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**Lochfield Park**  
Housing Association

# **Lochfield Park Housing Association**

## **Committee Expenses Policy & Procedures**

## **1. Committee Expenses Policy Overview**

- 1.1 At their meeting in May 2012 the Management Committee agreed the policy and procedure relating to payment of expenses to Committee members. The Policy has been reviewed every 4 years since that date.
- 1.2 The Association will be responsible for the payment of all reasonable expenses incurred by Committee in the pursuance of Association business.
- 1.3 For the avoidance of doubt reasonable expenses shall include:
  - a) Second class rail travel
  - b) Meals where appropriate (using EVH rates which apply for staff members)
  - c) Child minding expenses
  - d) Out of pocket expenses
  - e) Adult dependent care

## **2 Principles, Aims & Remits**

### **2.1 The Principle**

The service provided by Committee Members is on a voluntary basis. Any payments to Committee Members cannot therefore be for any service. Only expenses reasonably incurred by Committee Members can be considered for reimbursement.

### **2.2 Aims of the Policy**

It is the aim of this Policy to assist and facilitate committee members wishing to attend committee meetings, seminars, training groups, conferences and other meetings or events in connection with Association business.

### **2.3 Remit of the Policy**

This Policy has been agreed by the Management Committee in order to clarify to all Committee Members the nature of expenses which will be reimbursed.

Expenses are defined as outlays and travelling expenses incurred while on business of the Association.

- a) Committee Members should be reimbursed for all legitimate expenditure incurred whilst representing the Association. All expenses should be submitted on the attached Committee Expenses Form. All expense claims will be required to be authorised by the Director prior to payment.

- b) Every attempt should be made to submit all receipts for expenditure to the Office Manager as soon as possible after the expenditure takes place.
- c) Committee reaffirms its commitment to the highest level of accountability and probity regarding any expenses paid to the Committee members.
- d) Committee member's expenses will be reported in the quarterly Management Accounts.
- e) The Committee will seek comment from its Auditor on any significant revision to this policy.
- f) Committee and staff should be aware that the requirement for a formal policy statement is designed to protect the individual and the organisation from criticism by the Auditor, the Scottish Housing Regulator and tenants / members of the Association.
- g) It is not permissible to allow honoraria or payment for loss of earnings or other notional losses to Committee members.

### **3. Policy Implementation**

#### **3.1 Introduction**

- a) In carrying out its business this Association follows the code of conduct as laid down by legislation, the Scottish Housing Regulator, Scottish Federation of Housing Associations and the Office of the Scottish Charity Regulator (OSCR).
- b) It is the policy of this Association that all members are able to participate in the Association activities and that no Committee member is prevented from taking part because of lack of money or because of responsibility for dependents. The Association will reimburse Committee members for out of pocket expenses and in the case of the Chairperson additional costs properly incurred on the business of the Association.
- c) Payment to Committee members will be in accordance with Schedule 2 of the Housing (Scotland) Act 2001 and Scottish Housing Regulator Guidance.
- d) The Association believes this is the only way to ensure everyone receives an equal opportunity to participate.

### **3.2 Travelling Expenses**

- a) Travel claims must be on the basis of actual expenses incurred. Travel should be by public transport whenever possible.
- b) If more than one Committee member attends the respective meeting and a taxi service is used, the taxi service should be shared.
- c) However, if the venue of the meeting is located at an existing rail link, then Committee members are requested to use train services. Suitable exceptions would be security risks or medical grounds.

### **3.3 Conference / Seminars / Training Courses**

- a) Committee members who attend any of the above events, which are related to the Association's business or the promotion, and development of the Association will have the respective fee paid by the Association.
- b) The attendance of the respective event must be approved by either a Sub or Management Committee of the Association.

### **3.4 Care of Dependents - Expenses**

- a) Care of dependents will be payable if incurred in the course of the Committee Members duties. The Committee member requesting the care of dependents expenses has to confirm that he or she would not be able to attend for the Association business unless childminding facilities are available.
- b) Payment will be made for children under 16 years of age and for adult dependents who are in receipt of Attendance Allowance.
- c) Payment will only be made if a non-household member is required to provide the service. Any person paid to carry out childminding duties must not be a member of the household or a close relative of the Committee Member.
- d) The maximum payment made will be at the recommended level levied by the Childminders Association. The method of payment will be in cash on receipt of a voucher signed by the carer and the Committee members, indicating the date and hours of service provided

### **3.5 Meal Expenses**

- a) The Association will pay for meals taken during the period of voluntary activity for events outwith the Association's area of operation. The maximum payable for subsistence allowance is the Employers in

Voluntary Housing rate. Subsistence will not be paid for events where meals are provided.

### **3.6 Conference Out of Pocket Expenses**

- a) Committee members who attend venues involving overnight seminars are entitled to claim an allowance to cover the cost of buying a round of drinks for a small group of people. The scale of the allowance set must be reasonable and justifiable. It is considered that in today's economic climate an allowance of £30.00 is reasonable.

### **3.7 Chairperson additional costs**

It is accepted that the Chairperson of the Association is in daily contact to assist in the running of the association and is contacted by telephone regularly. To offset this extra cost the association will meet the line rental and 25% of any calls.

## **4. Policy Review**

This policy will be reviewed again June 2019.