way, e.g. within a delegate fee, committee members will have their actual accommodation expenses paid; the accommodation will be arranged on the members behalf by the Association. Generally, accommodation chains such as 'Travel Lodge, Ibis etc. will be used, if this is not possible then a reasonably priced alternative will be found.

5. CLAIMING OF EXPENSES
Claims should only be made for expenses which are allowed within the terms of this policy. All claims must be made on the official expenses claim form. This must be completed in full and signed and dated by the claimant. The claim must then be authorised by the Chief Executive Officer of the Association.

The payment of expenses is normally made by cheque after expenses have been incurred and upon submission of the claim form. Receipts must be provided for all expenses claimed.

Where Committee members are unable to meet costs in advance or would suffer hardship as a result, expenses may be paid in advance of the expense being incurred. If an expense paid in advance is not actually incurred the payment must be returned to the Association without delay.

6. LOSS OF EARNINGS
The Association will also reimburse a Committee Member for any loss of earnings or annual leave entitlement in the following circumstances.

- The payment is not being made in respect of a routine meeting
- The meeting or event could not have reasonably been held at an alternative time

- The attendance of the committee member was required and authorised by the Management Committee
- 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 attend.
- The claimant must submit an official letter form the employer confirming that earnings have been lost or annual leave taken on which date and the amount or value involved.

The Association will pay up to a maximum daily amount for loss of earnings or annual leave entitlement. Loss of earnings will not be paid to those governing body members who are self-employed.

Child Care rates are set out in Appendix 2. These rates may be varied from time to time by Ore Valley HA.

Mileage Allowances

First 10,000 miles	.55p
Per-mile thereafter	.25p.
Carriage of passengers (per mile/per passenger)	.05p.
Motorcycles	.24p.
Bicycles	.20p.

Subsistence Allowances

5-10 hours	£8.05
10 hours or more	£13.15

Socialisation Allowance

Per night	£15.00

Child/Dependant Care Allowance

Per hour (for a max of 5 hours in any 24 hour period)	£5.35

Loss of Earnings/Annual Leave

To be confirmed by employer – maximum payable per day	£75

SSmith – Corporate Support Officer
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