



fairfield housing  
co-operative

## **MANAGEMENT COMMITTEE TRAVEL & EXPENSES POLICY**

**Approval date: 26 February 2019**

**Approved by: Management Committee**

**Review date: March 2021**

**Effective date: 27 February 2019**

**Policy Owner: Management Committee**

**Policy Author: Susan Bell, Corporate Manager**

### **This policy applies to**

Management Committee Members of Fairfield Housing Co-operative, including any Co-optees and board members statutorily appointed by the Scottish Housing Regulator.

### **Policy Summary**

The Management Committee Expenses Policy provides guidance to the Management Committee on the reimbursement of any expenses which have incurred whilst undertaking the duties contained within their role.

### **Equalities**

Fairfield Housing Co-operative will ensure there is a consistent approach in promoting equality and diversity across all areas and this policy will be administered in accordance with the Fairfield Policy on Equality and Diversity (to be reviewed).

### **Privacy**

This document fully complies with General Data Protection Regulations (2018).

### **Compliance**

#### **SHR Regulatory Standards**

Standard 3 - The RSL manages its resources to ensure its financial well-being and economic effectiveness.

Standard 5 - The RSL conducts its affairs with honesty and integrity.

#### **Other Guidance**

SHR Regulatory Advice Note: Payments and Benefits 2012

SFHA Model Management Committee Members Guide

### **Related Policies**

Entitlements, Payments and Benefits Policy  
Code of Conduct (Governing Board Members)  
Financial Regulations

## CONTENTS

## PAGE NO.

1.	Introduction .....	4
2.	Principles .....	4
3.	Objectives .....	4
4.	Approach and Method.....	5
4.1.	Travel Expenses.....	5
4.2	Child Minding or Carer Expenses .....	6
4.3	Subsistence Expenses .....	6
4.4	Hospitality .....	7
4.5	Making Expense Claims .....	7
5.0	Breaches of this Policy .....	8
6.0	Monitoring and Performance Measurement Reporting .....	8
7.0	Complaints .....	8
8.0	Policy Availability .....	8
9.0	Review .....	9

## 1.0. INTRODUCTION

- 1.0 Committee Members serve on the Management Committee at Fairfield Housing Co-operative (FHC) as volunteers (either elected, co-opted or appointed) and are not paid for their role. However it recognised that during the course of carrying out business on behalf of the Co-operative certain expenses will be incurred. It is appropriate that Committee Members are reimbursed for incidental out of pocket expenses and travel reimbursement. These do not need to be declared on the Register of Interests, providing claims are made in accordance with this policy and authorised by the Chief Executive (or Corporate Manager in their absence). The policy also sets out the eligible out of pocket expenses that will be paid and the level of payments to be applied.

## 2.0 PRINCIPLES

The following principles govern the operation of this:

- Our Management Committee Members should neither be financially advantaged or disadvantaged in carrying out their duties.
- Clear guidance is provided for Management Committee on what can be claimed as expenses and the method for doing this.
- Clear and transparent guidance for staff on how to administer this policy and the process for authorisation.
- Outline the procedure and process for the reimbursement of any expenses that are incurred by any Committee Member while on Co-operative business.
- Identify the rate of subsistence allowances to reimburse the necessary costs of meals, accommodation and travel arising as a result of official duties.
- Provide current payment rates where appropriate which are detailed within Appendix 1.

## 3.0 OBJECTIVES

The objectives of this policy are to:

- Ensure compliance with the Regulatory Standards of Governance and Financial Management with particular attention to Standard 3 - The RSL manages its resources to ensure its financial well-being and economic effectiveness and Standard 5 - The RSL conducts its affairs with honesty and integrity.
- Ensure that the Management Committee expenses policy is consistent with other current FHC Policies including our Entitlements, Payment and Benefits policy, Code of Conduct for Governing Body Members and Financial Regulations.

- Provide appropriate expenses in line with the monetary guides outlined within EVH Salaries and Allowances of which we are full members.

## 4.0 APPROACH AND METHOD

The Management Committee in its formal approval of the policy acknowledges that it accepts full responsibility for its implementation and will ensure it complies with any regulation and guidance on the payment of out of pocket expenses. The Chief Executive will regularly review the policy to ensure reasonable out of pocket expenses are comparable with the sector norms, remain in line with and statutory guidance and do not unfairly affect those individual volunteers on the Management Committee.

Day-to-day responsibility for the operation of this policy lies with the Chief Executive and Corporate Manager who will be responsible for the implementation and administering of the policy and ensure appropriate systems and controls are in place to support the application of the policy. All relevant employees have a responsibility to ensure that this policy is applied as instructed.

