



Board & Committee Members Expenses Policy

Approved 22 September 2022





Title of Policy	Board & Committee Members Expenses Policy
Approved by	Board
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Author	Governance Manager
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Lead Directorate	Chief Executive's Office
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1 Introduction

- 1.1. The purpose of this policy is to set out how Bield will reimburse Members of the Board and Committee for reasonable expenses wholly, necessarily and exclusively incurred in the performance of their Board and Committee duties.
- 1.2. All legitimate expenses incurred in accordance with this policy will be reimbursed. Members of Board and Committee are responsible to ensure that costs are reasonable. Bield reserves the right not to reimburse expenses when they are not deemed reasonable and do not comply with this policy.

2. Equality, Diversity, and Inclusion

- 2.1. This policy is intended to ensure that no Board or Committee Member will be either financially disadvantaged or advantaged because of genuine business expenses. The policy also reaffirms Bield's commitment to ensuring equality of participation for Board and Committee Members. An Equality Impact Assessment was carried out in relation to this policy and this is included at [Appendix 1](#).
- 2.2. In addition to the points made above, to help promote equality and inclusion, the following steps will be taken for this policy:
 - Large print version
 - Translation and interpretation message on the back of the policy
 - Easy to read version

3. Policy

- 3.1. 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 will be set in line with the HM Revenue & Custom rules and rates, the policy may be amended to reflect and changes to these rates.
- 3.2. Original receipts must accompany all claims. Lost receipts can be supported by credit card slips or statements; however, these will not be accepted as evidence of reasonable expenditure unless they have been approved by the Chief Executive Officer.

Travel

- 3.3. Bield will pay reasonable costs of necessary travel on Board business and the use of public transport (where available) is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. In cases where no public transport or personal vehicle is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt.
- 3.4. Mileage allowance will be reimbursed at the current HMRC rate per mile up to 10,000 miles per annum.



Accommodation

- 3.5. 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.
- 3.6. Members are eligible to stay in a Bield guest room and this should be the first option considered. The Governance & Administration Team can 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. The Governance & Administration Team are also able to provide information on locations in this respect.
- 3.7. 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.

Meals

- 3.8. 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.
- 3.9. A lunch allowance of £8.50 (inclusive of service and VAT) may be claimed when lunch is necessarily taken away from home/office.
- 3.10. 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.

Other out-of-pocket expenses

- 3.11. Where it is not possible to utilise Bield equipment or services then up to 30% of costs in respect of any other reasonable out-of-pocket expenses may be claimed e.g., telephone, postage, stationery etc.

Child Care

- 3.12. Where a Board or Committee Member does not have a spouse, partner or other responsible adult to care for a child/ren during to enable attendance at meetings of the Board, its committees or in otherwise representing the business then a claim may be made for actual cost paid to a registered child minder or the cost of a babysitter.
- 3.13. Bield may ask for documentary evidence of any child's age, or their legal guardian, before paying expenses.

Care of Other Dependent Relatives

- 3.14. Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a Board/Committee member, if 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.



- 3.15. 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.

Loss of Earnings

- 3.16. Bield will not normally reimburse a Board/Committee member for any loss of earnings or annual leave entitlement. However, in exceptional circumstances a Board or Committee member could claim:

- the attendance of the Board/Committee member essential 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

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

- 3.18. Claims for expenses should be on the prescribed form and be sent to the Governance 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 the Governance Manager and passed to Financial Services for payment, normally within 4 weeks of receipt of the claim.

4. Publicising and Accessibility

- 4.1. The Policy will be provided to Board and Committee Members upon recruitment to the Board.
- 4.2. We are happy to translate any of our policies and provide an interpreter if our customers need help.

5. Training and Competence

- 5.1. Any relevant training can be provided to Board and Committee members as part of their induction.

6. Monitoring, Reporting, and Review

- 6.1. This policy was adopted by our Board in March 2018 and reviewed in September 2022. The next review of the Policy is due in April 2025



