



# **Management Committee Expenses Policy**

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**Last Review: July 2020**

**Next Review: July 2023**

**Policy Number: G19**

# Our Vision, Our Mission, Our Values

## Our Vision

Elderpark Housing will lead the way in delivering outstanding customer services and great places to live.

## Our Mission

To provide quality, affordable homes and excellent services which place a focus on our customers and enhancing our communities.

## Our Values



## Equality and Diversity Statement

Elderpark Housing are committed to ensuring people or communities do not face discrimination or social exclusion due to any of the following protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief; sex or sexual orientation.

This document complies with the Associations Equalities and Diversity Policy. The Association will regularly review this Policy for equal opportunities implications and take the necessary action to address any inequalities that result from the implementation of this Policy.

## Executive Summary

### Policy Author

The Chief Executive has developed this policy and will be administered and monitored by the Finance and Corporate Services Department.

### Purpose of the Policy

The Management Committee Expenses Policy provides guidance to the members of the Management Committee on the reimbursement of any expenses which have been incurred whilst undertaking the duties contained within their role.

### Aims and Objectives of the Policy

The aims and objectives of this policy is to provide a clear framework and guidance for the Management Committee on the expenses they are permitted to recoup.

The policy is designed to ensure compliance with the Scottish Housing Regulator's Regulatory Framework and deliver an effective governance process that is clear and well understood.

The policy has also been developed to ensure that as a voluntary Management Committee Member they are able to develop their skills and fulfil their role effectively while ensuring that they are not financially disadvantaged.

### Legislative and Regulatory Compliance

The primary guidance in this area relates to the Scottish Housing Regulators Regulatory Standards of Governance and Financial Management. Included within these 7 Standards is particular reference to ensuring financial well being for the organisation together with conducting our affairs with honesty and integrity.

**Standard 3** – *“The RSL manages its resources to ensure its financial well-being while maintaining rents at a level that tenants can afford to pay.”*

**Standard 5** – *“The RSL conducts its affairs with honesty and integrity.”*

#### Relevant Guidance

SHR Regulatory Advice Note: Payments and Benefits 2012  
SFHA Model Management Committee Members Guide

In addition as a Registered Charity regulated by the Office of the Scottish Charity Regulator we are obliged to ensure compliance with their governance standards and having a clear approach to the payments provided to voluntary management committee members is one aspect of this.

## Equalities

Elderpark Housing will ensure there is a consistent approach in promoting equality and diversity across all areas and this policy will be administered in accordance with the our policy on Equality and Diversity (to be reviewed).

It is recognised that the financial situation of each of the voluntary committee members may differ therefore to ensure that no management committee member is restricted from undertaking their role due to travel, training or networking costs these are provided to each in line with the policy.

## Privacy

This document fully complies with General Data Protection Regulations (2018) and once approved will be published on our website to ensure transparency of how committee member expenses are provided.

## Related Policies

Policy Title	Location
Code of Conduct for Governing Body Members	<a href="#">V:\EHA LTD - POLICIES\GOVERNANCE POLICIES\G 4 - CODE OF GOVERNANCE\G4 - Code of Conduct - Management Committee Aug18.pdf</a>
Entitlements, Payments and Benefits Policy	<a href="#">V:\EHA LTD - POLICIES\GOVERNANCE POLICIES\G 16 - ENTITLEMENTS PAYMENTS AND BENEFITS\G 16 Elderpark Entitlements Benefits and Payments 2020.pdf</a>
Financial Procedures	<a href="#">V:\EHA LTD - POLICIES\FINANCE POLICIES\F1 - FINANCIAL REGULATIONS\CURRENT\F1 - FINANCIAL REGULATIONS Aug 2018.pdf</a>

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## 1. Introduction

- 1.1 Committee Members serve on the Management Committee at Elderpark Housing as volunteers and do not receive a financial payment for their role. However, it is recognised that during the course of carrying out business on behalf of Elderpark Housing certain expenses will be incurred, which it is appropriate to be recompensed for.
- 1.2 In limited circumstances, which are outlined below committee members are reimbursed for any incidental out of pocket expenses and travel reimbursement. These do not need to be declared on the Register of Interests, providing claims are made in accordance with this policy and authorised by the Chief Executive (or Director of Finance and Corporate Services in their absence).
- 1.3 The policy also sets out the eligible out of pocket expenses that will be provided and the level of payments to be applied.

