



# RUTHERGLEN & CAMBUSLANG HOUSING ASSOCIATION

## MANAGEMENT COMMITTEE EXPENSES POLICY

**ALL OF THE ASSOCIATION'S POLICIES AND PUBLICATIONS CAN BE MADE AVAILABLE IN LARGER PRINT, AUDIO FORM, BRAILLE OR OTHER LANGUAGES AS REQUIRED AND APPROPRIATE.**

**For further details please contact the office on 0141 647 4917 or by email at [info@randcha.co.uk](mailto:info@randcha.co.uk)**

<b>Purpose</b>	
<b>Regulatory Requirements</b>	Standard 3: The RSL manages its resources to ensure its financial well-being, while maintaining rents at a level that tenants can afford to pay.  Standard 5: The RSL conducts its affairs with honesty and integrity.
<b>Regulatory Guidance</b>	Guidance 3.1: The RSL has effective financial and treasury management controls and procedures, to achieve the right balance between costs and outcomes, and control costs effectively  Guidance 5.1: 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.  Guidance 5.4: Governing body members and staff declare and manage openly and appropriately any conflicts of interest and ensure they do not benefit improperly from their position.

<b>Reviewed</b>	<b>March 2024</b>
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<b>SECTION</b>	<b>CONTENTS</b>	<b>PAGE</b>
1	Introduction	2
2	Principles	2
3	Scope of Policy	2
4	Policy Objectives	3
5	Travel Expenses	3
6	Accommodation	5
7	Meals & Beverages	5
8	Care of Dependants	6
9	Use of Technology	6
10	Loss of Earnings	7
11	Exceptional Circumstances	7
12	Claiming Expenses	8
13	Cash Advances	8
14	HMRC & DWP Requirements	8
15	Monitoring & Reporting	8
16	Complaints	9
17	Equality & Human Rights	9
18	Policy Review	9

## 1.0 INTRODUCTION

Members of the Management Committee of Rutherglen and Cambuslang Housing Association are all volunteers and do not receive any form of payment for the work they do on the Association's behalf.

However, it is recognised that, on occasions, members may incur expenses whilst carrying out their roles and/or representing the Association at events. The association is committed to ensuring that none of our voluntary members are 'out of pocket' as a result of their work for the Association.

At the same time, the Association is required at all times to act with probity and transparency and to be publicly accountable in how it manages payments and benefits to both staff and Management Committee members.

The Management Committee Expenses Policy lays out the types of payments that will be made to voluntary members, criteria for eligible payments and how the amount of each type of payment will be determined.

## 2.0 PRINCIPLES

The Management Committee Expenses Policy is underpinned by a number of key principles;

- No voluntary member of the Management Committee will be either financially advantaged or disadvantaged as a result of their work on the Association's behalf
- All legitimate and eligible expenses incurred by committee members while carrying out duties on behalf of the Association and which are acceptable within the terms of the policy will be reimbursed
- The right to claim expenses applies to all volunteers working on behalf of the Association
- Financial barriers should not prevent members from attending meetings, training and networking events nor discourage people from volunteering to carry out work on the Association's behalf

## 3.0 SCOPE OF POLICY

The terms and conditions of the Management Committee Expenses Policy will be applied to all volunteers working on behalf of the Association. It will, therefore, apply to;

- Elected members of the Management Committee
- Co-optees and appointees to the Management Committee
- Members of scrutiny panels, working groups, tenant and resident groups etc
- Volunteers carrying out work on the Association's behalf (e.g. organising community events)

For ease of reference everyone that falls within the scope of this policy will be referred to as voluntary members.

## **4.0 POLICY OBJECTIVES**

The primary objective of the policy is to support and facilitate voluntary members to attend Committee meetings, training events, conferences and other events that are connected with the business of the Association and/or support their role as volunteers acting on behalf of the Association.

The policy therefore aims to;

- Clarify when expenses, allowances and other payments will be made
- Lay out the criteria for legitimate expenses
- Give guidance on the requirements and expectations of voluntary members with regards expenses
- Ensure that all claims are accountable and that the Associations acts in an open and transparent way with regards payments

## **5.0 TRAVELLING EXPENSES**

### **5.1 Overview**

The Association will meet any travelling expenses for voluntary members undertaking official business on behalf of the Association and/or attending events that support their role.

It is an expectation that members will use the most cost-effective form of travel unless there are specific reasons why an alternative has to be used such as;

- Issues of safety
- Medical grounds
- Inaccessibility
- Unsuitable departure or arrival times

Members are expected wherever possible, to share taxis and use of private vehicles in order to minimise the costs incurred by the Association.