The policy will be implemented using the following approaches:

### 4.1 TRAVEL EXPENSES

4.1.1 Committee Members will be reimbursed for travel costs relating to attendance at the following:

- Management Committee meetings including sub-committee meetings, working groups and any other delegated groups of the Management Committee
- External meeting where authorised by Committee
- Training events
- Seminars and conferences
- Tenant meetings
- Where the Committee Member is representing FHC on any official business.

It is recognised that should the Committee Member be using their own vehicle for travel then receipts or tickets would not be applicable but all claims must be accompanied by a certified claim form.

In all other instances all claims must be accompanied by the certified claim forms and receipts which identify the date, costs and mode of journey.

4.1.2 Where Committee 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 and where possible, tickets should be booked well in advance to obtain cheaper fares.

- 4.1.3. Wherever possible, the use of taxis should be limited to short journeys and/or where no other suitable transport is available.
- 4.1.4 The HMRC recommended mileage rate will be applied to Committee Members using their own vehicle. Committee Members will be responsible for ensuring that their motor insurance policy covers them whilst travelling on FHC business. Committee Members are required to outline within the expense claim the date, journey to and from and the number of miles incurred when making a claim.
- 4.1.5 Any Committee Member claiming mileage costs will be responsible for any required tax declarations and payment of liabilities to HMRC.
- 4.1.6 Committee Members who use their own vehicle to take fellow Committee Members to and from the meetings and events listed at 4.1 above will be reimbursed at the recommended HMRC mileage rates.
- 4.1.7 Car parking fines and other motoring penalties incurred whilst travelling on FHC business will be the responsibility of the Committee Member.

## **4.2 CHILD MINDING OR CARERS' EXPENSES**

- 4.2.1 To fulfil the duties expected of Committee Members and to ensure a representative balance of skills and experience on the Management Committee, FHC will meet reasonable expenses for child minding or carers' costs.
- 4.2.2 Payment of child care and carers' costs will normally be made when Committee Members are attending committee meetings, training events, seminars and conferences or whilst acting on FHC business.
- 4.2.3 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). Carers' actual costs will be paid provided these are reasonable and a receipt is provided, and payment will be capped at the current national living wage per hour or equivalent cost.
- 4.2.4 Payment of child minding or carers' expenses will not normally exceed 10 hours in a month.

## **4.3 SUBSISTENCE EXPENSES**

- 4.3.1 If Committee Members are required to attend events away from FHC 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.
- 4.3.2 Committee Members are expected to ensure that expense is kept to a reasonable level. Rates for subsistence allowance will be based on EVH Salaries and Allowances

that are issued annually.

- 4.3.3 Where accommodation costs are not covered in any other way, for example within a delegate fee, Committee Members will have their actual accommodation expenses paid, up to a reasonable limit, for bed and breakfast by the Co-operative. This overnight accommodation will be booked by the Corporate Manager on behalf of the Committee Member(s) taking into account the requirements to ensure value for money on behalf of the Co-operative. Where possible, the staff member will also arrange for the invoice to be sent directly to FHC to avoid the Committee Member having to pay the bill on departure.
- 4.3.4 Where this is not possible, the Committee Member will agree the accommodation and costs with the Corporate Manager in advance and pay the cost directly but obtain a receipt. This will then be re-imbursed promptly from FHC on receipt of a completed claim form accompanied by the receipt.
- 4.3.5 Where evening entertainment is provided at an event / conference, it is recognised by FHC that this provides Committee Members with an effective opportunity to network with other sector colleagues within an informal setting. As such Committee Members will receive an appropriate level of expenses for attendance at evening events which will regularly be benchmarked with other comparable RSLs to ensure that this remains appropriate and in line with sector norms. Please see appendix 1 for details of the overnight subsistence payment. Any claims should be accompanied by receipts where appropriate.

#### **4.4 HOSPITALITY**

- 4.4.1 It is recognised that occasionally Committee Members may be invited to attend some forms of hospitality. Any hospitality must be approved by the Management Committee prior to attendance to ensure it is compatible with FHC's objectives, doesn't represent any conflict of interest and complies with our Entitlements, Payments and Benefits policy.
- 4.4.2 Once approved, acceptance of hospitality is permitted for Committee Members up to a value of £50 and must be recorded in the Entitlements, Payments and Benefits register, along with an estimation of the value of hospitality received, within five days of attendance.

