

Board and Committee Members Expenses Policy

Approved on: 22 March 2018

Effective from: 01 April 2018

Policy Implementation Checklist:	
Policy Owner:	Strategic Support Services
Author:	Governance and Administration Manager
Version Number:	2.0
Approved on:	22 March 2018
Effective From:	01 April 2018
Due to Review on:	April 2021
Equality Impact Assessment Required:	N/A
Policy Impact Assessment Required:	N/A

1. Introduction

Members of the Board and its Committees are entitled to claim expenses reasonably and properly incurred when engaged on Bield's business. It is at the discretion of members whether or not to claim expenses. The allowance rates for car mileage and meals are normally reviewed annually.

Expenses may be claimed on the following basis:

- for actual expenses on production of a receipt
- to attend Board or Committee meetings or meetings of working groups as required
- when undertaking other official business on behalf of Bield on the authority of the Board/Committee. This includes attendance at conferences, training events, meetings (including site and development visits) and seminars. In the event that members require the assistance of a carer to attend meetings or undertake other official business on behalf of Bield, all reasonable expenses for the carer will be met, on production of receipts for hotels or travel.

2. Travel

It is left to the discretion of members to decide which form of transport should be used for each journey. However, members are requested to use public transport, where possible, especially for longer journeys.

Air: Economy Fare

Rail: Standard Class

Car: The current mileage rate is 45p per mile

Taxi: At the discretion of members, taxis should normally be used for relatively short journeys but can be used for longer journeys, with prior approval from Strategic Support Services. Receipts require to be produced. In cases where taxis are used on a regular basis for longer journeys, an annual review of the company used may be undertaken

3. Accommodation

In the event of members requiring an overnight stay due to an early or late meeting, taking them outwith normal working hours, overnight accommodation may be claimed.

Members are eligible to stay in a Bield guest room and this should be the first option considered. Strategic Support Services are able to provide members with information on where Bield have

guest rooms. Further, Bield has a reciprocal arrangement with Hanover and Trust Housing Associations which allows tenant Members to make use of their guest rooms at the agreed cost. Strategic Support Services are also able to provide information on locations in this respect.

Members can book a 3 star hotel, which is the standard normally used, although circumstances may necessitate the use of a different grade. A claim may include room with private facilities and full breakfast plus service charge and VAT.

4. Meals

A dinner allowance of £18 (inclusive of service and VAT) may be claimed when members are required to stay overnight or when Bield business precludes arrival home before 8.00pm.

A lunch allowance of £8.50 (inclusive of service and VAT) may be claimed when lunch is necessarily taken away from home/office.

Meals taken on trains may be claimed in full when they exceed the appropriate allowance.

In any of the above circumstances, expenses will only be paid where alternative provision was not included e.g. expenses cannot be claimed for meals, accommodation, transport etc where these are already included in any attendance fee, or they are provided free of charge.

5. Other

6. Bield will pay 30% of costs in respect of any other reasonable out-of-pocket expenses e.g. telephone, postage, stationery etc. **Child Care**

The costs incurred through requiring to have a child looked after while carrying out normal duties as a Board/Committee member will be met by Bield providing that a receipt for expenses incurred is provided and the person minding the child is not a member of the Board/Committee member's household.

Childminding expenses will be paid for any child or step-child of a Board/Committee member, or any child for whom the Board/Committee member is the legal guardian. The child must normally live with them and be under the age of 16.

Bield may ask for documentary evidence of any child's age, or their legal guardian, before paying expenses.

Childcare costs cannot be claimed where cheaper or free alternatives were available e.g. a crèche.

7. Care of Other Dependent Relatives

Board/Committee members can also claim reasonable expenses incurred through having other dependent relatives cared for while they are carrying out duties of a Board/Committee member, provided that they can provide a receipt for expenses incurred and the person caring for a dependent is not a member of the Board/Committee member's household.

Bield may ask for documentary evidence of the relationship of the dependent from the Board/Committee member and any legal duty of care e.g. payment of a relevant benefit, payment from social work etc.

8. Loss of Earnings

Bield will reimburse a Board/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 or event could not reasonably have been held at an alternative time
- the attendance of the Board/Committee member was required and authorised by the Board/Committee
- another Board/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 i.e. where the Chair should attend
- the claimant must submit an official letter from an employer confirming that earnings have been lost or annual leave entitlement used, on which date and the amount or value involved

Bield will pay up to a maximum of £60 per day for loss of earnings or annual leave entitlement.

Claims for expenses should be on the prescribed form and be sent to the Governance & Administration Manager (from whom expenses forms are available) at 79 Hopetoun Street, Edinburgh EH7 4QF. Expenses claims in accordance with the prescribed rates and procedures are authorised by Strategic Support Services and passed to Financial Services for payment, normally within 4 weeks of receipt of the claim.

9. Equality and Diversity

In operating this Policy, Bield seeks to achieve equality of opportunity and will not discriminate against anyone on grounds of age; disability; gender re-assignment; pregnancy and maternity; race, including ethnic or national origin, colour and nationality; religion or belief; sex and sexual orientation.

10. Policy Review

This policy was adopted by our Board of Management in March 2018. It will be reviewed by the Governance & Administration Manager not later than April 2021