

LANGSTANE HOUSING ASSOCIATION

POLICY ON PAYMENT OF EXPENSES TO MEMBERS OF COMMITTEE OF MANAGEMENT

1. Introduction

In accordance with Schedule 7 to the Housing (Scotland) Act 2001, Langstane Housing Association (hereinafter referred to as “the Association”) will reimburse members of the Committee of Management (including persons who were members within the preceding twelve months) only in accordance with Communities Scotland Guidance Note 2003/02 and/or any subsequent relevant guidance.

The Association is committed to equality of opportunity of access and believes that persons with an interest in the Association’s aims should not be discouraged by the prospect of financial loss.

2. Conditions for Paying Expenses

Other than for reimbursement of travelling costs, expenses will be paid only on production of a receipt.

All payments are based on the rates paid by Scottish Local Authorities to their members and the amounts specified in this policy were applicable at the time of its most recent review. The rates will be amended from time to time in line with amendments to the Local Authorities’ rates.

Expenses will be paid for the following purposes only:-

a. Travelling

Committee members are expected to use the most cost effective form of transport, but regard may be had to timetable, safety and personal frailty or disability in determining the appropriate form to be used.

Subject to the above, the Association will meet expenses incurred in attending Committee or Sub-Committee meetings, or attending any meeting or event where the Committee member’s attendance has been authorised by the Committee of Management, as a representative of the Association.

The rates will be as follows:-

Standard Class fares on public transport (rail, bus, air or ferry).

Car Mileage: Not exceeding 1199cc - 39.9 pence per mile
Over 1199cc - 49.3 pence per mile

b. Subsistence

Where a Committee member is prevented by Association duties from taking a meal at his/her home or where they would normally have their meal, meal expenses will be payable on production of a receipt and subject to the following maximum limits:-

Breakfast:	£ 6.00
Lunch:	£ 8.50
Evening Meal:	£12.00

Evening meal will normally be payable only where the duties involve an overnight stay, and no meal is separately payable where this is provided as part of the booking fee for a conference or training event to which the Committee member is a delegate.

c. Overnight Accommodation

Where official duties involve an overnight stay, and where the cost of overnight accommodation is not covered by a delegate fee or otherwise paid for direct by the Association, the cost of Bed and Breakfast accommodation will be reimbursed on the production of a receipt up to the limit of £82.50 unless previously approved. In the event of a Committee member being accompanied by a partner and choosing double accommodation, the amount reimbursed will be the cost of a single room in the same establishment, up to the above limit.

d. Care for Dependent Relative

The costs incurred in having a dependent relative (e.g. child or elderly person) looked after by a suitable person while the Committee member is on Association duty will be reimbursed on production of a receipt, provided the person looking after the relative is not a member of the Committee member's family. The rates paid will be not less than the current minimum wage.

e. Loss of Earnings

Loss of earnings will not normally be paid for attendance at Committee or Sub-Committee meetings, or for any other routine duties. Exceptionally, however, under certification of the Chief Executive as Secretary, the Association may pay loss of earnings where, because of the urgency and importance of the business, it is essential that the member attend, and where there is no reasonable possibility of the meeting or event being held at another time.

Any such claim must be accompanied by a statement from the Committee member's employer certifying that the Committee member has lost earnings or annual leave entitlement and stating the net value of such loss. Loss of earnings will not be payable to those who are self-employed.

3. Procedure

Expenses claims will be submitted on an official form provided by the Director of Finance and Corporate Services for the purpose. It would be expected that such forms will be submitted monthly to the Chief Executive for certification prior to payment. No claim in respect of expenses incurred more than six months prior to the date of submission will be entertained.

4. Review

The terms of this Policy will be reviewed every 3 years by the Committee of Management.

Date Approved by Committee of Management: 12.03.07

Review Period: 3 Years

Date Due for Review by Committee of Management: March 2010