



Policy on Expenses for Committee Members

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SSHC Reference	
SHR Reference	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.

Related Documents

- C.31 Entitlements Payments and Benefits Policy
- C.15 Code of Conduct for Committee Members

Translation Statement

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Compliance

This policy has been drafted to ensure that it complies with current legislation and industry good practice.

Equality & Diversity

Fyne Homes is committed to providing services which embrace diversity and which promote equality of opportunity. As an employer we are also committed to equality and diversity within our workforce. Our goal is to ensure that these commitments, reinforced by our Values, are embedded in our day-to-day working practices.

Openness & Confidentiality

Fyne Homes believes that its members, tenants and other interested parties should have access to information on how it conducts itself. This means that unless information requested is considered commercially sensitive or personally confidential it will be made available on request.

Data Protection

Fyne Homes recognises the importance of data protection legislation, including the General Data Protection Regulation, in protecting the rights of individuals in relation to personal information that we may handle and use about them, whether on computer or in paper format. We will ensure that our practices in the handling and use of personal information during the processes and procedures outlined in this policy comply fully with data protection legislation. More information is available from our Data Protection Officer.

1. Introduction

- 1.1 Committee Members serve on the governing body of Fyne Homes as volunteers and are not paid for their role. Nobody is excluded from playing a full part as a Committee Member because of their income or responsibility for caring for dependents.
- 1.2 The Association will meet expenses which committee 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.
- 1.3 Approved business is where the Committee/Board member (including co-optees) is attending training, a meeting or event or on the authority of the Governing Body.
- 1.4 This policy covers payment for out-of-pocket expenses for travel, subsistence, care for child or adult dependents and loss of earnings.
- 1.5 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.
- 1.6 The association operates in accordance with the law, regulatory guidance and good practice.

2. Links to vision and strategic priorities

- 1.1. This policy aims to fulfil the needs of the Association's Strategic Priorities, in particular:
 - 1.1.1 Meeting the needs and aspirations of customers – Ensuring staff and committee have the skills, experience and abilities to meet the changing needs, issues and aspirations of customers
 - 1.1.2 Ensuring value for money

3. Legal framework

- 3.1 As a registered social landlord, Fyne Homes must comply with a host of differing regulatory frameworks. The main one of these being Regulatory Framework Standards as set out by the Scottish Government. The relevant standard for this policy is:
 - 3.1.1 Standard 5.4 Governing Body members and staff declare and manage openly any conflict of interest and ensure they do not benefit improperly from their position.*
- 3.2 Under the terms of the Entitlements Payments and Benefits Policy, 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 policy

4. Conditions for Paying Expenses

- 4.1 As Committee Members of a Charitable Housing Association members will only be paid reasonable out of pocket expenses.
- 4.2 Expenses will only be paid:
 - 4.2.1 to attend Committee/Board meetings or meetings of Sub Committee and subsidiary boards of which the person is a member
 - 4.2.2 when undertaking other official business on behalf of the Association on the authority of the Management Committee, Sub Committee, Chair, Subsidiary Board or other delegated authority. This includes attendance at conferences, training events and seminars
 - 4.2.3 for actual expenses where a receipt is provided
 - 4.2.4 for mileage costs, where public transport is not available/cost effective, at the Casual Car Users Rate agreed by Employers in Voluntary Housing (EVH).
 - 4.2.5 for ferry, or other public transport, fares as per published tariffs where the service operator does not provide receipts other than tickets which must be surrendered during the journey.

5. Eligible Expenses

- 5.1 In any of the above circumstances 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.

5.2 Travel

- 5.2.1 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.
- 5.2.2 Claims should be accompanied by tickets or receipts.
- 5.2.3 Members may use their own car where it is more cost effective to do so or where public transport is impractical.
- 5.2.4 Committee Members are expected to share cars where possible to reduce the costs to the Association.
- 5.2.5 Where reasonable, transport arranged specifically for events e.g. conferences should be utilised.
- 5.2.6 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.
- 5.2.7 Under the terms of this policy, this includes:

- standard class fares on public transport fares (rail, bus, air or ferry). Where possible, tickets should be booked in advance to obtain cheaper fares
- taxis, which may be used when public transport is impractical
- a combination of taxi fares and public transport e.g. at taxi to the train station from where the member is travelling to an event
- bridge tolls, car park fees, parking meters (fines for breaching parking regulations are not included)
- car/motorcycle/bicycle mileage. Mileage is payable at Casual Car User rates.

5.2.8 Committee members will be responsible for submitting information to the HMRC where this applies.

5.2.9 Committee/Board Members using their own vehicle will be responsible for ensuring that their motor insurance policy covers them whilst travelling on Association business.

5.2.10 The Fyne Group will not accept responsibility for damage to a member's vehicle or for injury to the occupants when used on the association's business.

5.3 Meals

5.3.1 Meal expenses will be payable to 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 added expenditure.

5.3.2 This does not include attendance at meetings at the Association's offices, or where a suitable meal is supplied or had been reimbursed.

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

5.4 Accommodation

5.4.1 Where accommodation costs are not covered in any other way e.g. within a delegate fee, the Association will book accommodation for the member and arrange for invoices to be sent direct to the Association for payment. This will prevent members being out of pocket and having to make a subsequent claim for expenses.

5.5 Overnight Allowances

5.5.1 The Association will pay an allowance to Committee Members who are required to be away from home overnight on duly authorised association business (e.g. conference). In these circumstances the allowance payment will be as described at **Appendix 1**

6. Childcare and Care of Adult Dependents

- 6.1 The costs incurred through having to have a child looked after while carrying out duties as a Committee/Board Member will be met by the Association providing that a receipt is provided and the person minding the child is not a member of their household.

