



# Williamsburgh

## HOUSING ASSOCIATION

• Limited •

### Committee Members Expenses Policy and Procedures

Policy Title:	Committee Members Expenses Policy and Procedures		
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Committee Meeting/Date:	501 <sup>st</sup> Management Committee Meeting 2 <sup>nd</sup> October 2019	Review Date:	2 <sup>nd</sup> October 2020

This policy can be made available in different languages and other formats on request.

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## 1. Introduction

It is the belief of Williamsburgh Housing Association that, since the service provided by committee members is on a voluntary basis, members should receive no benefit or payment for carrying out their duties. While payments cannot be made to committee members for any services, the Association can reimburse reasonable out of pocket expenses properly incurred on Association business.

## 2. Aims and Objectives

The objective of this policy is to ensure that:

- Committee members are aware of the expenses that can legitimately be claimed.
- Committee members are aware of their obligations with regard to the claiming of expenses.

The policy aims to assist and facilitate committee members wishing to attend committee meetings, seminars, training, conferences and other meetings or events in connection with Association business.

### 3. Principles

This policy has been approved by the Management Committee, in order to clarify to all committee members the nature of expenses which will be reimbursed.

Expenses are defined as fees, outlays and travelling expenses incurred while on Association business.

- Committee members should be reimbursed for all legitimate expenditure incurred whilst representing the Association. Approval by the Management Committee for such actions should, whenever possible, be obtained in advance.
- Every attempt should be made to submit all receipts for expenditure to the Administrative Officer, as soon as possible after the expenditure takes place.
- The Committee in adopting/reviewing this policy reaffirms its commitment to the highest level of accountability and probity regarding any expenses paid to committee members.
- Should it be felt necessary, the Committee will seek comment from its Auditor and/or the Scottish Housing Regulator on any revision to this expenses policy.
- Committee 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 Housing Regulator and tenants/members of the Association.

## 4. Authorised Payments

### Conference/Seminars/Training Course

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.

Attendance at such events must be approved by either the Management Committee, a Sub Committee or the Chief Executive. All fees and charges relating to attendance at approved conferences, seminars, training events and meetings will be reimbursed.

Subsistence Committee members who attend events involving an overnight stay will be granted an allowance, to cover out of pocket expenses. The allowance, will be payable to assist with the costs faced by committee members representing the Association at such events and will be paid at the same rate as subsistence payments which are set annually by committee and are in line with EVH rates.

### Travelling Expenses

Committee members who require transport to attend meetings due to distance to the Association's office, reasons of security, or due to medical conditions, will be reimbursed for their outlays. Committee members are requested to share this service, in order to minimise costs.

Committee members who attend training seminars, conferences or meetings will be reimbursed for taxi travelling expenses. If more than one committee member attends the respective meeting, the taxi service requires to be shared. If the venue of the meeting is, however, located at an existing rail link, then committee members are requested to use the train services. Exemptions are security risks or medical grounds.

#### 4. Authorised Payments Contd.

##### Travelling Expenses Contd.

The Association will reimburse actual travelling costs incurred on approved Association business. Travel expenses will be paid on public transport, taxi fares or the 'appropriate' mileage allowance, where applicable.

While it is right and proper to compensate committee members who use their private car on Association business, in order to ensure that it is not a payment, by which they can profit, it should be based on a figure which is nationally agreed to be fair and reasonable. The Housing Regulator has no fixed policy on car mileage. We will, therefore, use the same figure as that paid to staff, in line with the HMRC's Approved Mileage Allowance Payments Scheme. These rates are published annually.

Where a private car is used, the committee member will be required to demonstrate that their vehicle is comprehensively insured for such business use as well as private purposes, before a claim can be paid. As such, members must complete the relevant declaration (Appendix No.1) confirming their insured status and forward it to the Administrative Officer.

The Association will not accept responsibility for damage to a member's car or for injury to the occupants, whilst the car is being used for business purposes.

Mileage payment, for the use of a private care for journeys out-with the Greater Glasgow area, will generally only be available when 3 or more people travel together. Payment will be based on reimbursement of public transport costs unless the cost of public transport exceeds the appropriate mileage payment.

#### 4. Authorised Payments Contd.

##### Care of Dependants Expenses

Care of dependants expenses will be payable, if incurred in the course of the committee member's duties. The committee member requesting care of dependants expenses must confirm that he or she would not be able to attend to Association business, unless childminding facilities are available.