## 2. Purpose of the Policy

- 2.1 The purpose of the Committee Member expenses policy is to clearly set out the circumstances in which voluntary Management Committee members will be recompensed for activities they have undertaken in relation to performing their role as a Committee Member of Elderpark Housing.
- 2.2 The policy gives both the Management Committee members themselves together with the staff responsible for administering the policy and making payments to the committee members a clear and unambiguous approach for the limited occasions on when expense will be provided.
- 2.3 The policy is also designed to provide tenants, residents and all other stakeholders of the association with a clear, open and transparent process which sets out the occasions when the Management Committee will receive recompense for their role.

## 3. Aims and Objectives of Policy

- 3.1 The Committee Member expenses policy is produced to:
  - Ensure compliance with the Regulatory Standards of Governance and Financial Management with particular attention to Standard 3 – “The RSL manages its resources to ensure its financial well-being, while maintaining rents at a level that tenants can afford to pay” and Standard 5 – “The RSL conducts its affairs with honesty and integrity.”
  - Ensure that the Management Committee expenses policy is consistent with other current Elderpark Policies including our Entitlements, Payment and Benefits policy, Code of Conduct for Governing Body Members and Financial Procedures
  - Provide appropriate expenses in line with the monetary guides outlined within EVH

Salaries and Allowances of which we are full members.

- Ensure that Management Committee members are not financially worse-off through their participation with Elderpark Housing.

#### **4. Legal and Regulatory Framework**

- 4.1 The provision of expenses to committee members is based upon the principle that no voluntary member should see their financial circumstances worsened through participation with the Management Committee.
- 4.2 In terms of the legal and regulatory framework the key principles are that the organisation ensures that there is a clear and transparent process for the provision of expenses which is compliant with the Regulatory Standard of Governance and Financial Management.
- 4.3 As a Registered Charity regulated by the Office of the Scottish Charity Regulator (OSCR) we are required to ensure compliance with the Charities and Trustee Investment (Scotland) Act 2005. Out of pocket expenses paid to charity trustees, for instance travel expenses to attend meetings, are not considered remuneration, although receipts for expenses are still required.

#### **5. Travel Expenses**

- 5.1 The Association will meet any travel expenses incurred by any member of the governing body whilst undertaking activities on behalf of the Association. Members are expected to use the most cost- effective form of transport, unless there are specific reasons why an alternative form of transport had to be used.
- 5.2 Committee Members will be reimbursed for travel costs relating to attendance at the following:
  - Management Committee meetings including sub-committee meetings, working groups and any other delegated groups of the Management Committee
  - Training events
  - Tenant and Resident's meetings
  - Seminars and conferences
  - Where the Committee Member is representing Elderpark Housing on any approved official business.

5.3 Under the terms of this policy, travel expenses are detailed and are payable in line with the guidance below.

Expense	Conditions										
Standard fares on public transport	Expenses will be paid on submission of an expense form and when accompanied with a valid receipt. The Association will only cover the costs of standard class rail travel and economy class air fares.										
Taxi Fares	<p>Wherever possible for local travel the committee member should use the Elderpark Housing Taxi Account and provide a copy of the receipt to our finance department.</p> <p>Where this has not been possible expenses will be paid on submission of an expense form and when accompanied with a valid receipt. They can only be claimed in line with the guidance above, where it indicates that this is the most cost-effective form of transport.</p> <p>Examples of where this may apply are, accessibility issues or the start/end time of an event being such that a taxi fare reduces the need for overnight accommodation.</p>										
Car Parking Fees	Expenses will be paid on submission of an expense form and when accompanied with a valid receipt. Any fines or fixed penalty notices will not be covered by the Association.										
Use of own transport	<p>Mileage can be claimed through the appropriate expenses form based on the following rates as at 2020.</p> <p>Travelling by Own Vehicle</p> <table data-bbox="684 1624 1412 1821"> <tr> <td>First 10,000 miles</td> <td>45p</td> </tr> <tr> <td>Per mile thereafter</td> <td>25p</td> </tr> <tr> <td>Passenger per mile</td> <td>5p</td> </tr> <tr> <td>Motorcycles per mile</td> <td>24p</td> </tr> <tr> <td>Bicycles per mile</td> <td>20p</td> </tr> </table>	First 10,000 miles	45p	Per mile thereafter	25p	Passenger per mile	5p	Motorcycles per mile	24p	Bicycles per mile	20p
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## 6. Attendance at Events Expenses

