



# Payment of Expenses to Board Members & Volunteers Policy

Policy Title:	Payment of Expenses to Board Members Policy
Risk Priority:	Medium
Policy Author:	Kenny Stocks
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Scottish Housing Regulator Standard:	5 (+ Constitutional Requirements)
Scottish Housing Regulator Guidance:	5.4

Ardenglen Housing Association can provide this procedure on request, in large print, in Braille, on tape or in other non-written format, and in a variety of languages.

## **1. INTRODUCTION**

- 1.1 The Ardenglen Group “the Group” comprises Ardenglen Housing Association as the Group parent company and Ardenglen Developments as its subsidiary. Members serve on the governing bodies in the Group as volunteers and are not paid for their role. However, the Group is able to reimburse Governing Body members for reasonable out of pocket expenses. This policy sets out the eligible out of pocket expenses that will be paid and the level of payments to be applied.
- 1.2 Regulatory Standard 5 states that an RSL must “*conduct its affairs with honesty and integrity*” To ensure this, the Association has clear policy and procedures in place which make sure the organisation acts with transparency, honesty and propriety and avoids any public perception of improper conduct.
- 1.4 Under the terms of the Group Entitlements, Payments and Benefits Policy approved by the Scottish Housing Regulator all payments to Governing Body members for out of pocket expenses and reimbursement of travel costs are always permitted and do not need to be declared, provided that claims are made in accordance with this Expenses Policy.
- 1.5 As a Registered Scottish Charity, this Policy also takes account of the requirements of the Charities and Trustee Investment (Scotland) Act 2005 with regard to payments or benefits to Charity Trustees.
- 1.6 The payment of out of pocket expenses to other Volunteers such as the Association’s Social Committee is included in the Volunteers Policy.

## **2. PURPOSE**

- 2.1 ***The Association will meet expenses which Board Members (including voluntary officers), and co-opted members incur while carrying out duties on behalf of the Association and which are acceptable within the terms of this policy. The payments of expenses to employees are covered within the Terms and Conditions of employment.***
- 2.2 ***This policy also covers the conditions on which the Association will make payments related to loss of earnings, and the circumstances in which allowances are payable.***

## **3. CONDITIONS FOR PAYING EXPENSES**

- 3.1 Expenses will only be paid:
  - For actual expenses where a receipt is provided.

- To attend Board or meetings of a sub-committee of which the person is a member.
- When undertaking other official business on behalf of the Association on the authority of the Board. This includes attendance at conferences, training events and seminars.

#### **4. ELIGIBLE EXPENSES**

- 4.1 Expenses will only be paid for the following, and where alternative provision was not included e.g. 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.
- 4.2 **Travel:** Board 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 Board 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 (the Association has an account)
  - car mileage is payable at the rates which apply for employees within their Terms and Conditions of Employment and is updated annually.
  - bridge tolls, car park fees (parking meters and fines for breaching parking regulations are not included)
- 4.3 **Meals:** Meal expenses will be payable to Board 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 Board, sub committee or any other meetings at the Associations' offices, or where a suitable meal is provided or has been reimbursed.

This would cover lunch and afternoon tea, and where it involves an overnight stay, evening meal and breakfast. Actual expenses will only be paid up to the maximum amounts shown in **Appendix 1**.

- 4.4 **Child Care:** The costs incurred through having to have a child looked after while carrying out duties as a Board Member will be met by the Association providing that a receipt for expenses incurred is provided and the person minding the child is not a member of the Board Members' household.

Childminding expenses will be paid for any child or step child of a Board Member, or any child for whom the Board Member is a legal guardian. The child must normally live with them, and be under the age of 16:

Childminding rates are detailed in **Appendix 1**.

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 eg a crèche was provided.

- 4.5 **Care of Other Dependent Relatives:** Board Members can also claim expenses incurred through having other dependant relatives cared for while they are carrying out duties as a Board Member, providing that they can provide a receipt for expenses incurred and the person caring for the dependent is not a member of the Board Members household.

The Association may ask to see documentary evidence of the relationship or the dependent to the Board Member and any legal duty of care eg 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 as detailed in **Appendix 1**.

- 4.6 **Accommodation:** Where accommodation costs are not covered in any other way eg within a delegate fee, Board Members will have their actual accommodation expenses paid, up to a limit detailed in **Appendix 1** per night for bed and breakfast. A receipt must be provided.

- 4.7 **Out of Pocket Expenses:** Board Members attending events or representing Ardenglen at an approved function are entitled to claim out of pocket expenses. The amount payable is based on the length of time away from home and is detailed in **Appendix 1**.

- 4.8 **Telephone Calls:** Any telephone, computer or mobile calls used in relation to Ardenglen Board business will be reimbursed on the production of an itemised bill.

