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Policy Name	Committee Member Expenses
Policy Author	Director
Approved by Sub Committee	N/A
Approved by Management Committee	July 2024
Latest date of Next Review	February 2025

West Whitlawburn Housing Co-operative will provide this policy on request at no cost, in larger print, in Braille, in audio or other non-written format, and in a variety of languages. Please contact the office.

Registered with the Scottish Housing Regulator No. 203
Registered Charity No. SCO38737, VAT Registration No. 180223636
Registered society under the Co-operative and Community Benefit Societies Act 2014



1. Introduction

- 1.1 It is the Co-operative's policy that Committee members should be able to participate in the Co-operative's activities without this resulting in a direct cost to them. In line with good practice, WWHC will therefore reimburse to Committee members any out-of-pocket and/or direct expenses properly incurred on the Co-operative's business.
- 1.2 For the avoidance of doubt, the Co-operative will not pay Committee members for their service on the Committee. The term "expenses" must not therefore be confused with "payment". The service provided by Committee members is on a voluntary basis and only direct expenses reasonably incurred by Committee members can be considered for reimbursement.
- 1.3 The payment of expenses to employees is covered within the Terms and Conditions of Employment which form part of employees' contracts of employment.
- 1.4 This Policy and Procedure should be read in conjunction with the Entitlements, Payments and Benefits Policy.

2. Policy Aims and Outcomes

- 2.1 The aims of this policy are to:
 - Offer guidance to Committee members and staff on reimbursement of expenses to Committee members wishing to attend Committee meetings, seminars, training sessions, conferences and other meetings or events in connection with the Association's business and
 - provide the framework within which reimbursement can be made.
- 2.2 The expected outcomes of the Policy are:
 - All Committee Members and staff have clear guidelines on payment for expenses and there is no confusion or misunderstanding on appropriate expenditure.
 - Clear records and evidence for any financial audits will be kept.

3. Regulatory Standards

- 3.1 The Regulatory Standards that apply to this policy are:

Regulatory Standard 1: The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.

Regulatory Guidance

1.6: Each governing body member always acts in the best interests of the RSL and its tenants and service users, and does not place any personal or other interest ahead of their primary duty to the RSL.

Regulatory Standard 5: The RSL conducts its affairs with honesty and integrity.

Regulatory 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.

5.2 The RSL upholds and promotes the standards of behaviour and conduct it expects of governing body members and staff through an appropriate code of conduct. It manages governing body members' performance, ensures compliance and has a robust system to deal with any breach of the code.

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.

4. Equality

4.1 This policy will be administered in accordance with our policy on Equality and Diversity. It is recognised that the financial situation of individual voluntary committee members may differ and this policy aims to make sure that no management committee member is restricted from carrying out their role due to travel, training or networking costs.

5. Conditions for Paying Expenses

5.1 Expenses will only be paid:

- To enable Committee members to attend Committee meetings, Sub-Committee meetings, Annual General or other special meetings or working groups of which the person is a member.
- To enable Committee members to attend meetings and events of affiliated bodies where attendance by a nominated representative is approved by the Committee.

- To enable Committee members to attend conferences, training events, visits and seminars.
- When undertaking other official business on behalf of the Co-operative on the authority of the Management Committee.

6. Eligible Expenses

6.1 Travel

6.1.1 Committee Members are expected to use the most cost effective form of transport unless there are specific reasons why an alternative has to be used, such as for issues of safety or accessibility or where the time of departure or arrival are not suitable. Committee members are required to act reasonably when deciding the form of transport to use.

6.1.2 WWHC will meet any travel expenses incurred by Committee members providing they fall within the conditions for paying expenses as set out above. Under the terms of this policy, this includes:

- Standard class rail, bus and ferry fares or equivalent public transport costs incurred by Committee members on WWHC business.
- Taxi fares will be accepted for payment if they are used for local business. WWHC has an account which should be used with charges payable by WWHC minimising direct expenditure by Committee members. If this is not possible receipts must be obtained and submitted with an expenses claim. Where possible, taxis should be shared.
- Where use of a personal transport is necessary or more cost effective, car mileage will only be paid to those members who have supplied a current certificate of motor insurance confirming that the member can use their private vehicles for such business. Insurance of the vehicle is the Committee member's own responsibility and the Co-operative will not be held liable for any costs incurred in the replacement or repair of the vehicle, including the cost of insurance excess. The allowance paid shall be identical to those published annually by Employers in Voluntary Housing for staff travel expenses. Fines for breaching parking or traffic regulations are not eligible expenses.
- Bridge tolls and car park fees may be claimed as expenses.

