



EASTHALL PARK

Policy & Procedure on
Committee Member Expenses

POLICY AND PROCEDURE ON COMMITTEE MEMBER EXPENSES

Date of Current Review	August 2019
Date of Next Review	August 2022
Reviewed By	Management Committee



POLICY AND PROCEDURE ON COMMITTEE EXPENSES

Purpose of Procedure

To clarify that Committee Members are entitled to designated expenses incurred while on business for the Co-operative or as a delegate on behalf of a body of which Easthall Park are members or at meetings of Easthall Park or affiliated organisations.

Contents

- 1. Introduction**
- 2. Affiliated Organisations**
- 3. Policy Statement**
- 4. Subsistence**
- 5. Out of Pocket costs.**
- 6. Travel costs.**
- 7. Supervision of dependants.**
- 8. Procedure of Payment**
- 9. Loss of Earnings**
- 10. Review**

1 INTRODUCTION

The following policy has been prepared taking cognisance of the following good practice:

- Scottish Housing Regulator Regulatory Standards
- Code of Conduct Governing Body Members

Easthall Park Housing Co-operative will adopt the following policy as their policy for the payment of expenses to the Co-operative Committee members.

2 AFFILIATED ORGANISATIONS

The Co-operative has affiliated to the following organisations:

- a) Scottish Federation of Housing Associations
- b) Easterhouse Housing & Regeneration Alliance
- c) Employers in Voluntary Housing
- d) Glasgow West of Scotland Forum

All the above may hold Conferences, Seminars, meetings etc.

In addition, there are annually several Conferences, which may be attended by Easthall Park Committee Members.

3 POLICY STATEMENT

It is generally agreed that only expenses incurred during a Conference or training session or meeting for subsistence and/or travel for which receipts are provided are payable.

In practical terms this is not always possible and therefore the policy adopted is that no committee Member should unreasonably be out of pocket while carrying out Easthall Park business.

Easthall Park Housing Co-operative's intention is to have a policy of equality of opportunity and, in this context, expenses for supervision of dependants are offered.

The Co-operative draws a distinction between business and social events.

Invitations to social events are not eligible for allowable expenses unless the invitation is for business purposes.

It is recognised that advances may be made for anticipated expenditure while on Committee business for which receipts will be provided subsequently, but no later than one week.

4 SUBSISTENCE EXPENSES

Meal expenses will be payable to 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.

This does not include attendance at Full Management, Sub-committee or any other meetings at Easthall Park's offices, or where a suitable meal is provided or has been otherwise reimbursed.

This would cover such things as lunch and where it involves an overnight stay, evening meal and breakfast. Expenses will be paid as follows:

Breakfast:	£5.00
Morning Coffee:	£3.00
Lunch:	£7.00
Afternoon Tea:	£3.00
Evening Meal:	£12.00

Where meals are provided during training or at Conferences, the above are not payable. However, should the Member be in a hotel and meals are not covered they may be charged to account with the Member ensuring that sufficient funds are available.

Committee Members who have special dietary requirements that exceed the above allowance levels should obtain receipts for any meals purchased, the cost of which will be reimbursed.

5 OUT OF POCKET EXPENSES

5.1 Much learning and training can be achieved by social activity at Conferences and this is a valuable way of exchange of information.

In addition, there may be expenses incurred where it is not possible to provide receipts because of the general nature of expenditure while away from home.

5.2 An allowance for such expenditure which is an integral part of the training at Conferences and costs will be paid to all delegated **Committee Members at a rate of £25.00 per overnight stay away from home for out of pocket expenses.**

6 TRAVEL EXPENSES

All reasonable travel expenses incurred are paid.

This would include taxi fares, (where receipt must be provided, unless using the Co-operative's account) train fares, buses etc. Normally the most cost effective method of travel should be used (e.g. 2nd class rail journeys as opposed to 1st class) and car users allowance will only be paid if the car owner can demonstrate that they have adequate insurance.

The most convenient method of travel for the member is also a consideration in this context along with health and safety implications.

Rates to be applied for usage of own car are as follows:

Private Car	45p per mile
Private car (Passenger)	5p per mile

7 SUPERVISION OF DEPENDANTS EXPENSES

7.1 The amount to be paid for dependants' expenses is based on the following: -

For each hour up to a maximum of 8 in any one day

1 dependant	£4.00
2 dependants	£6.00
3 or more dependants	£8.00

- 7.2 It is agreed that accommodation costs only for children 15 and under who attend Conferences with parents or guardian will be provided.
- 7.3 Travelling time is included in the time allowed for payment of expenses for supervision of a dependant.
- 7.4 The above payment for supervision of dependants **is not payable** to spouses/co-habitees of the claimant.
- 7.5 The same principle applies for dependant adults with the exception that no payment would be made to immediate family.
- 7.6 Easthall Park may ask for documentary evidence of the relationship of the dependant to the Committee member and any legal duty of care e.g. payment of a relevant Social Security benefit.

8 PROCEDURE FOR PAYMENT OF EXPENSES

The procedure is as follows: -

- 8.1 The person appointed to go to the training course or Conference will ascertain-
- a) the method of travel and cost of travel. (They should telephone for train times etc.)
 - b) The cost of tickets and bus/taxi fares should be given; the latter being estimated.
 - c) The delegate signs a voucher for advance of cash from Easthall Park Housing Co-operative, which remains in the petty cash until receipt of the completed voucher.
- 8.2 On claims for baby-sitting and or dependent relatives a claim form for the month will be submitted to the office and a cheque will be issued to the carer.

9 LOSS OF EARNINGS

Easthall Park **will not normally reimburse** any committee member for any loss of earnings or annual leave entitlement except in extreme situations.

For the avoidance of doubt the following will apply:

- The payment is not being made in respect to a routine meeting unless the meeting or event could not have reasonably been held at an alternative time.
- The attendance of the Committee Member was required and authorised by the Management Committee.
- Another 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 Chairperson should attend.
- The claimant must submit an official letter from their employer confirming that earnings have been lost or annual leave entitlement used, on which date and the amount or value involved.

The maximum amount that Easthall Park may consider for loss of earnings or annual leave entitlement will be as follows:

½ Day (up to and including 4 hours) £25.90
1 Day (over 4 hours) £51.70

Loss of earnings will not be paid to those Committee Members who are self-employed.

10 REVIEW

The above policy will be subject to a review every three years or earlier if required.