Appendix 1 Equality Impact Assessment

1	Title of Policy to be assessed: Board & Committee Member Expenses Policy		
2	Date: 22 September 2022		
3	Lead Officer/Manager: Governance Manager		
4	EQIA Team (who will be involved):		
5	Director/Manager: Chief Executive		
6	Is the function or policy existing, new, or review: Review		
7	Set out the aims/objectives/purposes/outcomes of the function or policy, and give a summary of the service provided:		
	The policy applies to all Board & Committee members		
7a	Who should benefit from the policy (target population): Board & Committee Members		
7b	Linked policies, functions: Are there any other functions, policies or services, which might be linked with this one for this exercise? Please list.		
8	State whether the policy will have a positive or negative impact across the following factors and provide initial comments/observations.		
	<p>Age: Older people, people in the middle years, young people, and children.</p> <p>Disability: includes physical disability, learning disability, sensory impairment, long-term medical conditions, mental health problems.</p> <p>Maternity and civil partnership The policy will have no impact on people expecting or recently giving birth or within a civil partnership</p> <p>Race: Minority ethnic people (includes Gypsy/Travellers, non-English speakers).</p> <p>Religion or belief: includes people with no religion or belief.</p> <p>Sex: Women, men, and transgender people (include issues relating to pregnancy and maternity).</p> <p>Gender reassignment: The process of changing or transitioning from one gender to another.</p> <p>Sexual orientation: Lesbian, gay, bisexual, and heterosexual people.</p> <p>People in remote, rural, and/or island locations</p> <p>People in different work patterns: e.g. part-/full-time, short-term, job share, seasonal</p> <p>People who have low literacy</p> <p>People in different socio-economic groups (includes those living in poverty/people on a low income)</p>		
	Population groups	Positive Impact	Negative Impact
			Comments



	Age	✓		Members of all ages are encouraged to apply to become Board members
	Disability	✓		Members with any disabilities are encouraged to apply to become Board members
	Maternity and civil partnership	✓		Members who are pregnant, or recently pregnant are encouraged to apply to become Board members. Members in any type of relationship are encouraged to apply to become Board members.
	Race	✓		Members of any race are encouraged to apply to become Board members.
	Religion or belief	✓		Members of any religion or belief are encouraged to apply to become Board members.
	Sex and Gender reassignment	✓		Members of any sex or gender are encouraged to apply to become Board members.
	Sexual orientation	✓		Members of any sexual orientation are encouraged to apply to become Board members.
	People in remote, rural, and/or island locations	✓		Members from any location are encouraged to apply to become Board members.
	People in different work patterns	✓		Members who work or are retired are encouraged to apply to become Board members.
	People who have low literacy		✓	Given the role of Board member, it is likely they would require a



				high level of literacy to undertake the role
	People in different socio-economic groups	✓		Members of any socio-economic group are encouraged to apply to become Board members.
9	What evidence do you have for the statements you have made above? Focus on: <ul style="list-style-type: none"> Needs and experiences; Uptake of services; N/A Levels of participation. N/A 			
10	From the evidence set out what actions, if any, will you take where the negative impact has been identified:			
	Population groups	Proposed action	How will it address the negative impact?	
	Age	N/A	N/A	
	Disability:	N/A	N/A	
	Maternity and civil partnership	N/A	N/A	
	Race	N/A	N/A	
	Religion or belief	N/A	N/A	
	Sex and Gender reassignment	N/A	N/A	
	Sexual orientation	N/A	N/A	
	People in remote, rural, and/or island locations	N/A	N/A	
	People in different work patterns	N/A	N/A	
	People who have low literacy	Training of members who may require additional help	Could open up the uptake of membership	
	People in different socio-economic groups	N/A	N/A	
	Briefly explain how the policy contributes to our equality and diversity values by answering the following questions: <ul style="list-style-type: none"> How will it provide equality of access to services, information, and employment? Does it or could it celebrate diversity? Will it or could it promote good relationships within and between communities? How will it provide good quality, inclusive services? <p>The Policy ensures equality across Board and Committee members in respect of what they are able to claim for duties undertaken in their role</p>			
	Any additional information, questions, or actions required? Please explain.			



Sign off:

As Director I am satisfied with the results of this EIA

The findings will be referred to within Service Plans and target set. The Action Plan will be reviewed annually within Business planning reporting.

Signature:

Date:



Speaking your language - we are happy to translate our policies on request.

يمكن ترجمة سياساتنا عند الطلب
إذا كنت بحاجة إلى مساعدة ، فيمكننا توفير مترجم

**Nasze zasady mogą być przetłumaczone na żądanie.
Jeśli potrzebujesz pomocy, możemy zapewnić tłumacza**

**我们的政策可以应要求翻译。
如果您需要帮助，我们可以提供翻译**

ہماری پالیسی کا درخواست پر ترجمہ کیا جاسکتا ہے۔
اگر آپ کو مدد کی ضرورت ہو تو ہم ایک ترجمان فراہم
کرسکتے ہیں