- 6.1 If Committee Members are required to attend events away from Elderpark Housing's offices and no meals are provided, then expenses for meals and light refreshments will be reimbursed. Reasonable expenses would cover breakfast, lunch or two course evening meal with soft drinks, tea or coffee.
- 6.2 Committee members are expected to ensure that expense is kept to a reasonable level. Rates for subsistence allowance will be based on EVH Salaries and Allowances that are issued annually.
- 6.3 Where accommodation costs are not covered in any other way, for example within a delegate fee, Committee Members will have their actual accommodation expenses paid, up to a reasonable limit, for bed and breakfast by Elderpark Housing.
- 6.4 This overnight accommodation will be booked by the Corporate Administrator (or in their absence the Corporate Governance Officer) on behalf of the Committee Member(s) taking into account the requirements to ensure value for money on behalf of the Association. The staff member will also arrange for the invoice to be sent directly to Elderpark Housing to avoid the Committee Member having to pay the bill on departure.
- 6.5 Where this is not possible, the Committee Member will agree the accommodation and costs with the Corporate Administrator (or in their absence the Corporate Governance Officer) in advance and pay the cost directly but ensuring a receipt. This will then be claimed back from Elderpark Housing using the claim form accompanied by the receipt.
- 6.6 Where evening entertainment is provided at an event / conference it is recognised by Elderpark Housing that this provides Committee Members with an effective opportunity to network with other sector colleagues within an informal setting. As such Committee Members will receive an appropriate level of expenses for attendance at evening events which will regularly be benchmarked with other comparable RSLs to ensure that this remains appropriate and in line with sector norms.
- 6.7 Where an a member of the Management Committee is on official duty for Elderpark Housing which requires an authorised overnight stay, reasonable expenses will be met on production of appropriate receipts.
- 6.8 Committee members will receive an appropriate level of expenses for attendance at any evening event / conference. Elderpark Housing will provide an allowance of £25 per evening to ensure that the committee member is not 'out of pocket' when representing the association.
- 6.9 Where a committee member is either the primary receiver or giver of care then

arrangements may be made for the individual either in receipt of care or providing care to attend the event. In most cases there is a reduced rate for these circumstances which entitles them to accommodation and meals.

## **7. Hospitality Expenses**

- 7.1 It is recognised that occasionally Committee Members may be invited to attend some forms of hospitality. Any hospitality must be approved by the Corporate Governance Officer, Director of Finance and Corporate Services or the Chief Executive Officer prior to attendance to ensure it is compatible with Elderpark Housing's objectives, doesn't represent any conflict of interest and complies with our Entitlements, Payments and Benefits policy.
- 7.2 Once agreed, acceptance of hospitality is permitted for Management Committee Members up to a value of £50 and must be recorded in the Entitlements, Payments and Benefits register, along with an estimation of the value of hospitality received, within five days of attendance.