Payment will be made for children under 16 years of age and for adult dependants who are in receipt of Attendance Allowance.

Payment will only be made if a non-household member is required to provide the service. Babysitting by a husband/wife/member of the household/relative will not be paid.

The method of payment will be in cash, on receipt of a voucher signed by the carer and the committee member, indicating the date and hours of service provided.

The Association's policy on childminding arrangement, is attached (Appendix No.2). The hourly rate payable is contained within this policy statement.

##### Other Meal Expenses

In most circumstances the Association will have made arrangements to provide and pay for meals for committee members involved in Association business. There may, however, be an occasion where this is not possible e.g. meals while travelling. Payment in respect of such meals will be reimbursed on production of receipts. The prevailing upper limit on such items is:

Breakfast or Lunch:     £10.00

Evening Meal:           £15.00

## 5. Procedure

All claims should be presented, in the first instance with the appropriate receipts, to the Admin. Officer (Appendix No.3). All claims will be authorised by the Chief Executive or Finance Manager.

Committee members are expected to claim legitimate expenses incurred on Association business, even if they do not intend to keep them. In these circumstances the committee member can either give the monies back to the Association or nominate a charity to receive them.

The Association will not accept liability for any tax payable where the committee member is in employment. Where the member is in receipt of state benefit, the onus is on the individual to declare any payments.

## 6. Evaluation and Monitoring

Williamsburgh Housing Association has adopted the principle that service by committee members is provided on a purely voluntary basis. While committee members should receive no payment or benefit for carrying out their duties, it is appropriate for the Association to reimburse reasonable out of pocket expenses properly incurred on Association business.

In order to maintain standards of conduct and probity we have procedures in place to administer the payment of expenses.

This paper identifies how we will seek to achieve the highest standard of integrity in the management of Williamsburgh Housing Association, within this area.

Details of expenses paid to committee members will be presented for the management committee's consideration within our management accounts. On an ongoing basis, the arrangements will be managed, with individual claims being considered, as they arise.

Details of expenses paid to committee members will be incorporated into our published annual accounts.

## 7. Review

The Management Committee will have regard to this policy each year following the Annual General Meeting, in order that it can be brought to the attention of new committee members. Any revisions deemed necessary, can be considered at this time, otherwise the policy will be reviewed by the Management Committee every three years to ensure that it responds to any changing circumstances.

**WHA Appendix F - Vehicle Declaration Form**

<b><u>For Users of Personal Vehicles on Company Business</u></b>	
I have a full and valid driver's licence	
My vehicle is insured for business use, has a current MOT and is road-taxed	
I will maintain my vehicle in a roadworthy condition at all times	
I know of no adverse health effects that may affect my ability to drive	
I have/do not have (delete as appropriate) vehicle breakdown cover. Should I not have breakdown cover, I will be responsible for any costs associated with the repairing/pick up of my vehicle should it break down.	
I will not use my mobile phone whilst driving including via a hands-free kit	
I understand that I may be held liable should any of the above points no longer apply and I have not reported this to the Secretary to the Health and Safety Committee	

Committee Member's Signature		Date	
Secretary to the Health & Safety Committee		Date	

Policy Statement on Payments to Committee Members for Care Dependants

1. Childminding expenses will be payable, as incurred in the course of a committee member's duties. A committee member requesting childminding expenses has to confirm that, he or she is unable to attend to Association business, unless childminding facilities are available.
2. Payment will be made for children under 16 years of age and for adult dependants who are in receipt of attendance allowance.
3. Where appropriate, the Association will consider providing accommodation costs for children under 16 years of age who are obliged to attend with parents.
4. A maximum of 8 hours will be paid in any one day.
5. Payment will only be made if a non-household member is required to provide the service. Babysitting by a husband/wife/member of the household/relative will not be paid.
6. Payment will be as follows:
  - Minder aged 18 : £4.20 per hour
  - Minder aged 18-20 : £5.90 per hour
  - Minder aged 21-24 : £7.38 per hour
  - Minder aged 25+ : £7.83 per hour  
(figures based on prevailing minimum wage rates)
  - Qualified Carer (such as a nurse) where necessary to mind special needs child : £20.00 per hour.
7. The method of payment will be in cash, on receipt of a voucher signed by the babysitter and the committee member indicating the date and hours of service provided.