Travel expenses and mileage claims to attend meetings at the Association's offices will be restricted to a maximum of £20 except in exceptional circumstances such as for co-optees appointed due to regulatory involvement.

### **5.2 Use of Own Vehicle**

Where it is the most cost-effective means of travel, members may use their own vehicle to attend meetings and events and claim mileage.

Mileage will be paid at the rates for set by Employers in Voluntary Housing for casual users.

Members taking colleagues (staff or other voluntary members) in their vehicle to an event will get paid an additional allowance per passenger. (**Appendix 1**)

It is the responsibility of the voluntary member to ensure that their vehicle is roadworthy, has a current MOT certificate (where applicable) and is fully insured.

Rutherglen and Cambuslang Housing Association will not accept liability for injury or damage arising from the use of a member's vehicle except where the injury or damage is directly attributable to negligence or fault of the Association.

Where a voluntary member uses their own vehicle in preference to a more cost effective means of travel, reimbursement will be the equivalent of the cheapest standard class transport fare.

### **5.3 Public Transport (Train/Bus)**

All tickets should be standard class and, wherever possible, tickets be booked well in advance via the Association to take full advantage of any discounts available.

Claims for public transport fares booked and paid for by members must be accompanied by tickets and/or receipts.

### **5.4 Taxis**

Taxis may be used by voluntary members to travel to meetings and/or events within Rutherglen and Cambuslang areas. Events outwith these areas should, under normal circumstances, be accessed by public transport of the member's own vehicle.

Wherever possible, taxis should be booked via the office using one of the accounts in place.

Claims for taxis not on account and paid for by members must be accompanied by a receipt for the fare only. Tips to drivers will not be reimbursed.

### **5.5 Ferries**

Wherever possible, ferry tickets should be booked well in advance via the Association to take full advantage of any discounts available.

Claims for ferry costs must be accompanied by a valid receipt.

## 5.6 Flights

In very exceptional circumstances, flights will be permitted but only when approved in writing by the Director and Chair.

All flights will be refunded at economy class rates and, wherever possible, booked well in advance via the Association to take full advantage of any discounts available.

Normally flights will be booked directly by the Association but, where this is not possible, members may claim back flight costs. All claims must be accompanied by tickets showing the costs and/or receipts.

## 5.7 Other Travel Costs

Other travelling costs that can be claimed back include;

- Carparking charges
- Toll fees

Claims must be accompanied by a valid ticket showing the costs and/or receipts.

Fines such as carparking and speeding will not be covered by the Association.

## 6.0 ACCOMMODATION

Accommodation for attending overnight events such as conference will normally be provided as part of the delegate fee which is invoiced to, and paid directly by, the Association. Where this is not the case, bed and breakfast accommodation will be booked by the Association. Under normal circumstances the accommodation will be to a maximum equivalent of 4\* and on single room basis.

## 7.0 MEALS & BEVERAGES

### 7.1 Meals

Meals at residential and day-long events will normally be provided as part of the delegate fee. However, where catering is not provided by the event organiser as part of the delegate fee expenses for meals will be paid to a set maximum (**Appendix 2**).

All claims for meals must be accompanied by receipts.

### 7.2 Beverages

Voluntary members attending overnight conferences and events will be given an allowance for beverages and hospitality in advance.

The allowance will be at a set amount (**Appendix 1**) and no receipts will be required.

## 8.0 CARE OF DEPENDENTS

As far as possible, the Association wishes to remove barriers that prevent voluntary members attending meeting, conferences, training and networking events. It will, therefore, cover costs incurred by voluntary members for childminding and/or care of dependent adult relatives.

### 8.1 Childminding costs

Childminding costs will be reimbursed on the following conditions;

- The child is under 16 years of age
- At the time of submitting the first claim, the member provides copies of the birth certificates for the child/children for whom the childminding is being provided
- The childminding is not being provided by a member of the household or the father/mother
- There are no other cheaper or free alternatives available (e.g. creche)
- The childminder is 16 years or older
- A maximum of 8 hours childminding in any one day will be allowed
- Childminding costs will be paid at the National Living Wage rate (**Appendix 1**)
- Payment will be made in cash on receipt of a voucher (**Appendix 2**) signed by the childminder

### 8.2 Care for Dependent Adults

Costs for covering the care for dependent adults will be allowed provided;

- The member submits evidence of appropriate benefits being paid to the dependent adult (e.g. attendance allowance)
- The care cover is not being provided by a member of the dependent's own household
- A maximum of 8 hours care in any one day will be allowed
- The carer is 16 years or older
- The costs claimed are in line with the standard hourly rate for local care companies
- Payment will be made in cash on receipt of a voucher (**Appendix 3**) signed by the carer
- **The member claiming the expenses is the registered carer**

## 9.0 USE OF TECHNOLOGY

In order to allow voluntary members to access reports, remotely attend meetings/seminars/training events etc the Association will make a contribution towards the cost of the member's monthly broadband subscription.