- 4.9 **Broadband Rental:** The Association will pay for the broadband line rental of Board Office Bearers on production of an appropriate bill or service agreement.

## 5. **CLAIMING EXPENSES**

- 5.1 Claims should be made only for expenses which are allowed for within 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 Chair of the Association or the Chief Executive.
- The payment of expenses is normally made at the end of each month upon submission of the claim form.
- Receipts must be provided for all expenses claimed.

## **6. LOSS OF EARNINGS**

6.1 The Association will also reimburse a Board Member for any loss of earnings or annual leave entitlement in the following circumstances:

- the payment is not being made in respect to a routine meeting.
- the meeting or event could not have reasonably been held at an alternative time.
- the attendance of the Board Member was required and authorised by the Board.
- another Board 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 eg where the Chairperson should attend.
- the claimant must submit an official letter from the employer confirming that earnings have been lost or annual leave entitlement used, on which date and the amount or value involved.

6.2 Appendix 1 details the maximum the Association will pay per day for loss of earnings or annual leave entitlement. Loss of earnings will not be paid to those governing body members who are self employed.

## **7. FOREIGN TRIPS**

7.1 Foreign trips may only be taken with the prior agreement of the full Board. If no passport is held, the cost of an appropriate passport will be met by the Association.

7.2 Appropriate 'out of pocket' expenses and foreign currency will be agreed by the full Board.

## **8. TRAINING EVENTS AND CONFERENCES**

8.1 Attendance at low cost/local training events will not normally require the agreement of the full Board. Training events/conferences etc. which exceed a total expenditure of £100.00 will require the prior agreement of the Board. If this is not practical, the Executive Officers may make a decision. All such decisions must be reported to the full Board as soon as possible.

- 8.2 The cost of essential study materials and travelling expenses will be reimbursed by the Association.

## **9. SCALE OF PAYMENTS**

- 9.1 Appendix 1 details a scale of payments for all authorised expenses. Scale rates will be reviewed on an annual basis. Account will be taken of EVH Allowance Rates, inflation and payments made by comparable organisations.

## **10. TRAINING**

- 10.1 The Association through its Internal Management Plan is committed to training and developing staff and Board Members to their full potential in order to deliver a high quality of service in all areas of its business.
- 10.2 The Board induction programme includes an overview of this policy, including responsibilities for the promotion and delivery of openness and confidentiality as relevant to their job descriptions. Board Members will receive updates on these issues and specific training as required.

## **11. EQUALITIES AND DIVERSITY**

- 11.1 This policy will be implemented in line with our Equality and Diversity Policy and is subject to an Equality Impact Assessment to assess the likely or actual effects of the policy to our customers in respect of their disability, age, gender, race, religion/belief, sexual orientation or gender identity to ensure equal and fair access for all.

## **12. MONITORING AND REPORTING**

- 12.1 The Association will use appeals, complaints, comments or suggestions from users of this policy to monitor its effectiveness. These will also be used to prompt a review of the policy where necessary.

## **13. REVIEW**

- 13.1 This Policy will be approved by the Board. It will be reviewed every three years unless amendment is prompted by a change in legislation, or monitoring and reporting reveals that a change in Policy is required sooner.

## **14. DISTRIBUTION**

- 14.1 This policy will be made available to every employee and Board Member and will be made freely available to any tenant or interested party.

## **15. LEGAL FRAMEWORK**

- Constitutional Requirements for Registered Social Landlords
- Charities and Trustee Investment (Scotland) Act 2005

**16. RELATED POLICIES**

- Gifts and Hospitality Policy
- Financial Regulations
- Committee Code of Conduct

**--- END OF POLICY ---**



# **Payment of Expenses to Board Members Policy**

## **Appendix 1** **(Scale of Rates)**



## **COMMITTEE EXPENSES: SCALE OF PAYMENT RATES 2017/2018**

### **1. SUBSISTENCE ALLOWANCE**

#### **1.1 Meals**

Breakfast	£ 5.55
Lunch	£ 7.78
Tea	£ 3.33
Evening Meal	£13.32

### **2. OUT OF POCKET EXPENSES**

#### **2.1 Attendance at an approved training or conference event:**

For each night away £27.77 per night

e.g. Leaving Friday and Returning Sunday	£55.54
Leaving Friday and Return Saturday	£27.77

#### **2.2 Representing the Association at an Approved Function:**

Over 4 hours but not exceeding 8 hours	£7.50
Over 8 hours but not exceeding 12 hours	£10.73

### **3. BABYSITTING OR CARER SERVICE**

Payment will be the Glasgow Living Wage Hourly Rate

A maximum of 8 hours will be paid in any one day.

### **4. ACCOMMODATION**

Bed and breakfast limit - £55.00 per night.

(Only payable with the prior approval of the Board)