6.2 Subsistence

- 6.2.1 If meals are not provided during attendance at approved events, or they are unsuitable due to dietary requirements, the Co-operative will pay subsistence expenses.
- 6.2.2 Subsistence expenses will be paid on production of a receipt at the EVH rate at the appropriate level effective from 1st April each year:
- 10 hours or more away from home
 - 5 to 10 hours away from home

6.3 Overnight Allowance

- 6.3.1 The Co-operative will pay an allowance to those committee members who are required to be away from home for more than two hours between 11.00pm and 6.00am. This payment is in addition to those made for expenses otherwise covered in this policy.
- 6.3.2 The allowance will be £30.00 per night where an overnight stay has been authorised in advance by the Management Committee.
- 6.3.3 The allowance will be paid in advance at a date as close as possible to the overnight stay taking place.
- 6.3.4 Committee Members who withdraw at short notice from attending overnight events, who have already been issued this allowance will be required to return it in full to the Co-operative.

6.4 Care of Dependents

- 6.4.1 Committee members may claim expenses for arranging care for dependent relatives, who form part of the member's household, while they are carrying out their duties including attending Committee meetings and sub-committee meetings.
- 6.4.2 These can be paid for dependent children or adults for whom the Committee member is the only or principal carer.
- 6.4.3 In order to be reimbursed for these costs, the Committee member must confirm that:
- They would not be able to attend the meeting, training, conference, etc unless care provision was available and
 - For child care, that the child(ren) is/are under 16 years old and, for adult care, that the dependant is in receipt of Attendance Allowance and/or Disability Living Allowance and/or a Personal Independence Payment and
 - A non-household member is required to provide the service.

6.4.4 The Co-operative will apply the prevailing UK national living wage rates and no more than eight hours will be payable in any 24-hour period.

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

6.5. Accommodation

6.5.1 If accommodation costs are not covered in a delegate fee, committee members can have their actual accommodation expenses paid subject to prior agreement of the Management Committee.

6.6 Loss of Earnings

6.6.1 The Co-operative will reimburse a Committee Member for any loss of earnings or annual leave entitlement in the following circumstances:

- The payment is not being made in respect of a routine meeting
- The meeting 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 the employer confirming that earnings have been lost or annual leave entitlement used, in which case the date and the amount or value involved should be confirmed.

6.6.2 Committee members who are self-employed are not allowed to be reimbursed for loss of earnings.

6.7 Communications Allowances

6.7.1 Committee members who do not have an existing broadband service will be provided with a mobile broadband connection, paid for by the Co-operative.

6.7.2 Mobile broadband connections and devices provided by the Co-operative must be used in line with the Co-operative's policy on acceptable use of technology and the committee members'

Code of Conduct. Any device supplied will be a loan and will remain the property of WWHC.

- 6.7.3 Any device supplied must be returned if the member leaves Committee for any reason, or takes a leave of absence exceeding 3 months.
- 6.7.4 Any Committee member who has an existing broadband connection will be entitled to claim a flat rate fee of £13.00 per calendar month towards their broadband costs.
- 6.7.5 Any device supplied will be returned to WWHC for routine maintenance when requested.
- 6.7.6 Committee members must provide a copy of their broadband bill twice a year in order to claim broadband expenses.

7. Unforeseen Costs

- 7.1 Where a committee member incurs unforeseen costs which are a direct result of their attendance at events on behalf of The Co-operative, such costs may be reimbursed on the approval of The Co-operative Chairperson and Director. Costs resulting from wilful negligence or behaviour which is likely to bring the Co-operative into disrepute shall not be eligible for reimbursement.

8. Claiming Expenses

- 8.1 Committee members wishing to claim expenses should complete an expenses sheet (Appendix 1). We will aim to provide reimbursement up to three days in advance of the event where this is reasonable (for example, overnight allowance for conference attendance).
- 8.2 Where possible, travel arrangements when using public transport will be booked and paid for by the Co-operative's staff for the Committee member(s) requiring it and this will prevent members having to carry additional cash.
- 8.3 Some forms of reimbursement, for example for care costs, loss of earnings or mileage, can only be paid after they have been incurred.
- 8.4 Claims should be made only for expenses that are allowed for within this policy.
- 8.5 Invoices or receipts must be provided where applicable.
- 8.6 Where essential, Committee Members may be paid certain expenses in advance on approval of the Director (e.g. train fares). All receipts must be returned on the immediate return from the event attended.
- 8.7 If a Committee member does not attend an event for which expenses/subsistence have been provided in advance, the sum in full must be returned to the Co-operative within three working days of

the missed event. The Committee member will be given a receipt by the staff member receiving the repayment.

- 8.8 Expenses provided in advance will normally be in cash. The Co-operative will pay expenses claims by credit transfer where possible, but our Financial Procedures recognise that cash payments may be preferred.

9. Policy Review

- 9.1 The subsistence amounts payable in this policy will be updated (or not) at the time of, and according to, any changes agreed by EVH.
- 9.2 The policy itself will be reviewed every 5 years unless this is required earlier due to changes in the law, regulation or best practice requirements.

Appendix 1 - Committee Member Expenses Claim Form

Name			
Date		Car Registration <i>(if applicable)</i>	

Travel Expenses

Mode of travel	Date	Journey	Name of passenger(s)	Mileage	Fares / fees
Total					

Other expenses (Overnight, out of pocket, subsistence, care)			
Reason for claim	Dates from / to	Rate / number of hours	Total amount
Total			

Declaration

I certify that I have valid car insurance in place for which I am claiming mileage above. I certify all details are correct and receipts have been provided where required.

Signed		Date	
Approved		Date	

For Finance use

Total Payable	
Miles x 0.45p / mile	
Total miles x 0.05p / mile / passenger	
Total fares / parking	
Overnight expenses	
Subsistence expenses	
Care of dependents	
Total	

Signed received	
Date paid	
Method of Payment	

West Whitlawburn Housing Co-operative

Equality Impact Assessment

Name of Policy to be assessed	Committee Expenses	New policy or revision of existing?	Revision
Person(s) responsible for assessment		S Marshall	
Briefly describe the aims, objectives and purpose of the policy.	The main aims of this policy are to offer guidance on reimbursement of expenses to Committee members wishing to attend Committee meetings, seminars, training sessions, conferences and other meetings or events in connection with WWHC's business and provide the framework within which reimbursement can be made.		
Who is intended to benefit from the policy? (EG applicants, tenants, staff, contractors)	Management Committee members		
What outcomes are wanted from this policy? (EG the measurable changes or benefits to members/ tenants / staff)	Clear understanding of the framework for expenses.		
Which groups could be affected by the policy? (note all that apply)			
Race	X	Gender	X
Sexual orientation	X	Gender reassignment	X
Age	X	Religion or belief	X
Marital status	X	Disability	X
Pregnant and Maternity	X		
If the policy is not relevant to any of the equality groups listed above, state why and end the process here.			
N/A			
Have those affected by the policy / decision been involved?			

Management Committee		
Describe the likely positive or negative impact(s) that the policy could have on the groups identified above.	Positive Impact(s)	Negative Impact(s)
	Effective implementation of the policy will ensure fairness and remove barriers to joining and participating in the management committee	If the policy is not implemented fairly, WWHC may breach legal and regulatory requirements and prevent people from joining the Committee
What actions are required to address the impacts arising from this assessment? (This might include: additional data, putting monitoring in place, making adjustments, taking specific action to mitigate any potentially negative impacts)	Ensure committee and prospective committee members are aware of the policy.	

Signed: Stephanie Marshall

Job Title: Director

Date: 09/02/2024