



***"Offering our community more than a home"***

## Policy on Payment of Expenses to Staff, Committee and Volunteers

Management Committee submission:	25 June 2024
Last Approved:	29 October 2019
Date Approved:	25 June 2024
Next Review date:	June 2027

### **CHA Objectives:**

- To ensure that our resources are adequate to deliver our objectives by investing in our people, demonstrating value for money and through robust procurement practices.
- To promote social inclusion by applying principles of equality and diversity to everything we do.

### **Regulatory Standards:**

- The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.
- The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these objectives.
- The RSL manages its resources to ensure its financial well-being while maintaining rents at a level that tenants can afford to pay.
- The RSL conducts its affairs with honesty and integrity.

***This policy can be made available on request in a variety of different formats, such as on CD, in large print and translated into other languages.***

## **CLYDEBANK HOUSING ASSOCIATION LTD**

### **Policy Aim**

Rule 47.6 of the 2020 Model Rules and our Entitlements, Payments and Benefits Policy allow for the refund of any necessary expenses as are wholly necessary incurred by Staff, Committee Members and volunteers in connection to their duties on behalf of Clydebank HA.

This policy sets out the expectations and procedure for Clydebank Housing Association reimbursing work/Association related expenses.

### **Principles**

- Employees, Management Committee members and Volunteers of Clydebank Housing Association will be neither financially advantaged nor disadvantaged as a result of incurring genuine business expenses.
- Employees will travel to and from their normal place of work in their own time and at their own expense. The cost of travel to and from their place of work will be reimbursed to CHA Volunteers within the limits of the Policy.
- Clydebank Housing Association will reimburse costs of any necessary travel made on its behalf, over and above normal travel to work.
- Travel must be by the most cost-effective mode of transport, taking into account journey time as well as monetary cost.
- The Association's electric vehicles must be used by staff members in the first instance if available.
- Any discount obtained in the course of incurring an expense must be included in any subsequent claim submitted.
- Any breaches of this policy may result in disciplinary action in accordance with Clydebank Housing Association's procedures.
- All claims must be made timeously and in line with Financial Procedures

### **Business Insurance**

Employees using their own vehicle for business travel must have their vehicle comprehensively insured and specifically state for business purposes (not just commuting to a single workplace).

A copy of the insurance certificate must be provided to the Clerical Officer (Maintenance)/Maintenance Assistant before travelling for business purposes takes place and expenses are submitted. Thereafter, copies of annual renewal certificates must be submitted.

Clydebank HA will not accept responsibility for any damage to an employee's car or for injury to the occupants whilst the car is being used for business purposes. Clydebank HA will not reimburse employees without evidence of valid insurance.

### **MOTs**

Employees are solely responsible for ensuring the roadworthiness of the vehicle prior to any journey. A copy of the MOT certificate must be provided to the Clerical Officer (Maintenance)/Maintenance Assistant before travelling for business purposes takes place and expenses submitted. Thereafter, copies of the annual renewal certificates must be submitted. Clydebank HA will not reimburse employees without evidence of a valid MOT.

## **Rules for Payment of Expenses To Staff and Volunteers**

All staff expenses must be approved by their line manager before submission to the Finance and Corporate Services Manager for payment, and then to the Finance and Corporate Services Sub-Committee/Management Committee for approval.

### **1. Travel**

#### **Travelling by Car**

Staff members, who are authorised to do so, must in the first instance, determine the availability of the Association's electric vehicles prior to using personal vehicles to carry out CHA business.

Where it is cost effective to make a business journey by an employee's own vehicle, a mileage allowance may be claimed as follows:

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

A maximum of 20 miles will be paid for an individual return journey. This can be extended to a maximum of 40 miles in exceptional circumstances where the business is out with our geographical area (conference attendance/meetings) and where the use/availability of public transport and electric vehicle is restrictive. Authorisation is required from the Chief Executive in these instances.

Any expenses claim must detail the number of miles travelled, the destination and the purpose of the journey.

These rates are reviewed in line with HMRC approved allowances. On the rare occasion where a return journey is in excess of a total of 20 miles, public transport should be used wherever possible. However, if a staff member wishes to travel by car for convenience and/or reduced travel time, then the cost of public transport for the journey can be paid provided this amount is less than the actual journey mileage multiplied by the current

published EVH mileage rate. The lower of the 2 amounts will always be payable. Full back up information must accompany all claims (public transport costs/mileage information).

