

# Management Committee Expenses Policy and Procedures

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## Scottish Social Housing Charter Relevant Standards and Outcomes

STANDARD	OUTCOME
<p data-bbox="188 394 711 465"><b>Section:- Getting good value from rents and service charges</b></p> <p data-bbox="188 504 504 539">13 Value for money</p> <p data-bbox="264 577 767 649">Social landlords manage all aspect of their businesses so that:</p> <ul data-bbox="264 689 780 873" style="list-style-type: none"><li data-bbox="264 689 780 873">• <i>tenants, owners and other customers receive services that provide continually improving value for the rent and other charges they pay.</i></li></ul>	<p data-bbox="809 504 1390 981">This <b>standard</b> covers the efficient and effective management of services. It includes minimising the time houses are empty; managing arrears and all resources effectively; controlling costs; getting value out of contracts; giving better value for money by increasing the quality of services with minimum extra cost to tenants, owners and other customers; and involving tenants and other customers in monitoring and reviewing how landlords give value for money.</p>

## Scottish Housing Regulator – Relevant Standards of Governance and Financial Management and Guidance

STANDARD	GUIDANCE
<p><b>1</b> The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.</p>	<p><b>1.3</b> The governing body ensures the RSL complies with its constitution and its legal obligations. Its constitution adheres to these Standards and the constitutional requirements set out below.</p>
<p><b>3</b> The RSL manages its resources to ensure its financial well-being, while maintaining rents at a level that tenants can afford to pay.</p>	<p><b>3.1</b> The RSL has effective financial and treasury management controls and procedures, to achieve the right balance between costs and outcomes, and control costs effectively. The RSL ensures security of assets, the proper use of public and private funds, and access to sufficient liquidity at all times.</p>
<p><b>5</b> The RSL conducts its affairs with honesty and integrity.</p>	<p><b>5.1</b> The RSL conducts its affairs with honesty and integrity and, through the actions of the governing body and staff, upholds the good reputation of the RSL and the sector.</p> <p><b>5.2</b> The RSL upholds and promotes the standards of behaviour and conduct it expects of governing body members and staff through an appropriate code of conduct. It manages governing body members' performance, ensures compliance and has a robust system to deal with any breach of the code.</p>

# **MANAGEMENT COMMITTEE EXPENSES POLICY AND PROCEDURES**

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# **MANAGEMENT COMMITTEE EXPENSES POLICY AND PROCEDURES**

## **1. INTRODUCTION**

- 1.1 The Association will not make payment or grant a benefit to a Management Committee member, officer or employee of the Association (or anyone who has been one of these within the preceding 12 months) except in accordance with guidance issued by Communities Scotland.
- 1.2 The Association will meet expenses which Management 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 paid.

## **2. CONDITIONS FOR PAYING EXPENSES**

- 2.1 Expenses will only be paid:
  - for actual expenses for which a receipt is provided, other than in exceptional circumstances.
  - to attend Management Committee meetings or meetings of a 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.

## **3. ELIGIBLE EXPENSES**

- 3.1 In any of the above circumstances expenses will only be paid for the following:
  - Travel
  - Meals
  - Child care
  - Care of other dependent relatives
  - Support to Management Committee members requiring assistance for health or disability reasons
  - Accommodation
  - Postage and telephone costs
  - Protective clothing

Such expenses will be paid only 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. Rates payable by the Association will be reviewed annually by the Management Committee.

### 3.2 Travel

3.2.1 Management Committee Members are expected to use the most cost effective form of transport unless there are specific reasons why an alternative has to be used, such as for issues of safety, accessibility where a member is frail or has a disability, or where the times of departure or arrival are not suitable.

3.2.2 The Association will meet any travel expenses incurred by any Management Committee member providing it falls within the conditions for paying of expenses as set out above.

3.2.3 Under the terms of this policy, this includes:

- standard class fares on public transport (rail, bus, air or ferry)
- taxi fares
- car mileage at the rate agreed annually
- bridge tolls, car parking fees (fines for breaching parking regulations are not included)

### 3.3 Meals

3.3.1 Meal expenses will be payable to Management 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.

3.3.2 Meal expenses would cover lunch and afternoon tea, and where official duties require it, an overnight stay, evening meal and breakfast. Actual expenses will only be paid, up to the maximum amounts agreed annually.

### 3.4 Child Care

3.4.1 The costs incurred through having to have a child looked after while carrying out duties as a Management 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 Management Committee's household.

3.4.2 Childminding expenses will be paid for any child or stepchild of a Management Committee member, or any child for whom the Management Committee member is the legal guardian. The child must normally live with them, and be under the age of 16. Costs will be covered at the average rate payable in Highland.

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

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

### 3.5 Care of Other Dependent Relatives

3.5.1 Management Committee members can also claim expenses incurred through having other dependent relatives cared for while they are carrying out duties as a Management 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 Management Committee's household.

3.5.2 The Association may ask for documentary evidence of the relationship of the dependent to the Management 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.

3.5.3 The same rates will apply as for childcare with the same maximum amount payable.

### 3.6 Support to Management Committee members

3.6.1 Expenses will be payable for a Carer to accompany a Management Committee member who requires assistance for health and disability reasons and would otherwise be unable to attend the event. The Association will meet the cost of actual expenses incurred by the Carer, for which receipts will be required.

### 3.7 Accommodation

3.7.1 Where accommodation costs are not covered in any other way e.g. within a delegate fee, Management Committee members will have their actual accommodation expenses paid, up to an agreed limit per night for bed and breakfast. A receipt must be provided.

3.7.2 Where the Management Committee member chooses to stay with family or friends a hospitality gift, up to the value of agreed annually, may be reclaimed as an eligible expense.

### 3.8 Postage and Telephone Costs

3.8.1 Where a Management Committee member incurs costs for postage, stationery or telephone calls in connection with the business of the Association, the Association will reimburse actual costs. A receipt must be provided.

### 3.9 Protective Clothing

- 3.9.1 In the event that a Management Committee member requires the use of protective clothing for the safe discharge of his/her duties, such expense will be met by the Association.

## 4. **CLAIMING EXPENSES**

- 4.1 Claims should be made only for expenses which are allowed for within this policy.
- 4.2 All claims must be made on the Association's Expenses Claim Form. This must be completed in full and signed and dated by the claimant. Receipts must be provided for all expenses claimed.
- 4.3 The claim will then be authorised in accordance with the Association's Financial Regulations.

## 5. **LOSS OF EARNINGS**

- 5.1 In line with Communities Scotland guidance, the Association will also reimburse a Management Committee member for any loss of earnings or annual leave entitlement in the following circumstances:
- 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 Management Committee member was required and authorised by the Management Committee
  - another Management 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 Chair 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
- 5.2 The upper limit payable by the Association for the loss of earnings will be the level set for loss of earnings for jury service. Loss of earnings will not be paid to those Management Committee members who are self employed.

## 6. **GENERAL DATA PROTECTION REGULATIONS**

- 6.1 The Association will treat your personal data in line with our obligations under the current data protection regulations and our own policies and procedures.
- 6.2 Information regarding how your data will be used and the basis for processing your data is provided in the Association's Privacy Policy.

## **7. REVIEW**

- 7.1 This document will be reviewed by the Management Committee or Sub-Committee set up for that purpose in accordance with the requirements of the Association's Register of Policies and Procedures.
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