6.1 Child Care

6.3.1 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 and the child must live with them and be under the age of 16.

6.3.2 The Association may ask for documentary evidence of any child's age or their legal guardian before paying expenses.

6.3.3 Actual childminding costs will be paid on the basis of an invoice/receipt provided by a Registered Childminder. If an unregistered childminder has been used the Association will pay the Scottish Living Wage rate per hour ¹

The rate will be applied irrespective of the number of children in the household (i.e. the rate is hourly and not per child)

6.3.4 A maximum of 10 hours childcare costs may be claimed in any one month

6.3.5 Childcare costs cannot be claimed where cheaper or free alternatives were available e.g. a crèche was provided.

6.3.6 If attending an overnight conference or seminar a subsistence payment of £25 per day can be provided.

6.4 Care of Other Dependent Relatives

6.4.1 Committee/Board Members can also claim expenses incurred through having other dependent relatives cared for while they are carrying out their duties, provided that they can provide a receipt for expenses incurred and the person caring for the dependent is not a member of their household.

6.4.2 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.

6.4.3 The same rates will apply as for childcare

7. Loss of Earnings

7.1 The Association will reimburse Members for any loss earnings or annual leave entitlement incurred as a result of undertaking essential duties on the Association's behalf. Payment for loss of earnings can only be considered in the following circumstances:

¹ A Scottish Government Initiative

7.1.1 As we operate in a remote rural or island community and the our area of operation covers a widespread geographical area where travel time is extensive and loss of earnings results as a direct consequence of this and there is no other option to ensure the appropriate level of expertise or tenant experience on the Committee, payment will be made in respect of routine meetings. The Association will, however, take all steps to minimise the amount of travel needed in accordance with our commitment to sustainability and use video links where appropriate.

7.1.2 the meeting or event could not have reasonably been held at an alternative time

7.1.3 the attendance of the committee member was important, required and authorised by the Management Committee.

7.1.4 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

7.1.5 The Committee Member must give an official letter from their employer confirming that earnings have been lost or annual leave entitlement used, on which date and the amount or value involved.

7.2 Payment for loss of earnings (or leave entitlement) will be in line with :

- The prevailing daily rate for loss of earnings as a result of Jury Duty <https://www.scotcourts.gov.uk/coming-to-court/jurors/expenses-for-jury-service>

7.3 Compensation for loss of earnings will not be paid to those Committee Members who are self-employed.

8. Allowances

8.1 A Committee member may be asked to represent the Association at a Conference, Event, Business Meeting Function or similar, in which case an allowance not exceeding that stated in **Appendix 1** will be paid.

8.2 Where a committee member's attendance has been authorised this will normally be sufficient verification that they represent the Association and are entitled to this allowance. Where appropriate, however, the Chair (or in the case of the Chair another office bearer) may authorise the payment of this allowance

8.3 The Management Committee will have the discretion, in particular circumstances, to amend this figure if they feel it appropriate.

9. Out of Pocket Expenses

9.1 Where the above allowances are not applicable, the Chair or Chief Executive may authorise the giving of hospitality if it is considered in the best interests of the Association.

- 9.2 Examples of the form that this may take would include: paying for lunch or evening meal for those attending a business meeting, purchasing a round of drinks or paying for tea or coffee for those attending a business meeting.
- 9.3 The maximum value of hospitality given should not exceed the amount stated in **Appendix 1**, or such other sum as may from time to time be determined by the Management Committee, per person. Payment of these out-of-pocket expenses will only be made on production of receipts.
- 9.4 The Management Committee will have the discretion, in particular circumstances, to amend this figure if they feel it appropriate.

10. Making Expenses Claims

- 10.1 Claims for expenses should be made promptly and submitted on the Expenses Claim Form provided by the Association.
- 10.2 The claim form and supporting receipts should be passed to the CEO/Corporate Manager for approval
- 10.3 Expenses not supported by receipts may not be paid
- 10.4 In the case of allowances these should be clearly marked on the claim form
- 10.4 Expenses payments will be made by BACS transfer within two weeks of submission
- 10.5 Where an overnight subsistence allowance is claimed, out of pocket expenses may not be claimed for the same period.

11. Reviewing process

- 11.1 This policy will be reviewed in line with the respective current Fyne Homes' policies, and/or where a change in legislation arises.
- 11.2 If there is a procedural delay in the policy revision then the relative legislation in force at the time will prevail.

Version number	Revision Date	Part of doc revised	Reason for revision	Approved by
6	21.8.19	Section 2 Section 3 Section 5 Section 6 Section 10	Added 3.2 added 5.2.3, 5.2.6,6.2.7 added 5.4.5 rates used amended 6.2 amend to link to jury rates Added	Mgt Comm
7	25.2.22	Section 5	5.2.2; 5.2.3 and 5.2.10 added. 5.2.7 and 6.3.3 updated. The old section 6 on De minimis payments and benefits removed as not relevant to policy.	Mgt Comm
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Appendix 1

Maximum Levels of Compensation

Subsistence*

On duty 10 hours plus	£18.91
5 - 10 hours outwith area	£11.57

Mileage

EVH	£0.45 per mile
First 10,000 miles 25p thereafter	
Motorcycles	£0.24 per mile
Bicycles	£0.20 per mile
Passenger	£0.05 per mile

Hospitality*

Out of Pocket Expenses	£25.00 per day
Allowance	£25.00 per day

Overnight Allowance

Accommodation to be arranged via Fyne Homes	£25 per night
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*EVH Allowance Rates