

NORTH VIEW Housing Association

North View is a recognised Scottish charity – charity registration number SC032963

POLICY

EXPENSES AND ALLOWANCES FOR COMMITTEE MEMBERS

Passed:- 12th August 2015 Review Date:- July 2020

All North View policies and publications can be made available on tape, in Braille, large print and community languages.

For further details please contact us on 0141 634 0555 or email us on enquiries@nvha.org.uk

1.0 Introduction

- 1.1 North View Housing Association (the Association) will not make payment or grant a benefit to a member of the Management Committee, (or anyone who has been a Committee Member within the preceding 12 months) except in accordance with the conditions set out in our 'Entitlements, Payments, and Benefits' policy.
- 1.2 The Association will meet expenses which Committee 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 covered within the Terms and Conditions of Employment.

- 1.3 This policy also covers the conditions under which the Association will make payments related to loss of earnings, and the circumstances in which allowances are payable.

2.0 Conditions for Paying Expenses

- 2.1 Expenses will only be paid:
 - for actual expenses where a receipt is provided (e.g. for taxi fares incurred while on Association business etc.).
 - to enable a Committee Member to attend Management Committee meetings or Sub-Committee meetings.
 - when undertaking other official business on behalf of the Association on the authority of the Management Committee (including attendance at conferences, training events and seminars).

3.0 Eligible Expenses

- 3.1 In any of the above circumstances expenses will only be paid if alternative provision was not included, or available e.g. expenses cannot be claimed for meals, accommodation, transportation (etc.) where these are already included in the attendance fee, or are provided free of charge.

Travel

- 3.2 Committee Members are expected to use the most cost effective form of transport



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NORTH VIEW HOUSING ASSOCIATION

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unless there 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.

- 3.3 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 fares (rail, bus, air or ferry).
- taxi fares.
- car mileage. (Mileage will be paid at the current rate that EVH has set for employees).
- Bridge tolls, car park fees etc. It should be noted that the Association will not pay any parking (or motor related) fines accrued by a Committee Member when that Committee Member is using his/her vehicle on Association 'business'.

Subsistence

- 3.4 Meal expenses 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 Association's offices, or at an event where a suitable meal is provided.

- 3.5 Where meals are not provided, Committee Members will receive an allowance to cover the cost of purchasing a meal. The allowance payment will be structured as follows:-

Breakfast:-	£11.68
Lunch:-	£14.00
Morning/afternoon tea:-	£8.17
Evening meal	£29.20

Childcare

- 3.6 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 providing that a Claim Form or expenses incurred is submitted, and the person minding the child is not a member of the Committee Member's household.
- 3.7 Childminding expenses will be paid for any child of a Committee Member (including a child for whom the Committee Member is legal guardian), stepchild of a Committee Member, or relative that is regularly looked after by the Committee



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Member e.g. grandchild. The child must be under 16 years of age.

- 3.8 Childminding expenses shall be paid at a flat rate of £6.50 per hour.
- 3.9 The maximum payment entitlement is eight hours in any 24 hour period.
- 3.10 The Association may seek documentary proof of any child's age, or their relationship to the Committee Member prior to paying expenses.
- 3.11 Childcare costs will not be made if cheaper or free alternatives are (or were) available.

Care of Dependent Relatives

- 3.12 Committee Members can claim expenses incurred through having dependent relatives cared for to allow them to carry out duties as a Committee Member, providing that they submit a Claim Form and that the person caring for the dependent is not a member of the Committee Member's household.
- 3.13 The Association may seek 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.
- 3.14 Payment for care of dependants shall be made at a rate of £6.50 per hour, with the maximum payment entitlement being eight hours in any 24 hour period.

4.0 Claiming Expenses

- 4.1 Claims should be made only for expenses that are allowed within this Policy.
- 4.2 All claims must be made on the Association's *Claim Form*. This must be completed in full and signed and dated by the claimant. The claim must then be authorised by the Finance Officer, or senior staff member.
- 4.3 Payment of expenses will be made upon authorisation of *Claim Form*.

5.0 Allowances

- 5.1 In recognition of the standard of hotel at which most conferences are held, the Association will pay an allowance of **£29.50 per night** to Committee Members who, on Association business, are required to be away from home for more than two hours between 11pm and 6am.

Committee Members who, through being a Member of the Committee, attend an event at which he/she is obliged to buy food and/or drink will be paid an allowance



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of £29.50.

These payments are in addition to those made for expenses otherwise covered in this Policy.

- 5.2 The payment of such allowances is rated as taxable income. It is the responsibility of individual Committee Members to declare receipt of such payments.

6.0 Loss of Earnings

- 6.1 The Association will reimburse a Committee Member for any loss of earnings or annual leave entitlement in the following circumstances which are consistent with the Determination made by The Scottish Housing Regulator in Guidance Note CSGN2003/02:-

- the payment is not being made in respect of a routine meeting.
- it was important that the person claiming loss of earnings attended the meeting.
- every effort was made to hold the meeting at a time which would avoid Committee Members losing salary or leave, having regard to other options.
- the claimant must submit an official letter from their employer confirming their earnings have been lost or annual leave entitlement used, on which date and the amount or value involved.

- 6.2 The Association will make payment per day of the actual amount lost up to a maximum of £40.88 where the loss equates to four hours or less, and the equivalent to a day's payment to a person on jury duty, where the loss exceeds four hours.

7.0 Computers

- 7.1 The Association shall offer to loan computer equipment to Committee Members to assist that person in their role on the Committee.

The Association will offer to loan a personal computer and printer to Committee Members four months after the date on which the person became a Member of the Committee.

- 7.2 The equipment shall be loaned on the understanding that it shall be returned to the Association upon the Member leaving the Committee. The person is responsible for its well-being and may be charged for any damage incurred during the time the equipment was in his/her possession.



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8.0 Review of Rates

- 8.1 All the rates stated in this document are as at financial year 2015/16. Rates for future years will be adjusted to match the percentage change in staff salary reviews as and when confirmed by EVH.

End of Policy

reviews and amendments

This Policy supersedes the following Policies:- Staff and Committee Expenses, and Payment to Committee Members for Care of Dependants.

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| 29/1/97 | - | Staff and Committee Expenses Policy, and Payment to Committee Members for Care of Dependants reviewed. |
| 27/10/99 | - | Policy reviewed. |
| 18/6/03 | - | Policy reviewed. Items 7.0, 8.0, and 9.0 added. |
| 24/9/08 | - | Policy reviewed. Rates increased and item 5.1 amended to include payments to Members attending a function/event. |
| 12/8/15 | - | Policy reviewed. |
| 26/08/16 | - | Policy updated to amend overnight allowance plus 1% |



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