If the employee travels directly to and/or from home then the amount of miles between their home and normal place of work should be deducted from the mileage claimed.

Only staff members/volunteers, who have provided details required under the Vehicle Policy, will be permitted to claim mileage expenses.

Parking charges will be reimbursed in respect of authorised business and claims must be accompanied with valid receipts.

Fines for roads and traffic offences (including parking) incurred whilst on official business will not be eligible for reimbursement. Fines for roads and traffic offences (including parking) whilst using the Association's electric car will be payable by the staff member involved.

### **Travelling by Public Transport**

Where public transport is used, the staff member/volunteer may claim the cost of such transport on production of the relevant receipts.

Travel should be by standard class. Where possible, tickets should be booked well in advance (via the Association's credit card whenever possible) to take full advantage of any discounts available on fares. All claims should be accompanied by tickets and/or receipts. The purchase of a weekly/monthly bus pass for volunteers will be considered if value for money can be achieved.

### **Travelling by Taxi**

The use of taxis, rather than public transport, will be an allowable expense, provided that staff members/volunteers share, wherever possible and otherwise, where emergency use is required due to time restraints or a significant walk alone at night would result.

All staff members/volunteers should endeavour to use the taxi company contracted to the Association, however, where this is not possible, claims for taxi fares must be accompanied by a dated receipt, showing the name of the taxi company and the driver name or number. The use of taxis is not permitted for staff and volunteers travelling routinely to and from their place of work.

The Association will not reimburse any outlay by the employee in terms of a tip to the driver.

### **Travelling by Air**

Where necessary, air travel is permitted. Air travel will be refunded at economy class rates only. Where possible, tickets should be booked well in advance (via the Association's credit card whenever possible) to take full

advantage of any discounts available on fares. All claims should be accompanied by tickets and/or receipts.

All journeys must be authorised by a Manager prior to being undertaken.

## **2. Subsistence**

### **Subsistence allowance**

Subsistence allowances will be paid to staff in accordance with the current agreement between the Unite Union and EVH. Tax on such payments will be paid by the Association, as previously agreed by the Management Committee, and will be based on the Scottish basic rate of income tax. The rates are reviewed every year as part of salary negotiations and announced thereafter and are based on an extension to the working day (10 hours or more) and/or working out with an employee's normal area. It is therefore necessary to detail the start and finish times of each business activity when claiming the allowance.

### **Overnight subsistence**

Where an employee is on official duty for Clydebank Housing Association which requires an overnight stay, reasonable expenses will be met by Clydebank Housing Association on production of appropriate receipts. This includes bed and breakfast accommodation up to a maximum value of £100 where not included in the conference booking. Subsistence payments will be paid in line with EVH current published rates plus the additional basic rate of tax as indicated above.

Where possible, accommodation should be booked in advance to ensure the best rate possible. The cost of evening meals will also be refunded (where not included in the conference booking) up to a maximum of £20.

The Heads of Section and the Finance and Corporate Services Manager will scrutinise staff expense claims when submitted for payment and prior to submission to the Finance & Corporate Services Sub-Committee/Management Committee.

## **3. Out of Hours Call Out**

In the event of a member of staff being called out (e.g. to attend to an emergency services/alarm reset), outwith normal working hours, a payment of £60.00 (taxable) will be made in addition to TOIL, which will be awarded for actual hours between leaving and returning home.

When approved by the relevant committee, all forms should be signed by the Committee/Sub-Committee Chairperson. Permission may be granted for the Chief Executive to use the electronic signature and for the signature register to be updated.

All claim forms will be kept as a financial record and made available to the Association's auditors as required.

#### 4. **Jury Duty**

When employees are requested to attend Jury Duty, the Association will make payment per their Terms and Conditions of Employment and employees will be expected to claim loss of earnings from the court in line with the up to date jury duty upper limits which are as follows: -

<b>Amount of lost earnings/benefits</b>	<b>Allowance</b>
Less than 4 hours	£32.47
More than 4 hours (for period from day 1 to day 5)	£64.95
Whole day rate (for period from day 6 up to day 100)	£129.91
Whole day rate (for each day following 100 days)	£230.00

Employees will also be entitled to claim the following allowances and updated rates can be found at the following link:

<https://www.scotcourts.gov.uk/coming-to-court/jurors/expenses-for-jury-service>

- Travel (cost of public transport ticket, mileage)
- Subsistence - lunch and refreshments (if not provided)
- other expenses, e.g. employing a child-minder or carer (outside your usual care arrangements)

As soon as employees are notified of pending Jury Duty, both their line manager and the Finance and Corporate Services Manager should be notified in order that the appropriate paperwork can be completed. Notification of loss of earnings paid by the Courts directly to the employee will be provided to the Finance and Corporate Services Manager who will arrange for this amount to be deducted from their next salary.

