

<u>KNOWES HOUSING ASSOCIATION LTD</u>	
Policy Name	Payment of Expenses to Committee Members
Policy Category	Committee Governance
Policy Number	G03
Date to Committee	October 2019
Previous Review	October 2016
Next Review Date	October 2022
Links to other Policies	G04 Payments, Benefits and Corporate Accountability G05 Declaration of Interest
Consultation	Senior Management Team, Committee

1. POLICY AIMS AND OBJECTIVES

Schedule 7 Housing (Scotland) Act 2001 has been repealed, however Knowes Housing Association will continue to act within the spirit of Schedule 7, and will therefore not make payment or grant a benefit to a member of the Management Committee, Officer or Employee of the Association except in accordance with CSGN 2003/02. With the repealing of Schedule 7 the restriction on making payments to the Management Committee is removed, however the Charities and Trustee Investment (Scotland) Act 2005 prohibits payment of trustees unless trustees are providing a specific service to the Association.

2. LEGAL FRAMEWORK

Trustee Investment (Scotland) Act 2005
and explained in CSGN 2003/02

3. RISK ASSESSMENT

This policy sets out to avoid any risk to the Association of a payment or benefit being made to a committee member which is contrary to legislation. If such a payment were to be made the Association would be at risk of having serious penalties imposed by The charities regulator OSCR. The Scottish Housing Regulator could also take action against the Association if unlawful benefits were made to Committee Members.

4. THE POLICY

The Association will meet expenses which Committee Members (including voluntary workers), 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 with the Terms and Condition of Employment and the Staff Expenses' Policy.

This policy also covers the condition on which the Association will make payments related to loss of earnings, and the circumstances in which allowances are payable.

4.1 Conditions for Paying Expenses

Expenses will only be paid:

- For actual expenses where a receipt is provided
- To attend Management Committee meetings or meetings of Sub Committee of which the person is a member
- 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.

4.2 Eligible Expenses

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.

Travel: 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.

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.

Under the terms of this policy, this includes

- Standard class fares on public transport fares (rail, bus, air or ferry)
- Taxi fares
- Car mileage. Mileage is payable at EVH rates which apply for employees with their Terms and Conditions of Employment as amended from time to time.

Meals: Meal expenses will be payable to Committee 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 additional expenditure.

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

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

Breakfast	£5.00
Lunch	£10.00
Afternoon Tea	£5.00
Evening Meal	£25.00

Child Care: The costs incurred through having to have a child looked after while 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 members' household.

Children or other dependants must normally live with the Committee Member and children must be under the age of 16.

Expenses for care of dependants will be paid at the minimum wage which will be calculated in accordance with Government guidance at the time. In special circumstances agreed with the Director payment may be made at rates above the minimum wage.

Up to a maximum of £40 in any 24 hour period

Expenses will be paid on receipt of a signed and authorised claim form.

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

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

Care of Other Dependent Relatives: Committee Members can also claim expenses incurred through having other dependent relatives cared for while they are carrying out duties as a committee Member, providing they can provide a receipt for expenses incurred and the person caring for the dependent is not a member of the Committee Members' household.

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.

Accommodation: 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 £85 per night for bed and breakfast. A receipt must be provided.

4.3 Claiming Expenses

Claims should be made only for expenses, which are allowed for within this policy.

All claims must be made on the official expenses claim form. This must be completed in full and signed and dated by the claimant. The claim must then be authorised by the Treasurer or a member of Finance Section.

The payment of expenses is normally made upon submission of the authorised claim form. Receipts must be provided for all expenses claimed.

4.4 Allowances

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.

The allowance will be £20 per night where an overnight stay has been authorised in advance by the Management Committee and will be paid in advance.

4.5 Loss of Earnings

The Association will also reimburse a Committee Member for any loss of earnings or annual leave entitlement in the following circumstances, which are consistent with the Determination made by Scottish Homes in SHGN 99/09

- The payment is not being made in respect of a routine meeting
- The meeting or event could not have reasonably been held at an alternative time
- The attendance of the Committee Member was required and authorised by the Management Committee
- 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
- 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.

The Association will pay **up to** a maximum of £100.00 per day for loss of earnings or annual leave entitlement. Loss of earnings will not be paid to those governing body members who are self-employed.

5. EQUALITIES STATEMENT

Through this policy, no member of staff, committee or other person will be discriminated against on grounds of sex or marital status, on racial grounds, or on grounds of disability, age, sexual orientation, language or social origin, or of other personal attributes, including beliefs or opinions, such as religious beliefs or political opinions.

6. APPEAL

In the event that any Committee Member feels they have been unfairly treated in the delivery of this policy, they can appeal to the Chairperson, the Chairperson would appeal to EVH.