

# Bridgewater Housing Association Ltd Policy

**Approved by Board on** 31 May 2006  
30<sup>th</sup> March 2011  
26<sup>th</sup> March 2014  
September 2019

**Review Date:** September 2024

**Ref:** FS01

Board Members  
Schedule of Authorised Expenses

## 1. INTRODUCTION

The purpose of this policy is to outline the Association's approach to the payment of expenses to Board Members whilst carrying out their duties on behalf of the Association.

## 2. SHR STANDARDS OF GOVERNANCE AND FINANCIAL MANAGEMENT

This policy is intended to provide additional assurance to the Board of Bridgewater Housing Association that it is complying with the following standards:

**Standard 2: 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 priorities.**

**Standard 3: The RSL manages its resources to ensure its financial well-being while maintaining rents at a level that tenants can afford.**

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

## 3. GENERAL PURPOSE STATEMENT

The Association believes that Board Members should not be "out of pocket" because of their duties and responsibilities as a member of the Board. Consequently Board Members are authorised to make a claim for expenses, within the framework of the following guidance.

## 4. TRAVELLING EXPENSES

As a general rule Board Members travel to and from Conferences, Seminars and Training Events using their own car. Where they are not using their own car, travel will be organised by the Association's staff.

Board Members may use their own car on Association's business only if their car is comprehensively insured for business purposes. All Board Members who intend to use their car on Association business must provide the Head of finance with the following:

- Car Insurance Certificate (confirming comprehensive cover for business use)
- Proof of valid driving license (from gov.uk)
- Proof that your vehicle has Road Tax and an MOT (if over 3 years old)
- Copy of driving licence
- Completed driver declaration form authorised by the Chief Executive

Drivers will also be asked to provide information to ensure they are not disqualified or recently refused insurance.

The Association will not accept responsibility for damage to a Board member's vehicle or for injury to the occupants whilst the vehicle is being used for business purposes and no mileage reimbursement can be paid if the Board Member has not complied with the above requirements

If a Board Member has to pay an additional fee to be insured for business purposes the Association will reimburse them the additional cost on receipt of insurance documentation.

Board Members having to use their own car on business for the Association, including travel to and from Board and subcommittee meetings may claim mileage allowance for such journeys. The scale of allowance will be in accordance with the prevailing scales recommended by the Inland Revenue.

Board Members, without their own transport, or choosing not to use their own transport may claim out of pocket expenses for the use of appropriate public transport. Public Transport costs will be refunded at second/standard class rates. The appropriate receipts must accompany any claim.

#### **Use of Taxis**

Travel will normally be by public transport or private car. Taxis should only be used if necessary or cheaper.

An account has been set up with the local taxi firm for Board and staff members' use. The telephone number and password can be obtained from the Office Administrator.

### **5. ACCOMMODATION**

The cost of accommodation where appropriate, at Conferences and Seminars will normally be Included in the Conference Fee and therefore will be paid directly by the Association. Where this is not the case the Association will arrange to pay for accommodation prior to or following the event.

### **6. MEALS**

The cost of meals at Conferences and Seminars etc may be claimed by Board Members, (if not included in Conference Fees,) on production of the relevant receipts. The maximum amounts that can be claimed are;

- ▲ £10, for each lunch
- ▲ £20, for each evening meal

### **7. OVERNIGHT ALLOWANCES**

Where Board Members are required to stay away from home overnight on Association business, they may reclaim £25 overnight allowance. Where appropriate this may be paid in advance, following receipt of the appropriate claim form to the Head of Finance.

If a Board Member does not attend an event for which they have been paid an overnight allowance, this will be returned to the Association within 2 working days of the event. Failure to return the allowance within the required timescale will result in the matter being reported to the Board and this may be dealt with as a breach of the Code of Conduct.

### **8. CARE ALLOWANCES**

In the event that a Board Member requires the services of a Child Minder or Carer in order to attend Board or Subcommittee meetings, or is involved in other Association business, the Association will reimburse the appropriate costs, using the prevailing "Scottish Living Wage" figure at the time.

Payment will be made following receipt of the appropriate claim form; together with a signed receipt from the Child Minder/Carer.

## **9. LOSS OF EARNINGS**

Loss of earnings will be paid to Board Members in the following circumstances;

- Every effort has been made to hold the relevant meeting at a time which will avoid Board Members working on a weekend or having to use their annual leave.
- The Board member must have actually attended the meeting.
- The Board member must 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.

### **Other Expenses**

The cost of telephone calls, postage and other outlays will be reimbursed on production of an appropriate voucher or if agreed in advance.

## **10. RECORDS**

The Finance Department will retain details of all claims made together with the relevant supporting documentation.

## **11. CONFIDENTIALITY**

All information relating to the Association's customers, staff, Board and business operation is confidential. The Association's statutory compliance with this confidentiality is dictated by the General Data Protection Regulation (EU) 2016/679 ("the GDPR"), and the Privacy and Electronic Communications (EC Directive) Regulations 2003. The Association's staff will treat electronic information with the same care as they would, paper based information, which is confidential.

## **12. CAR MILEAGE RATES FOR BOARD MEMBERS**

### **Car mileage scales as approved by the Inland Revenue:**

Under the Inland Revenue's system of Approved Mileage allowance payments for Board Members who use their own cars for business travel, the Association will pay the following mileage rate for ALL engine sized cars.

- **45p per Mile for the first 10,000 business miles**
- **25p per mile thereafter.**

## **13. EQUALITY AND DIVERSITY**

Bridgewater Housing Association is an Equal Opportunities organisation. As stated in the Association's Equality and Diversity Policy, we will embrace diversity, promote equal opportunities for all and eliminate unlawful discrimination in all areas of our work.

## **14. POLICY REVIEW**

This policy will be reviewed in 2024 or earlier if necessitated by legislative requirements. Given the obvious conflict of interest for Board Members in approving such a policy, the Board delegate authority to review the policy to the Chief Executive/Head of Finance.

**BRIDGEWATER HOUSING ASSOCIATION LIMITED  
EXPENSES CLAIM FORM**

**BOARD MEMBERS**

NAME .....

DESIGNATION .....

CAR REG .....

Details of Claim	Date	Mileage Rate 45p per mile (First 10,000 miles)	Public Transport	Overnight Allowance At £25 per night	Meal Allowance Lunch - £10 Evening Meal - £20	Misc.

I hereby certify this claim as being a  
True record of expenses incurred by me on Association Business.

Signed: \_\_\_\_\_

Mileage	No of Miles = ___ @45p per mile	£
Public Transport		£
Overnight Allowances	No of nights = ___ @£25	£
Lunch Allowances	No of days = ___@£10	£
Evening Meal	No of nights = ___ @£20	£
Misc. expenses		£
	<b>TOTAL</b>	£

Finance Use Only

On completion this form should be passed to the Head of Finance/Chief Executive for authorisation and processing.  
A Bacs payment will be issued within one week of the date of the claim.

Authorised .....

Designation .....

Date .....