### **Rules for Payment of Expenses to Committee Members**

#### 1. **Accommodation**

The cost of accommodation, where appropriate, at conferences and seminars will normally be included in the conference fee and therefore be paid directly by the Association.

#### 2. **Overnight Allowance**

An allowance of £25.00 per night will be paid to Committee members required to stay overnight to cover out of pocket expenses when attending and representing Clydebank Housing Association at conferences or training events.

### 3. **Travel**

Where Committee members use their cars on Association business within a 10 mile radius (20 miles return), EVH mileage rates will be paid. This can be extended to a maximum of 40 miles in exceptional circumstances where the business is out with our geographical area (conference attendance/meetings) and where the use/availability of public transport and electric vehicle is restrictive. Authorisation is required from the Chief Executive in these instances.

On the rare occasion where a return journey is in excess of a total of 20 miles, public transport should be used wherever possible. However, if a committee member wishes to travel by car for convenience and/or reduced travel time, then the cost of public transport for the journey can be paid provided this amount is less than the actual journey mileage multiplied by the current published EVH mileage rate. The lower of the 2 amounts will always be payable. Full back up information must accompany all claims (public transport costs/mileage information).

Authorisation for the use of cars should be obtained from the Management Committee. Only Management Committee members that have provided details required under the Vehicle Policy will be permitted to claim mileage expenses.

Fines for roads and traffic offences (including parking) incurred whilst on official business will not be eligible for reimbursement.

The use of taxis, rather than public transport, will be an allowable expense, provided that members share, wherever possible and otherwise, where emergency use is required due to time restraints or a significant walk alone and at night would result.

All Management Committee members should endeavour to use the taxi company contracted to the Association, however, where this is not possible, claims for taxi fares must be accompanied by a dated receipt, showing the name of the taxi company and the driver name or number.

Where public transport has been used, the Committee members may claim the cost of such transport on production of the relevant receipts. Travel should be by standard class. Where possible, tickets should be booked well in advance to take full advantage of any discounts available on fares.

### 4. **Child Minding Expenses**

Child minding (baby-sitting) expenses incurred by a Committee member for the purpose of enabling that member to undergo training or to attend meetings will be reimbursed on the basis of the actual cost incurred and will be restricted to the statutory minimum hourly rate.

Close relatives of Committee members will not be eligible for payment of child-minding expenses.

Payments will be made without deduction of Income Tax and therefore Committee members claiming such expenses should consider the tax status of their child minder/baby-sitter.

All claims must be accompanied by a voucher for the appropriate amount signed by the payee.

**5. Broadband Expenses**

Broadband expenses will be paid (up to a maximum of £ £9.99 per month) to all Management Committee members to allow them to receive monthly papers, emails and other information in relation to their role. Amounts paid will be monitored and reviewed on an annual basis. Management Committee members will be required to sign an annual declaration stating that they pay for broadband services. Management Committee members must notify the Association immediately if they no longer incur such expenses so that the expense payment can be cancelled by the Finance and Corporate Services Manager.

**6. Loss of Earnings**

The Association's Policy on Benefits and Payments allows for payment for loss of earnings to Committee members, provided that: -

- The payment is not being made in respect of a routine meeting
- Attendance of the person claiming loss of earnings was important e.g. attendance at an interview panel.
- Every effort was made to hold the relevant meeting at a time which would avoid management committee members losing salary or leave, having regard to the cost of other options, such as overnight accommodation costs
- The management committee member concerned provides a letter from their employer confirming that earnings had been lost, or leave entitlement had to be used and the amount or value involved

**GENERAL RULES (Staff and Management Committee)**

**1. Corrective Eyewear**

Where an employee uses VDU equipment for the majority of their role (as stated in Clydebank Housing Association's H&S Manual) they can claim for a contribution towards corrective eyewear in line with EVH published rates.

If further eye tests result in a different prescription being prescribed, the allowance can be claimed again. The allowance can only be claimed on subsequent occasions when there is a change in prescription. Verification of the change in prescription must be submitted with the expense via a letter from the optician that confirms the individual's prescription has changed and they require corrective eyewear for VDU use.



