



**Gardeen Housing Association Ltd**  
**Building a Better Future**

## **GARDEEN HOUSING ASSOCIATION**

### **COMMITTEE & STAFF EXPENSES 2024 Review**

Implemented	<b>2024</b>
Next Review	<i><b>2027</b> unless there is a change in legislation or change In Scottish Housing Regulator Guidance Notes, changes in the Law or the Association's procedures</i>

#### **A: GOVERNANCE & ACCOUNTABILITY**

## **Committee and Staff Expenses**

### **Purpose of Policy**

This Policy outlines the circumstances and procedures under which claims for expenses can be made from Gardeen Housing Association, while representing Gardeen Housing Association on official business.

The Management Committee of Gardeen Housing Association has adopted the Model Entitlements Payments and Benefits Policy. Reference is also made to procedures on payments to Committee Members in the SFHA Code of Conduct for Committee Members. The Policy also takes account of the Scottish Housing Regulator publication: Governance Matters: Payments and Benefits. This Policy affects staff, Gardeen Committee Members and their close relatives and family members.

### **PERFORMANCE STANDARDS**

<b>GS1.2</b>	<b>Policies and Procedures:</b>  We have written Policies and Procedures to guide our actions.
<b>GS2.1</b>	<b>Equal Opportunities</b>  We embrace diversity, promote equal opportunities for all and eliminate unlawful discrimination in all areas of our work.

### **Policy Statement**

The aim of the Policy is to ensure that no Committee Member or staff member is out of pocket while carrying out Association business. The payment of expenses ensures that Committee Members do not face discrimination in relation to childcare or care of a dependant. The Policy also aims to make sure people do not abuse their position or benefit from their connections with Gardeen. This is to protect the reputation of the Association.

### **Model Entitlements Payments and Benefits Policy**

This Policy has been adopted by the Association and sets out the entitlements payments and benefits that Gardeen staff and Committee Members can receive in accordance with their role as a regulator and a charity.

The Policy is intended to be a practical document that supports Gardeen Housing Association ensuring that staff and Committee do not benefit improperly or inappropriately from their involvement with Gardeen Housing Association but also that they are not unfairly disadvantaged.

**1. Organisations to Which Gardeen Housing Association is Affiliated:**

- 1.1 Easterhouse Housing and Regeneration Alliance
- 1.2 Employers in Voluntary Housing
- 1.3 SFHA
- 1.4 Glasgow West of Scotland Forum,

**2. Charitable Status**

Gardeen Housing Association is a charity and is registered with the Office of the Scottish Housing Charity Regulator. As a charity there are strict rules that set out the payments that can be made as a charity.

**3. Staff Expenses**

(a) **TOIL (Time Off In Lieu)**

It is recognised that staff working in evenings will accumulate TOIL. It is further noted that it is not always possible to take this time due to pressure of work. Staff are encouraged to use TOIL to benefit from a break from work at peak times, rather than receive payment. Payment for TOIL will only be considered under special circumstances. TOIL Accrual will be recorded in the annual accounts and should therefore be managed appropriately.

(b) **Attendance at Conferences**

As part of staff development, staff are encouraged to attend conferences. Often conferences are at the weekend and as a consequence, Staff are permitted 7 hours TOIL to reflect weekend working.

(c) **Staff Expenses**

Staff are entitled to claim expensed for mileage, for working more than 10 hours a day, travel expenses, parking costs and first aid payment. These costs should be recovered by completing an expenses form. Expenses are paid through the monthly salary scheme. Other payments for glasses, subscriptions to professional bodies are contractual and staff should follow the guidance set out by EVH. All expenses claims must be approved by a senior officer or the Chairperson.

**4. Subsistence Allowances**

Committee Members may also be required to attend meetings that are held during the day and overlap meal times. The times covering meal times are

explained below. In such occasions Committee Members will be entitled to subsistence allowances.

**Meals:**

Committee Members will be reimbursed for all reasonable costs on production of a receipt.

**5. Out of Pocket Expenses**

It is recognised that conferences provide an informal way of learning from other organisations. On these occasions it is not always possible to provide receipts for expenditure that is incurred at conferences.

An allowance for this expenditure will be paid to the delegated Committee Member of £30 per overnight stay away from home as out of pocket expenses. Children attending conferences will be eligible to claim £10 per overnight stay. Children should also receive expenses for tea, breakfast, lunch and evening meal where the appropriate meal is not provided. This will be paid out prior to attending the conference.

Staff who attend conferences will be eligible for expenses but will claim them by completing an expenses form, which will then be submitted and paid through the salary system.

**6. Travel Expenses**

All reasonable travel expenses will be paid. Receipts must be provided in all cases including taxis, train fares, bus fares, etc. The most cost effective method of travel must be used and car users allowance will only be paid where it is cheaper than other forms of transport. The mileage paid is per the EVH Conditions of Service and is paid for all engine sizes.

**7. Supervision of Dependants**

Committee Members should not be discriminated against because of childcare or carer responsibilities. As such the minimum hourly wage will be paid to the carer. This is up to a limit of 8 hours per day. Childcare will be paid for children until they reach 14 years of age.

Childcare expenses will not be paid at conferences/training events where a crèche is provided.

This amount shall also be paid to a carer where the dependant is in receipt of invalidity or attendance allowance.

This payment is not payable to spouses/partners or other members of the household of the claimant.

## **8. Keyholders Allowance**

Two Committee members are key holders for the office and receive a payment when they are called to the office in an emergency.

## **9. Carer Support**

If a Committee Member has carer requirements and will benefit from a carer attending a conference to assist the Committee Member, then the cost of this will be met by the Association.

Gardeen will pay for the cost of the conference and the out of pocket expenses that would be paid to a Committee Member.

## **10. Loss of Earnings:**

Committee Members can claim loss of earnings provided that:

- The payment is not being made in respect of a routine meeting;
- Every effort has been made to hold the relevant meeting at a time which will avoid volunteers losing salary or annual leave;
- Attendance by person claiming loss of earnings was important; and
- The member of the governing body is able to 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;

## **11. Procedure For Payment Of Expenses**

### **11.1 General Expenses**

In every instance, a Committee Expenses Form should be completed and passed to the Director for processing.

Advance payments can be made but receipts for travel must be provided and passed to the Director.

### **11.2 Child Care/Carer Expenses**

Expenses for child care/carers will be claimed by the Committee Member. It is the responsibility of the Committee Member to pass this payment to the carer.

## **12. Breach of Procedure**

If there a breach of this Policy and a payment is made outwith the procedure, then the matter will be investigated by the Management Committee and reported to the Scottish Housing Regulator and the Association's auditors if

necessary. The Scottish Housing Regulator shall be advised of the action that the Association plans to take in relation to any breach.

**13. Equal Opportunities**

Gardeen Housing Association is committed to ensuring equal opportunities and fair treatment for all people in its work. In implementing its Policy on Committee and staff expenses, Gardeen Housing Association will ensure that it achieves fairness towards all staff and governing body members, irrespective of factors such as gender or marital status, race, colour, disability, age, sexual orientation, language or social origin or other personal attributes

**14. Review**

The Management Committee will review this policy every three years. The next review is 2027