#### **4.5 MAKING EXPENSE CLAIMS**

- 4.5.1 Claims for expenses should be made promptly and be submitted on the Expenses Claim Form, which will be provided to the respective FHC Committee Member. The claim form and supporting receipts will be passed to the Chief Executive or Corporate Manager for authorisation. Expenses not supported with receipts may not be paid. Expenses payments will be paid by BACS transfer. Claims will only be paid by cash in exceptional circumstances.
- 4.5.2 Claims should be made with 6 months and by the financial year end of which they have occurred.

## **5.0 BREACHES OF THIS POLICY**

- 5.1 Any alleged breach of this policy should be reported to the Chair, Convenor of Audit, Risk and Finance Sub Committee, Chief Executive or Corporate Manager immediately and this will be dealt with according to the protocol for a breach of the Governing Body Code of Conduct.

## **6.0 MONITORING AND PERFORMANCE MEASUREMENT REPORTING**

- 6.1 All payments made to Committee Members will be monitored by the Chief Executive quarterly and reported to the management Committee annually.
- 6.2 The Chief Executive will monitor cumulative expense claims and ensure these remain in line with budget, there are no unreasonable, unauthorised or potentially dubious expenses being claimed and that they do not impact financially on the operations of FHC.
- 6.3 Budget provision and summary of all payments made to Committee Members will be presented to Management Committee annually and will also be included within the Annual Accounts, which are published on the Co-operative's website and presented to Shareholders annually. Any matter which demonstrates a serious failure of internal controls should also be reported immediately to the Chief Executive.
- 6.4 The following areas also will be subject to monitoring and evaluation:
- Risks
  - Impacts and outcomes
  - Financial and regulatory implications
  - Compliance with policy requirements and procedures

These will be actively monitored by the Chief Executive and Corporate Manager.

- 6.5 Any matter which demonstrates a serious failure of internal controls should also be reported immediately to the Chair of the Management Committee and also the Convenor of the Audit, Risk and Finance Sub Committee.

## **7.0 COMPLAINTS AND APPEALS**

FHC Committee (e.g.) have the right to appeal any decisions made on matters covered by this Policy according to FHC's Grievance Policy and Procedures/Standing orders/Rules etc.

## **8.0 POLICY AVAILABILITY**

This Policy will be provided to Committee Members on joining the Management Committee and available on request.

## 12.0 REVIEW

This policy will be reviewed every 2 years, with the next review being due in March 2021.

An interim review may take place in the event of changes to good practice, or regulatory requirements.

Payment rates are subject to review and are included at Appendix 1 which will be updated on an annual basis.

## APPENDIX 1

### Travelling by Own Vehicle

- First 10,000 miles 45p
- Per mile thereafter 25p
- Passenger per mile 5p
- Motorcycles per mile 24p
- Bicycles per mile 20p

These rates are reviewed in line with HMRC.

Any expenses claim must detail the number of miles travelled, the destination and the purpose of the journey.

### Overnight Subsistence

Committee Members will receive an appropriate level of expenses for attendance at any evening event / conference. FHC will pay up to a maximum of £25 per evening and receipts should be obtained and expense claims made in the usual manner.

### Subsistence Allowances

When applicable the allowances are:

#### 2018

- On duty 10 hours plus £ 16.48
- 5 – 10 hours out with area £ 10.08

#### 2019

- On duty 10 hours plus £ 16.85
- 5 – 10 hours out with area £ 10.31

Only in exceptional circumstances may these allowances be exceeded.

### Child Care / Carers Allowance

It is acknowledged that from time to time Committee Members with care responsibilities for dependents or those with particular needs may have to make arrangements to have them looked after to attend to Co-operative business. When these situations occur the Co-operative will pay the national living wage towards the overall cost of care subject to the following conditions:

- The children are aged sixteen and under or the Co-operative have been advised of the individual requiring care and their particular needs.

- The person looking after the children or individual requiring care is not a member of the household, for example spouse, older children or close relative, live in partner etc
- Receipts must be provided with any expenses claim being made stating the name and address of the person looking after the children or individual requiring care including dates and duration of the childminding activities undertaken.
- The maximum time period to which expenses can be claimed will be 10 hours in any one day. For staff or Committee Members attending conferences lasting more than one day, each individual claim will be considered sympathetically

### National Living Wage

Year	25 and over	21 to 24	18 to 20	Under 18	Apprentice
April 2018 (current rate)	£7.83	£7.38	£5.90	£4.20	£3.70
April 2019	£8.21	£7.70	£6.15	£4.35	£3.90