



## GOVERNING BODY MEMBERS EXPENSES POLICY

POLICY IMPLEMENTATION CHECKLIST	
Policy Guardian:	Chief Executive
Author:	Director of Finance & Governance
Version number:	3.0
Approved by Chief Executive on:	April 2016
Governing Body Approved:	April 2016
Effective from:	April 2016
Date of Last Review:	October 2021
Next Review Due:	October 2024
Diversity compliant:	Yes
Equality Impact Assessment required:	No
Data Protection compliant:	Yes
Health & Safety compliant:	Yes
Procedure implemented:	Yes
QL system changes made:	N/A
KPIs / reporting arrangements implemented:	N/A
Training Completed:	N/A
Posted on intranet:	Yes
Posted on website:	Yes
Publicity material issued:	N/A

This document can also be provided in large print, braille, audio or other non-written format, and in a variety of languages.

## 1.0 INTRODUCTION

- 1.1 The Caledonia Group “the Group” comprises Caledonia and Cordale Housing Associations. 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.

## 2.0 LEGISLATIVE FRAMEWORK

- 2.1 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.

## 3.0 AREAS OF RESPONSIBILITY

- 3.1 **The Governing Body** - has responsibility for ensuring that this policy complies with regulation and guidance on payment of out of pocket expenses.
- 3.2 **The Chief Executive** - has responsibility for ensuring that this policy is regularly reviewed and meets reasonable out of pocket expenses.
- 3.3 **The Director of Finance and Governance** - has responsibility for implementing the policy and systems to ensure controls are in place to support the application of the policy.

## 4.0 TRAVEL EXPENSES

- 4.1 Governing Body Members will be reimbursed for travel costs relating to attendance at Governing Body/Committee Meetings, training events, tenant meetings, seminars and conferences and where the Governing Body member is on official Association business.
- 4.2 Where Governing Body Members use public transport, i.e. trains or buses, they will be reimbursed for the actual costs incurred. All travel by public transport should be by standard class. Where possible, tickets should be booked well in advance to obtain cheaper fares. All claims should be accompanied by tickets or receipts.
- 4.3 The use of taxis should be limited to short journeys and/or where no other suitable transport is available. Receipts should be obtained for the fare and submitted with the expenses claim.
- 4.4 The HMRC recommended mileage rate will be applied to Governing Body Members using their own vehicle. (See Appendix 1 for the current HMRC mileage rate). Governing Body members will be responsible for ensuring that their motor insurance policy covers them whilst travelling on governing body business. Any Governing Body member claiming mileage costs will be responsible for informing HMRC where this applies
- 4.5 Governing Body members who use their own vehicle to convey fellow members to and from the meetings and events listed at 4.1 above will be reimbursed at the recommended HMRC mileage rate detailed in Appendix 1.

- 4.6 Car parking fines and other motoring penalties incurred whilst travelling on Group business will be the responsibility of the Governing Body member.

## **5.0 CHILD MINDING OR CARERS EXPENSES**

- 5.1 In order to fulfil the duties expected of Governing Body members and to ensure a representative balance of skills and experience on the Governing Body, each Association within the Group will meet expenses for child minding or carers' costs. The level of payment made will be in accordance with the market rate for such activity taking into account the requirements of the dependants.
- 5.2 Payment of child care and carers' costs will normally be made when Governing Body members are attending Governing Body/Committee meetings, training events, seminars and conferences or whilst acting on Group business.
- 5.3 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). Registered carers actual costs will be paid provided these are reasonable and a receipt is provided. Unregistered carers costs will be paid at the current national minimum wage per hour.
- 5.4 Payment of child minding or carers expenses will be restricted to Governing Body/Committee meetings and training events, seminars and conferences or whilst acting on Group business, and will not exceed more than 10 hours in a month.

## **6.0 SUBSISTENCE EXPENSES**

- 6.1 In the event that Governing Body Members are required to attend events away from the Group'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 Where choice is available subsistence should be moderately priced. A guide to subsistence allowances is attached at Appendix 1.
- 6.3 Where accommodation costs are not covered in any other way, for example within a delegate fee, Governing Body members will have their actual accommodation expenses paid, up to a reasonable limit, for bed and breakfast. Overnight accommodation will be reserved by the respective Group member on behalf of its' Governing Body members. The Group member will also arrange for the invoice to be sent directly to them to avoid the Governing Body member having to pay the bill on departure.
- 6.4 Where evening entertainment is provided at an event, Governing Body members are expected to buy their own drinks.

## **7.0 HOSPITALITY**

- 7.1 Governing Body members will not normally be reimbursed for any expenses incurred in providing hospitality to the Group's business associates.

## **8.0 LOSS OF EARNINGS**

- 8.1 Payment for loss of earnings for attendance at regular Governing Body meetings will not normally be paid, unless circumstances are exceptional. Caledonia Group members will pay for loss of earnings where a Governing Body member is required to attend a meeting or event which is of significant importance and their attendance is crucial. In such a case the claim must be supported by a letter from the employer. Payments for loss of earnings will be in line with jury level expenses.

## **9.0 MAKING EXPENSE CLAIMS**

- 9.1 Claims for expenses should be made promptly and be submitted on the Expenses Claim Form, a copy of which is attached to this policy at Appendix 2, together with supporting receipts where applicable. Claims submitted by the Chairs of the Group Governing Bodies can only be authorised by the Chief Executive. Claims from all other Governing Body members can be authorised by either the Chief Executive or the Director of Finance and Governance. Expenses not supported with receipts may not be paid. Expenses payments can be made by cheque or by BACS transfer where bank details are provided. Claims will only be paid by cash in exceptional circumstances.

## 1 Mileage Reimbursement Rates – Effective from 1 June 2012

Mileage rates (for essential and casual users)	First 10,000 mile in tax year	Over 10,000 miles in tax year
Cars and Vans	45p	25p
Motorcycles	24p	24p
Bicycles	20p	20p

Business mileage passenger payments – 5p per mile per passenger

## 2 Guide Subsistence Allowances

With the exception of instances where accommodation or subsistence is included in the price of a conference, seminar or meeting, or has been or will be paid directly by the Association, the following subsistence allowances apply

Breakfast*	£5.00
Lunch	£6.35
Evening Meal	£13.80
Tea/coffee	£2.50
Accommodation	£100.00 per night

\*Breakfast rate will not be paid if the cost of an overnight stay includes breakfast.

Note: All rates shown above are within HMRC limits and are therefore not counted as taxable benefits.



NAME	
ADDRESS	

**BOARD MEMBERS EXPENSE CLAIM FORM**

Date	Travel from	Travel to	Total mileage per journey	Cost Reimbursed	Reason for Travel Please give a brief description of travel details	Other expenses Tolls/Parking, Fares, Meals, Misc		Amount claimed
				£ -				
				£ -				
				£ -				
				£ -				
				£ -				
				£ -				
				£ -				
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				£ -				
				£ -				
Total miles			0	£ -				£ -
<b>A</b>							<b>B</b>	
Signed:					<b>TOTAL AMOUNT CLAIMED (A + B)</b>		£ -	
Date:								
By signing this expense claim I confirm that I have read and understood the policy on reimbursement. These costs were incurred wholly and necessarily on behalf of Caledonia Housing Association/Cordale Housing Association (Delete as applicable).								
Authorised:								
Date:								