The level of contribution will be a set amount and will be based on the average cost for basic broadband connection (**Appendix 2**). Payment will be made retrospectively at the end of the financial year and will be paid pro rata for the period the member has been on the management committee.

Claims for reimbursement for the cost of phone calls made in connection with Association business will be considered but will be paid at the discretion of the Director and Chair.

## 10.0 LOSS OF EARNINGS

The loss of earnings is defined as actual monetary loss or loss of annual leave entitlement due to taking time off from employment in order to conduct the business of the Association.

Members will be compensated for loss of earning subject to the following conditions;

- The payment is not being made to cover attendance at a routine meeting except in exceptional circumstances (e.g. when loss of earning is due to extensive travel time)
- The member is asked by the Chair to attend an event on behalf of the Association
- An event/meeting requires a specific member's attendance (e.g. Chair being part of an interview panel)
- **Conference starting time requires the member to take time off work**
- **The member is called as a witness in a court case/tribunal hearing related to their role as a voluntary member**
- The member provides a letter from their employer confirming that earnings have been lost or annual leave entitlement used and the amount or value involved

## 11.0 EXCEPTIONAL CIRCUMSTANCES

It is recognised that there may be occasions when voluntary members incur expenses not covered in this policy. **Such expenses may be reimbursed by the Association with the approval of the Director up to a maximum of £50. Claims of more than £50 will require to be approved by the Chair.**

The approval of a claim will be at the discretion of the Director or Chair and each will be assessed on its own merit and will not set a precedence for future claims.



## 12.0 CLAIMING EXPENSES

Claims for expenses must be submitted in the prescribed form (**Appendix 3**) and accompanied by the required evidence (e.g. tickets, receipts, confirmation letter etc. Claims must be submitted within 1 month of the costs being incurred.

The Director and/or Chair will require to approve claims for;

- Accommodation
- Flights
- Loss of earnings
- Exceptional Circumstances
- Cash Advances (other than those for meals & beverages)

Payment of approved claims can be made;

- In cash
- By cheque
- Via BACS transfer

## 13.0 CASH ADVANCES

The Association wishes to avoid voluntary members being unduly out of pocket or put under financial hardship due to them representing or undertaking activities on its behalf.

Wherever possible accommodation and travel arrangements (other than use of the member's own vehicle) will be organised and paid for directly by the Association. Where this is not possible, the Association can provide a cash advance to cover the anticipated costs provided;

- Requests for a cash advance are made at least 5 working days in advance
- The voluntary member signs a remittance when they receive the cash
- Details of the expenses incurred are submitted within 5 working days of the event
- Any overpayment is returned along with the details of the expenses incurred
- Any underpayment will be refunded as part of an expenses claim

## 14.0 HMRC & DWP REQUIREMENTS

Voluntary members will be responsible for any matters concerning income tax, other tax liabilities arising from any payment made in accordance with this policy.

## 15.0 MONITORING & REPORTING

In order to ensure good governance, probity and transparency the Association shall;

- Maintain a register of payments made to voluntary members
- Report annually to the Management Committee on the payments made under the terms of this policy
- Make anonymised reports publicly available via the Association's website

## **16.0 COMPLAINTS**

Complaints regarding the implementation of this policy should be made to the Chair who will instruct the appropriate level and form of investigation.

## **17.0 EQUALITY & HUMAN RIGHTS**

Rutherglen and Cambuslang Housing Association is committed to adhering to, and promoting, the principles of equality, diversity and human rights. In implementing this policy the Association will not discriminate or treat differently or less favourably on the grounds of any of the protected characteristics listed in the Equality Act 2010.

## **18.0 POLICY REVIEW**

The levels of allowances and expenses will be reviewed annually to reflect any changes in the EVH guidance and to ensure they remain sufficient to avoid voluntary members being advantaged or disadvantaged financially.

The Management Committee Expenses Policy will be reviewed in full by the Management Committee every 3 years. Elements may be reviewed within that period to reflect changes in relative legislation, regulatory requirements and/or good practice.