



GOVERNING BODY MEMBERS EXPENSES POLICY

POLICY IMPLEMENTATION CHECKLIST	
Policy Guardian:	Chief Executive
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Equality Impact Assessment required:	No
Data Protection compliant:	Yes
Health & Safety compliant:	Yes
Procedure implemented:	Yes
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KPIs / reporting arrangements implemented:	N/A
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Business Services – Implementation Review:	

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 Housing Association as the Group parent company and Cordale and Bellsmyre Housing Associations as its subsidiaries. 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 (for Caledonia HA)/Area Director (for Bellsmyre and Cordale HAs)** – has responsibility for ensuring that this policy is regularly reviewed and meets reasonable out of pocket expenses.
- 3.3 **The Finance Director (for the Group)/Area Director (for Bellsmyre and Cordale HAs)** - 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 Caledonia Group 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 Board/Committee 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 Caledonia 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 Caledonia 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, 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 Caledonia Group member on behalf of its' Governing Body members. The Caledonia 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, which will be provided by the respective Caledonia Group member. The claim form and supporting receipts will be passed to the Chief Executive/Finance Director for authorisation in respect of Caledonia Housing Association Board members and the Area Director in respect of Bellsmyre and Cordale Housing Association Management Committee members. 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

Caledonia Housing Association

Subsistence allowances for Caledonia's Management Board members are as follows:

Breakfast	£4.95
Lunch	£6.35
Evening Meal	£13.80
Tea/coffee	£2.50
Accommodation	£100.00 per night

Cordale and Bellsmyre Housing Associations

Accommodation costs will be paid directly by the Association

Subsistence allowances for Management Committee members of Cordale and Bellsmyre are paid in line with current EVH rates. These rates are reviewed every year. The current rates effective from 1 April 2016 are:

5-10 hours in any one day	£9.64
More than 10 hours in any one day	£15.76

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

3 Overnight Subsistence Allowance (Cordale and Bellsmyre only)

For Management Committee members attending residential events, out-of-pocket expenses up to the value of £27.30 per 24 hour period may be paid, provided supporting receipts are submitted. It should be noted however that out-of-pocket expenses and the subsistence allowances outlined above cannot be claimed for the same time period.