

PAYMENT OF EXPENSES TO COMMITTEE MEMBERS POLICY

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**LANARKSHIRE
HOUSING ASSOCIATION LTD**



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191 Brandon Street
Motherwell ML1 1RS
Tel: (01698) 269119
Fax: (01698) 275202

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1.0 INTRODUCTION

- 1.1 Lanarkshire Housing Association Ltd (the Association) will only make payment or grant a benefit to a member of the Management Committee, an employee of the Association or their families/close connections – in accordance with its policy on Payments and Benefits.
- 1.2 The Association will meet expenses which Committee Members 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 payment of expenses to employees is covered within the Terms and Conditions of Employment.
- 1.3 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.

2.0 CONDITIONS FOR PAYING EXPENSES

- 2.1 Expenses will only be paid:
 - a) for actual expense where a receipt is provided
 - b) to attend Management Committee meetings or meetings of sub committee of which the person is a member
 - c) when undertaking other official business on behalf of the Association on the authority of the Management Committee. This includes attendance at conferences, training events and seminars

3.0 ELIGIBLE EXPENSES

- 3.1 Expenses will only be paid 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.
- 3.2 For travel expenses, 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.

3.3 The Association will meet travel expenses incurred by members of the Management Committee providing it falls within the conditions for paying expenses as set out above. Under the terms of this policy, this includes:

- a) standard class fares on public transport fares (rail, bus, air or ferry)
- b) approved taxi fares
- c) car mileage is payable at the rates which apply for employees within their Terms and Conditions of Employment, currently 53.65p per mile
- d) bridge tolls, car park fees (parking meters and fines for breaching parking regulations are not included)

3.4 Meal expenses will be payable to Committee Members who are prevented by their official duties from taking their home meal (or where they would normally take their meals), and thereby incur additional expenditure.

3.5 This does not include attendance at Management Committee, Sub Committee or any other meetings at the Association's offices, or where a suitable meal is provided or has been reimbursed.

3.6 Meal expenses cover lunch and afternoon tea, and where it involves an overnight stay, evening meal and breakfast. Actual expenses will only be paid, up to maximum amounts shown below.

Breakfast	£ 7.50
Lunch	£15.00
Afternoon tea	£ 5.00
Evening Meal	£20.00

3.7 For child care, the costs incurred for having a child looked after whilst carrying out duties as a Committee 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 Committee Member's household.

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

One child:	£ 6.00 per hour
Two children	£ 8.00 per hour
Three or more children	£10.00 per hour

- 3.9 Up to a maximum of £40.00 in any 24 hour period.
- 3.10 The Association may ask for documentary evidence of any child's age, or their legal guardian before paying expenses.
- 3.11 Childcare costs cannot be claimed where cheaper or free alternatives were available. e.g. a crèche was provided.
- 3.12 Care of Other Dependent Relatives: Committee Members can claim expenses incurred through having other dependent relatives cared for while they are carrying out duties as a Committee Member, providing that they can provide a receipt for expenses incurred and the person caring for the dependent is not a member of the Committee Member's household.
- 3.13 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.
- 3.14 Where accommodation costs are not covered in any other way e.g. within a delegate fee, Committee Members will have their actual accommodation expenses paid, up to a limit of £65.00 per night for bed and breakfast. A receipt must be provided.

4.0 CLAIMING EXPENSES

- 4.1 All claims must be made on the official expenses form. This must be completed in full and signed and dated by the claimant. The claim must then be authorised by any one of the following:
- Secretary
 - Treasurer
 - Chief Executive
 - Corporate Services Director
- 4.2 The payment of expenses is normally made at the end of each month by cheque upon submission of the claim form. Receipts must be provided for all expenses claimed.

5.0 ALLOWANCES

- 5.1 The Association will pay an allowance to those Committee Members who are required to be away from home for more than two hours between 11.00pm and 6.00am. This payment is in addition to those made for expenses otherwise covered in this policy.

- 5.2 The allowance will be £37.50 per night where an overnight stay has been authorised in advance by the Management Committee.
- 5.3 It is recognised that an essential function of committee seminars and conferences is the opportunity to network with other RSL's Committee Members. For this reason an allowance of £10 per head per night is available for extending hospitality. Receipts should be provided where appropriate.

6.0 LOSS OF EARNINGS

- 6.1 The Association will also reimburse a Committee Member for any loss of earnings or annual leave entitlement in the following circumstances:
- a) the payment is not being in respect of a routine meeting
 - b) the meeting or event could not have reasonably been held at an alternative time
 - c) the attendance of the Committee Member was required and authorised by the Management Committee
 - d) 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
 - e) 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 The Association will pay up to a maximum of £75.00 per day for loss of earnings or annual leave entitlement. Loss of earnings or annual leave entitlement will not be paid to those governing body members who are self employed.

7.0 TELEPHONES

- 7.1 The Association will make a contribution to the telephone costs of the four office bearers of the Association i.e. Chairperson, Vice Chairperson, Secretary and Treasurer.
- 7.2 Payment of this contribution will take place quarterly on production of the quarterly telephone account.
- 7.3 The current contribution is £22.00 per quarter and this payment is subject to taxation at the basic rate.