



Committee Expenses Policy

Policy Implementation Checklist:	
Policy Guardian:	Irene McFarlane
Policy Author:	Alison Greig
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1. Overview

Committee Members serve on the Management Committee at Linthouse Housing Association as volunteers and do not receive any financial remuneration for their role. However, it is recognised that during the course of carrying out Committee business certain expenses will be incurred and so appropriate expenses will be reimbursed. No Committee Member should be left financially disadvantaged as a result of their voluntary role with LHA.

2. Scope

The Committee Expenses Policy provides guidance to members of the Management Committee on the reimbursement of any expenses which have been incurred whilst undertaking the duties contained within their role.

These do not need to be declared on the Register of Interests provided claims are made in accordance with this Policy, and authorised by the Chief Executive Officer (or Corporate Services Manager in their absence).

3. Objectives

This Policy will ensure LHA's compliance with the Regulatory Standards of Governance and Financial Management in particular 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”* and Standard 5 – *“The RSL conducts its affairs with honesty and integrity.”*

To reimburse eligible expenses in line with the Employers in Voluntary Housing (EVH) Salaries and Allowances guide (Appendix 1).

4. Implementation

All claims must be submitted using the relevant claim form. Copies of the form are made available at induction or can be requested from Corporate Services at any time. Receipts must be provided, as detailed in this policy.

Claims must be signed and submitted no later than 3 months from when the expense was incurred, to the Corporate Services Team, who will arrange reimbursement.

4.1 Travel Expenses

The Association will meet any travel expenses incurred by any member of the Committee whilst undertaking activities on behalf of the Association. Members are expected to use the most cost-effective form of transport unless there are specific reasons why an alternative form of transport had to be used.

Committee Members will be reimbursed for travel costs relating to attendance at the following:

- Management Committee meetings including sub-committee meetings, working groups and any other delegated groups of the Management Committee
- Training events
- Tenant and Resident’s meetings
- Seminars and conferences
- Where the Committee Member is representing Linthouse Housing Association on any approved official business.

Travel expenses are payable in line with the following:

Expense	Conditions
Standard fares on public transport	Expenses will be paid on submission of an expense form and when accompanied with a valid receipt. The Association will only cover the costs of standard class rail travel and economy class air fares.
Taxi Fares	Wherever possible for local travel the Committee Member should use the LHA Taxi Account and provide a copy of the receipt to our Finance Team. Where this has not been possible expenses will be paid on submission of an expense form and when accompanied with a valid receipt. They can only be claimed in line with this Policy where it indicates that this is the most cost-effective form of transport. Examples of where this may apply are accessibility issues or the start/end time of an event being such that a taxi fare reduces the need for overnight accommodation.
Car Parking Fees	Expenses will be paid on submission of an expense form and when accompanied with a valid receipt. Any fines or fixed penalty notices will not be covered by the Association.

4.2 Attendance at Events Expenses

If Committee Members are required to attend events away from LHA’s 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.

Committee Members are expected to ensure that expense is kept to a reasonable level. Rates for subsistence allowance will be based on EVH Salaries and Allowances that are issued annually (see Appendix 1).

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 by LHA.

Any overnight accommodation will be booked by the Corporate Services Team on behalf of the Committee Member(s) taking into account the requirements to ensure value for money on behalf of the Association. The staff member will also arrange for the invoice to be sent directly to LHA to avoid the Committee Member having to pay the bill on departure.

Where evening entertainment is provided at an event / conference it is recognised that this provides Committee Members with an opportunity to network with other sector colleagues within an informal setting. As such, Committee Members will receive an appropriate level of expenses for attendance at evening events which will regularly be benchmarked with other comparable RSLs to ensure that this remains appropriate and in line with sector norms.

4.3 Hospitality Expenses

It is recognised that occasionally Committee Members may be invited to attend some forms of hospitality. Any hospitality must be approved by the Chief Executive Officer prior to attendance to ensure it is compatible with the Association's Entitlements, Payments and Benefits policy and does not represent any conflict of interest.