## **8. Childcare or Caring Responsibilities**

- 8.1 To fulfil the duties expected of Committee Members and to ensure a representative balance of skills and experience on the Management Committee, Elderpark Housing will meet reasonable expenses for child minding or carers' costs.
- 8.2 Payment of child care and carers' costs will normally be made when Committee Members are attending committee meetings, training events, seminars and conferences or whilst acting on Elderpark Housing's business.
- 8.3 Claims for care costs must be supported by a receipt for the costs incurred. Expenses will not be paid when another member of the household is caring for the dependant(s). Carers' actual costs will be paid provided these are reasonable and a receipt is provided, and payment will be capped at the current national living wage per hour or equivalent cost.
- 8.4 Payment of child minding or carers' expenses will not normally exceed 10 hours in a month.

## **9. Implementation of the Policy**

- 9.1 All claims must be submitted using the relevant claim form. Copies of the form are made available at induction or can be requested from Corporate Services. Receipts must be provided, as detailed in this policy.
- 9.2 Claims must be signed and submitted no later than 3 months from when the expense was incurred, to the Director of Finance and Corporate Services, who will arrange reimbursement.

## **10. Monitoring of the Policy**

- 10.1 All payments made to Management Committee Members will be monitored by the Corporate Services Officer on a quarterly basis. A report will be provided to the Chief Executive on the expenses claimed during the period for review.
- 10.2 The Chief Executive will monitor cumulative expense claims and ensure these remain in line with budget, there are no unreasonable, unauthorised or potentially dubious expenses being claimed and that they do not impact financially on the operations of Elderpark Housing.
- 10.3 Budget provision and summary of all payments made to Management Committee Members will be presented to Management Committee annually and will also be included within the Annual Accounts, which are published on the Association's website and presented to Shareholders annually.
- 10.4 Any matter which demonstrates a serious failure of internal controls should also be reported immediately to the Chief Executive.
- 10.5 On an annual basis the Management Committee expenses will be published on the association's website in line with the Freedom of Information Scotland Act requirements.

## **11. Complaints and Appeals about the Policy**

- 11.1 Elderpark Housing's Management Committee have the right to appeal any decisions made on matters covered by this Policy according to Elderpark Housing's Grievance Policy and Procedures/Standing orders/Rules etc.

## **12. Review**

- 12.1 This policy will be reviewed every 3 years, with the next review being due in July 2023

An interim review may take place in the event of changes to good practice, or regulatory requirements.

Payment rates are subject to review and are included at Appendix 1 which will be updated on an annual basis.

## **13. Appendices**

- 13.1 Appendix 1 provides the current rates provided in terms of mileage and subsistence.

## APPENDIX 1

### Travelling by Own Vehicle

- First 10,000 miles 45p
- Per mile thereafter 25p
- Passenger per mile 5p
- Motorcycles per mile 24p
- Bicycles per mile 20p

These rates are reviewed in line with HMRC.

Any expenses claim must detail the number of miles travelled, the destination and the purpose of the journey.

### Overnight Subsistence

Where an a member of the Management Committee is on official duty for Elderpark Housing which requires an authorised overnight stay, reasonable expenses will be met on production of appropriate receipts.

Committee members will receive an appropriate level of expenses for attendance at any evening event / conference. Elderpark Housing will pay up to a maximum of £25 per evening and receipts should be obtained and expense claims made in the usual manner.

### Subsistence Allowances

When applicable the allowances are:

- On duty 10 hours plus £ 17.12
- 5 – 10 hours out with area £ 10.48

Only in exceptional circumstances may these allowances be exceeded.

### Child Care / Carers Allowance

It is acknowledged that from time to time Management Committee Members with care responsibilities for dependents or those with particular needs may have to make arrangements to have them looked after to attend to the Association's business. When these situations occur Elderpark Housing will pay the national living wage towards the overall cost of care subject to the following conditions:

- The children are aged sixteen and under or Elderpark Housing has been advised of the individual requiring care and their particular needs.
- The person looking after the children or individual requiring care is not a member of the household, for example spouse, older children or close relative, live in partner etc.

- Receipts must be provided with any expenses claim being made stating the name and address of the person looking after the children or individual requiring care including dates and duration of the childminding activities undertaken.
- The maximum time period to which expenses can be claimed will be 10 hours in any one day. For staff or Management Committee Members attending conferences lasting more than one day, each individual claim will be considered sympathetically