## 2. Miscellaneous Expenses

Occasionally, other reasonable expenses incurred by employees/ management committee members that are not covered in this policy may be refunded by Clydebank Housing Association. Each case will be considered on its own merits without setting any precedent for the future.

All expenses claims must be submitted to the Finance Department using the appropriate claim form and accompanied, where applicable, by receipts.

## Equal Opportunities

Our commitment to equal opportunities and fairness will apply irrespective of factors such as race, sex, disability, age, gender reassignment, marriage & civil partnership, pregnancy & maternity, religion or belief and sexual orientation.

## For Office Use Only – Actions required/completed

Customer Consultation Required/Arranged	No
Intranet Update	Yes
F Drive Update	Yes
Website Update	Yes
Leaflet change required?	No
Newsletter Promotion?	No
Other information updated, e.g. posters, automatic email responses, post cards, answering machine messages, etc.	No
Equality Impact Assessment completed	Yes

## Clydebank Housing Association Equality Impact Assessment Tool

The Equality Impact Assessment process aims to prevent discrimination against people who are categorised as being disadvantaged or vulnerable within society (as listed in point 4).



Name of the <b>policy / proposal</b> to be assessed	Payment of Expenses to Staff, MC and Volunteers	Is this a <b>new policy / proposal or a revision?</b>	Revision
Person(s) responsible for the assessment	Fiona White, Finance & Corporate Services Manager		
<b>1. Briefly describe the aims, objectives and purpose</b> of the policy / proposal	<p>The Association's 2020 Model Rules and our Entitlements, Payments and Benefits Policy allow for the refund of any necessary expenses as are wholly necessary incurred by Staff, Committee Members and volunteers in connection to their duties on behalf of Clydebank Housing Association (CHA).</p> <p>This policy sets out the expectations and procedure for CHA reimbursing work/Association related expenses.</p>		
<b>2. Who is intended to benefit</b> from the policy / proposal? (e.g. applicants, tenants, staff, contractors)	Employees, volunteers and governing board members		
<b>3. What outcomes are wanted</b> from this policy / proposal ? (e.g. the benefits to customers)	<ul style="list-style-type: none"> <li>• Employees, Management Committee members and Volunteers of CHA will be neither financially advantaged nor disadvantaged as a result of incurring genuine business expenses.</li> <li>• The cost of travel to and from their place of work will be reimbursed to Volunteers within the limits of the Policy.</li> <li>• CHA will reimburse costs of any necessary travel made on its behalf, over and above normal travel to work.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Travel must be by the most cost-effective mode of transport, taking into account journey time as well as monetary cost.</li> <li>• The Association's electric vehicles must be used by staff members in the first instance if available.</li> <li>• Any discount obtained in the course of incurring an expense must be included in any subsequent claim submitted.</li> <li>• All claims must be made timeously and in line with Financial Procedures</li> </ul>
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<p><b>4. Which <b>protected characteristics</b> could be <b>affected</b> by the proposal? (<i>tick all that apply</i>)</b></p>																	
✓	Minority Ethnic	✓	Gender	✓	Disability	✓	Sexual Orientation	✓	Age	✓	Religion	✓	Transgender /Transsexual	✓	Marriage /Civil Partnership	✓	Pregnancy /Maternity

<p><b>5. If the policy / proposal is not relevant to any of the <b>protected characteristics</b> listed in part 4, state why and end the process here.</b></p> <p>Applicable to all – no particular group will be adversely affected by this Policy</p>
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<p><b>6. Have those affected by the policy / decision been involved?</b> The Management Committee will be presented with this policy for input and feedback before the final draft is approved.</p>
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	Positive impact(s)	Negative impact(s)
<p><b>7. Describe the <b>likely positive or negative impact(s)</b> the policy / proposal could have on the groups identified above in Part 4.</b></p>		

<p><b>8. What <b>actions</b> are <b>required</b> to address the impacts arising from this assessment? (<i>This might include; collecting additional data, putting monitoring in place, specific actions to mitigate negative impacts</i>).</b></p>	<p>No specific actions at this time.</p>
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Rose White

Signed: \_\_\_\_\_ (Job title): \_\_\_\_\_ Finance & Corporate Services Manager

Date the Equality Impact Assessment was completed: 26.06.2024

***Please save the completed document at the following location and attach to the Policy: -  
F:Policies&Procedures/Equal Opportunities/Policies/Impact Assessments***