

<b>Policy on:</b>	<b>Board Members' Expenses Policy</b>
<b>Compliant with Regulatory Framework:</b>	<b>Yes</b>
<b>Compliant with Tenant Participation Strategy:</b>	<b>Yes</b>
<b>Compliant with Equal Opportunities:</b>	<b>Yes</b>
<b>Compliant with Business Plan:</b>	<b>Yes</b>
<b>Compliant with Risk</b>	<b>Yes</b>
<b>Date for Approval:</b>	<b>11 December 2019</b>
<b>Date for Review:</b>	<b>December 2024</b>
<b>Responsible Officers:</b>	<b>Director</b>



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## **1. Introduction**

This policy has been developed to detail the expenses and allowances that members of Shire Housing Association's Management Board are able to claim. It supports our objective highly quality governance, ensuring that Board Members are reimbursed for costs related to official activities undertaken on behalf of the Association and are neither financially advantaged nor disadvantaged. The Association will aim to ensure that in implementing this policy no individual or group is treated unfairly or discriminated against on the grounds of race, colour, culture, ethnic or national origin, religion, gender, age, disability, sexual orientation, family circumstances or marital status.

## **2. Policy Objectives**

The Association's Management Board is made up of voluntary members **who in line with our Code of Conduct receive no payment** for their service and cannot be seen to personally benefit, financially or in kind, from their membership of the Board. It is equally important that Board Members should not be personally out of pocket as a result of their participation on the Management Board.

We will achieve this by:

- Reimbursing reasonable out of pocket expenses for subsistence and travel incurred whilst on Association business;
- Assisting with transport for Board members travelling to and from meetings and Association events;
- Covering other reasonable expenses incurred by Board members in attending Board Meetings; and
- Ensuring the transparency of these arrangements by making payments against receipts or evidence of actual costs incurred.

This policy is applicable to all Board Members including Co-optees.

## **3. Travel Costs**

The Association is committed to reducing our carbon footprint, encouraging the use of public transport where possible and other initiatives such as car-sharing.

We will reimburse actual costs incurred by Board members whilst on official business. Receipts will normally be required.

Official business includes:

- Management Board Meetings, Audit Committee Meetings, Annual or Special General Meetings, Ad Hoc Working Group Meetings and Business Plan Review Meetings.



- Attendance at training courses, seminars and conferences;
- Attendance at meetings with other agencies such as the local authority, Scottish Government, Scottish Housing Regulator, OSCR or other Registered Social landlords.

## **Car**

Where Board Members require to use their own vehicle, mileage expenses will be paid at the tax-free rates approved by the Inland Revenue based on a formal claim submitted by the Board Member. Appendix A details current allowances. Mileage allowances cover fuel, maintenance, repairs, insurance and operating costs for Board Members' vehicles. Any expenses claimed must detail the start and destination, the purpose of the journey and the number of miles travelled. Car parking or toll charges can be claimed by Board Members. The Association is not responsible for any parking fines incurred. The Association will not accept any liability for injury or damage arising from the use of a private vehicle, except where any such injury or damage is directly attributable to negligence or fault by the Association. It is the responsibility of the Board member to ensure that their vehicle is roadworthy, insured and has a current MOT certificate where applicable.

## **Taxi**

Where required, Board members may use taxis to attend Association business. Taxis will be booked by the Association and if more than one Board Member is attending a business event the taxi service should ideally be shared.

## **4. Overnight Accommodation**

Overnight accommodation will normally be included in conference or seminar costs and be directly booked by staff in advance. Board members should therefore normally avoid directly booking overnight accommodation and instead liaise with staff on whether overnight accommodation is required. In the unlikely event that a Board Member has to arrange their own accommodation, the Association will reimburse reasonable accommodation costs on the production of receipts. The reasonable cost of a single room will be taken to be a maximum of £100 per night.

## **5. Subsistence**

The Association will reimburse the reasonable cost of meals incurred by a Board Member on the production of receipts. Subsistence will not be paid in respect of conferences, seminars or courses where meals are provided. In other instances, it will be paid at the Employers in Voluntary Housing subsistence rate (see Appendix A).

When a Board member attends a residential event, out of pocket expenses of £35 per night will be paid. This is calculated to cover tea/coffee and other potential outlays.

## **6. Care of Dependants**

Shire Housing Association will reimburse the reasonable cost of childcare or care of dependent adults incurred by a Board member as a consequence of attending Association business. Production of receipts or other proof of payment will be required. Payment will be made in respect of children under 16 years in the care of the Board Member or for adults who receive direct care and support from the Board member. Payment will only be made if a person not resident in the household is required to provide care whilst the Board member is on official business. The current rates are shown at Appendix A. Where there is demand, the Association will consider providing crèche facilities for the use of Board Members provided it is practicable.

## **7. Other Expenses**

The cost of telephone calls, postage or other outlays incurred on Association business will be reimbursed on production of receipts/submission of claim form or if agreed in advance.

## **8. Authorisation and Payment**

The Association will ensure the transparency of these arrangements by requiring Board Members to submit claims for reimbursement of expenses using the form attached at Appendix B.

Expense claims forms will be authorised by the Director or Chairperson prior to payment being made. Payments will be made by cheque or BACS transfer. Board Member expenses will be reported to Board as part of Management Accounts, on a quarterly basis, and are disclosed in the Annual Financial Statements which are subject to audit.

## **9. Loss of Earnings**

The Association will consider making payment for loss of earnings to a Board Member provided:

- It is not a routine meeting
- Attendance by the individual claiming loss of earnings was relevant to their role as a Board member;
- Every effort was made by the individual to avoid the loss of earnings;
- Confirmation is received from the employer confirming that earnings have been lost.

Loss of earnings can only be claimed by Board members who are employees under the above circumstances. The upper limit is shown in Appendix A and will reflect the equivalent rate of Jury expenses.



In the interests of fairness, we will reimburse self-employed members under the same conditions at the same rate provided they confirm that they have suffered a loss of earnings as a result of having to attend a meeting. In those cases, expenses will be met subject to the upper limits of the equivalent Jury Expenses.

## **10. Policy Review**

Shire Housing Association will review this policy at least every five years or subject to statutory change.



## Appendix A: Shire Housing Association Ltd

<b>Inland Revenue Tax Free Mileage Rates</b>	First 10,000 miles in the financial year – <b>45 p per mile</b>
<b>Subsistence Rate Approved by Employers in Voluntary Housing Description Rate</b>	Rate 1: on duty for more than 10 hours- £16.85 increasing to £17 from 1 April 2020.  Rate 2: on duty for between 5 and 10 hours £10.31 reducing to £10 from 1 April 2020.
<b>Rates for Childcare Costs</b>	The rate shall equate to the Living Wage which at December 2019 is £8.21 per hour.
<b>Rates for Carers' Costs</b>	The rate shall equate to that recommended by the Princess Royal Trust for Carers, Kilmarnock.
<b>Rates for Loss of Earnings</b> Rate of jury expenses at December 2019:	Jury Service Allowances Sum: <ul style="list-style-type: none"> <li>• Up to four hours' service- £32.47.</li> <li>• For over four hours' service (each day) as a maximum daily payment where a juror has served on a jury for more than ten days- £64.95.</li> </ul>



## Appendix B: Shire Housing Association Ltd

### Expenses Claim Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date	Details of Claim	Number of Miles	Amount Claimed Receipts Should Be Attached	
			Travel	Subsistence

\*Travel Costs include taxis, public transport etc.

Signed by Claimant: ..... Date:

Authorised by Director/Chair: ..... Date:

