

at home with...



Governance Expenses Policy

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1. Introduction

- 1.1 Fife Housing Group (FHG) will pay expenses to Board members, Committee members and Resident Voices members to meet the costs in carrying out their approved duties. This policy sets out the expenses that may be reimbursed to Board, Committee and Resident Voices Members in connection with their role and is in line with expenses paid to FHG colleagues.
- 1.2 To ensure that cost does not preclude participation, it is vital that no-one should be prevented from taking part because of a lack of money or because of a responsibility for dependants.
- 1.3 Any payments made to Board, committee or Resident Voices members are governed by our Standing Orders and Financial Rules.

2. Aims

- 2.1 This policy aims to provide members with a framework for claiming expenses in a manner that allows them to protect their personal integrity and the integrity of FHG and to ensure that they are reimbursed where appropriate.
- 2.2 This policy also provides guidance for claiming expenses incurred.

3. Areas for reimbursement

3.1 Travel

Reasonable travel expenses incurred by members in carrying out their roles will be reimbursed. The following guidance should be followed:

- Members using their own transport will be reimbursed at the relevant Inland Revenue mileage rate (see table below);
- Fines for parking or motoring offences will not qualify for reimbursement. The Group does not accept responsibility for the use of private cars in connection with business beyond eligibility for authorised expenses.

3.2 Mileage allowance

Per mile – first 10,000	45p
Per mile - thereafter	25p
Carriage of passengers (per mile/per passenger)	5p
Motorcycles	24p
Bicycles	20p

3.3 Public transport/taxis

In the event that a member requires a taxi for Board or committee purposes, this can be booked and co-ordinated by the Chief Executive and Governance Assistant and is the individual member's responsibility to request their taxi requirements in advance.

3.4 Care arrangement for children and dependant relatives

The costs incurred through having to have a child, or dependant / relative, looked after whilst carrying out duties as a member will be met by FHG providing that:

- they are reasonable and necessary;
- that a receipt for expenses incurred is provided; and
- the person looking after the child/dependant relative is not a member of the member's household.

The Group will also meet the costs of a close relative (who is not a member of the household) looking after a child or dependant relative within the criteria stated above. Childcare expenses will not be payable where free or cheaper crèche facilities are available except in exceptional circumstances agreed in advance with the Director of Finance and Governance.

The Group has set a maximum of £50 per child within any 24-hour period for child care/dependent relative expenses.

Child-minding expenses will be paid for any child or stepchild of a member or any child for whom the member is the legal guardian. The child must normally live with them and must be under the age of 16.

3.5 Loss of earnings

The Group will make payment of loss of earnings to a member of the governing body, providing that:

- the payment is not being made in respect of a routine meeting;
- every effort has been made to hold the relevant meeting at a time which will avoid volunteers losing salary or annual leave;
- attendance by the person claiming loss of earnings was important;
- the member is able to provide a letter from their employer confirming that earnings have been lost or annual leave entitlement has been used, and the amount or value involved; and
- the upper limit payable will be broadly in line with jury-level expenses i.e. (actual wage loss up to a maximum of £32.47 up to 4 hours; £64.95 for more than 4 hours).

4. Claiming For expenses

4.1 Advance payments in exceptional circumstances

In exceptional circumstances and only in the event that reimbursement after the event would otherwise preclude participation, the cost of travel claims and care arrangement expenses can be claimed in advance. Receipts must, however, be provided after the event for advance payment of travel claims and care arrangements.

- 4.2 All expense claims (see Appendix 1) must be submitted on the Member Expenses Form within **three months** of incurring them and within one month after the end of any financial year.
- 4.3 Completed Member Expense Forms for advance payment must be received by the Director of Finance and Governance at least one week in advance of the date of the event in order that the necessary payment arrangements can be made.
5. **Advice**
If you are unclear as to whether a specific expense should be incurred or may be reclaimed from the Group, or if you would like to discuss this policy, you should contact the Director of Finance and Governance.
6. **Review**
This policy will be subject to a three year review, unless there is a change in the amounts or types of expenses payable in line with best practice.



Board Member Expense claim form

Name: _____ Month / Year: _____

Date	Description	Mileage		Parking	Public transport	Other
		Claimed Miles	Passenger Miles			
		0.45p	0.05p			
Totals for claim						

I declare that the mileage and expenses detailed above have actually and necessarily been incurred solely on Fife Housing Group business, that the allowances charged are in strict accordance with Fife Housing Group policy and that they were incurred as stated above.

Signed:

Authorised:

Date:

Date: