

## MANAGEMENT COMMITTEE EXPENSES POLICY

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| <b><i>Purpose:</i></b>              | Management Committee Expenses   |
| <b><i>Date:</i></b>                 | 19 September 2018   |
| <b><i>Review Date:</i></b>          | 19 September 2021   |
| <b><i>Guidance:</i></b>             | SHR Regulatory Advice Note: Payments and benefits 2012<br>DPHA Payments entitlements and benefits policy<br>DPHA Conduct for Management Committee Members<br>SFHA Model Management Committee Members Guide<br>DPHA Financial Regulations and Procedures |
| <b><i>Regulatory Standards:</i></b> | Standard 3 - The RSL manages its resources to ensure its financial well-being and economic effectiveness.<br>Standard 5 - The RSL conducts its affairs with honesty and integrity.  |
| <b><i>Committee Meeting:</i></b>    | Management Committee  |
| <b><i>Committee Approval:</i></b>   | 19 September 2018   |
| <b><i>Amendments:</i></b>           | As per meeting held on 17 October 2018  |

**CONTENTS**

**PAGE NO.**

1. Introduction ..... 3

2. Responsibility ..... 3

3. Travel Expenses ..... 3

4. Child Minding or Carer Expenses ..... 4

5. Subsistence Expenses ..... 4

6. Hospitality ..... 4

7. Making Expense Claims ..... 5

8. Breaches of this Policy ..... 5

9. Public Accountability / Reporting ..... 5

  

**Appendix 1: Certificate of Undertaking ..... 6**

## **1.0 INTRODUCTION**

- 1.1 Committee members serve on the Management Committee at Dalmuir Park Housing Association (DPHA) as volunteers and are not paid for their role. However, on the Directors approval committee members can reimburse for incidental out of pocket expenses and travel reimbursement. These do not need to be declared, providing claims are made in accordance with this policy. 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 RESPONSIBILITY**

- 2.1 The Management Committee will ensure this policy complies with regulation and guidance on payment of out of pocket expenses and the Director will regularly review the policy to ensure reasonable out of pocket expenses are issued and monitored. Thereafter, the Corporate Services Officer will implement the policy and ensure systems and controls are in place to support the application of the policy.

## **3.0 TRAVEL EXPENSES**

- 3.1 Committee Members will be reimbursed for travel costs relating to attendance at committee meetings, training events, tenant meetings, seminars and conferences and where the Committee Member is on official DPHA business. All claims should be accompanied by tickets or receipts.
- 3.2 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.
- 3.3 The use of taxis should be limited to short journeys and/or where no other suitable transport is available.
- 3.4 The EVH/HMRC recommended mileage rate will be applied to Committee Members using their own vehicle (issued annually with EVH Salaries and Allowances). Committee Members will be responsible for ensuring that their motor insurance policy covers them whilst travelling on DPHA business.
- 3.5 The Director will annually authorise Management Committee 'authorised car users' within the terms of this policy. This will be forwarded to the Corporate Services Officer who will ask Committee Members to complete a Certificate of Undertaking **Appendix 1**, prior to millage being claimed.
- 3.6 Any Committee Member claiming mileage costs will be responsible for informing HMRC, where this applies.
- 3.7 Committee Members who use their own vehicle to take fellow Committee Members to and from the meetings and events listed at 3.1 above will be reimbursed at the recommended EVH/HMRC mileage rate as above.

3.8 Car parking fines and other motoring penalties incurred whilst travelling on DPHA business will be the responsibility of the Committee Member.

#### **4.0 CHILD MINDING OR CARERS EXPENSES**

4.1 To fulfil the duties expected of Committee Members and to ensure a representative balance of skills and experience on the Management Committee, DPHA will meet expenses for child minding or carers' costs.

4.2 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 DPHA business.

4.3 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). Registered carers actual costs will be paid provided these are reasonable and a receipt is provided. Unregistered carers costs will be paid at the current national minimum wage per hour.

4.4 Payment of child minding or carers expenses will not exceed more than 10 hours in a month.

#### **5.0 SUBSISTENCE EXPENSES**

5.1 If Committee Members are required to attend events away from DPHA 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.

5.2 Where choice is available subsistence should be moderately priced. Rates for subsistence allowance are issued annually with EVH Salaries and Allowances.

5.3 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. Overnight accommodation will be reserved by the respective staff member on behalf of its' Committee Members. The staff member will also arrange for the invoice to be sent directly to them to avoid the Committee Member having to pay the bill on departure.

5.4 Where evening entertainment is provided at an event, Committee Members are expected to buy their own drinks.

#### **6.0 HOSPITALITY**

6.1 Hospitality is permitted for Committee Members up to a value of £50, and must be recorded in the Gifts and Hospitality register, along with an estimation of the value of hospitality received, within five days of attendance.

6.2 Committee Members will not normally be reimbursed for any expenses incurred in providing hospitality to any DPHA business associates.

## **7.0 MAKING EXPENSE CLAIMS**

7.1 Claims for expenses should be made promptly and be submitted on the Expenses Claim Form, which will be provided to the respective DPHA Committee Member. The claim form and supporting receipts will be passed to the Director for authorisation. Expenses not supported with receipts may not be paid. Expenses payments can be made by cheque or by BACS transfer where bank details are provided. Claims will only be paid by cash in exceptional circumstances.

## **8.0 BREACHES OF THIS POLICY**

8.1 Any alleged breach of this policy should be reported the Director immediately and this will be dealt with according to the protocol for a breach of the Governing Body Code of Conduct.

## **9.0 PUBLIC ACCOUNTABILITY/REPORTING**

9.1 All payments made to Committee Members will be monitored by the Director quarterly. Budget provision and summary of all payments made to Committee Member will be presented to Management Committee annually and will also be included within the Annual Accounts, which are published on the Association's website and presented to Shareholders annually.

## APPENDIX 1

### CERTIFICATE OF UNDERTAKING

In compliance with the Association's Expenses Policy all Committee Members, who use their cars in order to attend meetings/events or otherwise to carry out the business of the Association, are required to complete and return this form to the Senior Corporate Services Officer.

COMMITTEE MEMBER: \_\_\_\_\_

MAKE/MODEL OF CAR: \_\_\_\_\_

ENGINE SIZE: \_\_\_\_\_

I certify that I have checked with my car insurance company and have explained to them what activities I will undertake as a voluntary management Committee Member of DPHA. I confirm that my car is insured and I undertake to renew the policy while the car is in my possession and similarly to insure any subsequent vehicle which is to be used by me.

In this respect, a copy of my current Insurance Policy is enclosed and I will undertake to provide DPHA with a copy each year on renewal.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_