Once agreed, acceptance of hospitality is permitted for Management Committee Members up to a value of £40 and must be recorded in the Entitlements, Payments and Benefits register, along with an estimation of the value of hospitality received, within five days of attendance.

4.4 Childcare or Caring Responsibilities

To fulfil the duties expected of Committee Members and to ensure a representative balance of skills and experience on the Management Committee, LHA will meet reasonable expenses for child minding or carers' costs. Payment of child minding or carers' expenses will not normally exceed 10 hours in a month.

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 LHA's business.

Expenses will not be paid when another member of the household is caring for the dependant(s). Carers' actual costs will be paid provided these are reasonable and a receipt is provided, and payment will be capped at the current national living wage per hour or equivalent cost.

5. Monitoring & Reporting

All payments made to Management Committee Members will be monitored by the Corporate Services Manager on a quarterly basis. A report will be provided to the Chief Executive Officer on the expenses claimed during the period for review.

The Corporate Services Manager will monitor cumulative expense claims and ensure these remain in line with budget, and there are no ineligible expenses claimed.

Budget provision and summary of all payments made to Management Committee Members will be presented to Management Committee in the Annual Governance Report. In addition, detail will be included in the Annual Statutory Accounts which will be published on the Association's website and presented to Shareholders annually.

Any matter that demonstrates a serious failure of internal controls should also be reported immediately to the Chief Executive Officer.

APPENDIX 1 – Extract from EVH Salaries and Expenses Guide

Travelling by Own Vehicle

- First 10,000 miles 45p
- Per mile thereafter 25p
- Passenger per mile 5p
- Motorcycles per mile 24p
- Bicycles per mile 20p

These rates are reviewed in line with HMRC. Any expenses claim must detail the number of miles travelled, the destination and the purpose of the journey.

Overnight Subsistence

Where a member of the Management Committee is on official duty for the Association which requires an overnight stay, reasonable expenses will be met on production of appropriate receipts.

Committee Members will receive an appropriate level of expenses for attendance at any evening event / conference up to a maximum of £40 per evening.

Subsistence Allowances

When applicable the allowances are:

- On duty 10 hours plus £17.12
- 5 – 10 hours out with area £10.48

Only in exceptional circumstances may these allowances be exceeded.

Child Care / Carers Allowance

It is acknowledged that from time to time Management Committee Members with care responsibilities for dependents or those with particular needs may have to make arrangements to have them looked after to attend to the Association's business. When these situations occur LHA will pay the national living wage towards the overall cost of care subject to the following conditions:

- The children are aged sixteen and under or LHA has been advised of the individual requiring care and their particular needs.
- The person looking after the children or individual requiring care is not a member of the household, for example spouse, older children or close relative, live in partner etc.
- Receipts must be provided with any expenses claim being made stating the name and address of the person looking after the children or individual requiring care including dates and duration of the childminding activities undertaken.
- The maximum time period to which expenses can be claimed will be 10 hours in any month. For staff or Management Committee Members attending conferences lasting more than one day, each individual claim will be considered sympathetically.

6. Equalities Impact Assessment

Title Of Policy	Committee Expenses Policy
What is the purpose of this policy?	To provide Committee Members with detail on the types of how out-of-pocket expenses they can claim and how expense claims will be managed
Protected characteristic groups affected by this policy:	None
Who is the target audience of this policy?	Management Committee Members
List any existing documentation used to complete this assessment:	Compared with other RSL policy examples
Has any consultation taken place with protected characteristics groups identified?	N/A
What is the likely impact?	N/A
Have you, or will you, put the policy into practice? Who is responsible for delivery of the policy?	Yes; Oversight of this Policy will rest with the Corporate Services Team
How does this policy fit into our wider or related policy initiatives?	This Policy aligns with all strategic objectives within LHA's Business Plan.
Do you have a set budget for this work?	Committee expenses budget

7. Version Control

Version Number	Name	Author	Notes
1.0	GC23 Committee Expenses	AG	MC Approved 25.06.24