



The Langstane Group

Governing Body Expenses Policy

Date approved by leadership team	10 January 2024
Board of Management / Committee name	Board of Management
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Review date	January 2027
Version	V3

Version	Date approved	Changes
V1	12/03/2007	New policy
V2	16/12/2019	Complete rewrite
V3	22/01/2024	Information to advise that Langstane will meet expenses where possible in advance added, information regarding passengers added, and information to provide an allowance in advance added

1. Introduction

Formed in 1977, Langstane Housing Association is a Co-operative and Community Benefit Society, and a registered social landlord with charitable status.

The Langstane Group (Langstane / the Group) consists of Langstane Housing Association Limited and its wholly owned subsidiaries.

This policy applies to all entities of the Langstane Group.

2. Aim of the policy

The aim of this governing body expenses policy is to ensure there are clear guidelines in place for the claiming and payment of out-of-pocket expenses for governing body members whilst undertaking their role within the Langstane Group.

3. Links to other strategic documents and policies

The Group's Governing Body Expenses Policy is linked to a number of strategic / corporate documents and policies in particular but not solely:

- Rules and Articles of Association;
- Standing orders;
- Entitlements, Payments and Benefits policy;
- Code of Conduct;
- Employee handbook;
- Governing body documentation;
- Anti bribery policy; and
- Anti fraud policy.

4. Policy

Governing body members, whilst undertaking their roles for the Group are entitled to claim reasonable expenses and allowances. Each governing body member making such a claim must ensure that all travel and subsistence claims are reasonable and accurate.

Taking into account Langstane's desire to deliver best value, all travel costs met will be at second class / standard rate.

4.1 Travel expense rates

The most up-to-date rates for travel expenses are available from the Finance service. These are currently:

4.1.1 Travel allowances

Car user allowance

Mileage rates:

First 10,000 miles per year	£0.45 per mile
After 10,000 miles per year	£0.25 per mile

An additional allowance of £0.05 per mile will be paid when a passenger(s) accompanies the governing body member to an event to represent Langstane.

Motor cycle allowance

Mileage rates for motor cycle use are paid at £0.24 per mile for all mileage claimed.

Public transport

If public transport is used, the actual travel expenses incurred will be reimbursed on production of receipts where available. Where preferred and as appropriate, tickets may be purchased by Langstane in advance.

Bicycle allowance

An allowance for bicycle usage will be paid at a rate of £0.20 per mile for all mileage claimed.

4.1.2 Calculation of mileage

Mileage from home to 680 King Street, Aberdeen or the venue being used for the meeting / conference can be claimed when attending meetings in person. Where attending a meeting outwith Aberdeen City, the most appropriate mode of transport will be used. This may include train.

Expense claims are submitted to the Finance Service as soon as possible after the month end or as soon as practical after the expense has been incurred.

4.2 Subsistence claims

Claims for subsistence may be made where catering is not provided and if the meeting is expected to last ~~over~~ seven hours or more.

Lunch may be claimed up to £5.50 and dinner up to £12.00.

All claims must be made on an official expense claim form. Subsistence payments will not be made from petty cash. No alcohol will be paid for. Claims for subsistence must be accompanied by VAT receipts.

Expense claim forms must be approved by the Director of Finance & Corporate Services.

The period of absence should be calculated on the actual time of absence based on departure time from home and time of arrival back at home. Multiple periods of absence in any one day may be aggregated where separated by less than one hour during which time no meal could be taken.

Decided on a case by case basis and where appropriate, an allowance may be provided in advance (of attendance at events). This may be taken from petty cash and will not exceed £20 per day.

4.3 Overnight allowance

Overnight expenses are paid where governing body members cannot reasonably be expected to make the return journey to and from a meeting in the same day. There are two elements:

Overnight accommodation – all overnight accommodation will be booked on a bed and breakfast basis.

Expenses – expenditure to cover the cost of remaining meals within a 24-hour period within the indicative limits detailed.

4.4 Travel outwith the boundaries of the Group's operating area

Travel outwith the boundaries of Aberdeen City, Aberdeenshire and Moray Council areas should, where possible and practical to do so, be made by public transport, normally using the railway network.

Claims for the use of public transport whilst on Group business (that has not been pre booked by Langstane) will be made on the standard expense claim form accompanied by appropriate receipts.

All governing body members who are using public transport will travel at second class / standard rate.

Where public transport is not readily available, or where the cost of public transport is prohibitive, governing body members may make use of their own vehicle subject to the mileage claim provisions previously detailed.

Where more than one governing body member is travelling to the same location, where possible and practical to do so, they will consider sharing vehicles in order to minimise cost to the Group.

4.5 Care for dependents

Governing body members may claim for support towards the cost of looking after dependents whilst attending governing body events. This would normally be where the governing body member is the primary carer, the temporary carer is a registered carer / body, and the payment is not to a relative of the governing body member.

Where governing body members require support of this nature, this must be discussed with, and agreed by, the Chief Executive before such arrangements are put in place.

4.6 Support when attending meetings / events

Whilst Langstane will endeavour to make meetings and events as accessible as possible, when a governing body member requires support to assist them attend and fully participate in meetings / events, meeting any additional costs involved will be considered on a case by case basis.

4.7 Loss of earnings

Loss of earnings will not normally be paid for attending governing body meetings or for any other routine duties. Exceptionally, the Group may pay loss of earnings where, because of the urgency and importance of the business, it is essential the governing body member attend, and there is no reasonable possibility of the meeting or event being rescheduled for a more convenient time.

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

5. Monitoring and review

This policy will be reviewed on a 3-yearly basis or earlier if there are reasonable grounds for undertaking such a review.

6. Equality and diversity

The Langstane Group is committed to promoting equality and diversity across all areas of work. Discrimination or harassment of any kind is not tolerated.

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