



# EXPENSES POLICY

FOR MEMBERS OF THE  
REPRESENTATIVE BODY

# DOCUMENT CONTROL

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Rochdale Boroughwide Housing Limited is a charitable community benefit society.

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## SECTION 1 - PRINCIPLES

RBH will pay members of the Representative Body (Representatives) expenses for approved duties. These include representing RBH at meetings, training events and conferences. Expenses will not be paid where members or advisors attend Representative Body meetings as observers.

Representatives are responsible for checking the effect that receiving expenses has on their personal tax and benefits.

Representatives are responsible for ensuring that they do not claim double expenses.

As the most cost-effective method, it is RBH's first preference that reimbursements of tenant expenses to attend tenant related meetings should be paid into their bank account. If the tenant prefers that they are paid directly from petty cash however, then this is acceptable up to a maximum amount of £30. The employee must not use their own money to reimburse the tenant and then claim it back.

To enable this Representatives will be asked to provide details of a bank account for payment of the expenses. Failure to do so may result in RBH being unable to reimburse Representatives. The usual time for expenses to be reimbursed will be 2 weeks.

For authorised duties, travel outside of Rochdale Borough and all accommodation will be pre-arranged by the Governance Team. Details of bookings and tickets purchased will be passed to Representatives in advance of the duty.

Other expenses are to be claimed in accordance with the procedure at Appendix C and are to use the form at Appendix A if it includes claims for car mileage and Appendix B if it includes a claim for public transport. Claims not involving car mileage or public transport can be made on either form.

Section two sets out the eligible items and the applicable rates.

The total amount of Representative Body expenses will be published annually.

Expenses should be claimed at least monthly, to ensure that any discrepancies may be corrected within a reasonable timeframe. Receipts should be attached to the form, they should be signed and dated, and then given to the Governance Manager. Sufficient detail should be included to enable the Governance Manager to identify which meetings/events the claim relates to.

## SECTION 2 – ELIGIBLE ITEMS AND THE APPLICABLE RATES

### a. Travelling Expenses

RBH is committed to achieving value for money. With this in mind, Representatives should travel in the most efficient way where possible, and car sharing is encouraged. RBH will arrange train journeys and accommodation where necessary for journeys outside the borough. Costs incurred for the use of the bus or train (for local journeys) and car parking will be reimbursed at cost where receipts are provided. RBH will not pay fines for parking or driving offences incurred whilst undertaking Representative duties.

### b. Subsistence

Expenses relating to subsistence will be reimbursed as follows:

Minimum journey time	Maximum meal allowance
5 hours	£5
10 hours	£10
15 hours	£25

Where a meal allowance of £5 or £10 has been paid out and the journey time lasts beyond 8pm then a supplementary £10 will be paid.

The meal allowance will be paid out after the event provided that it can be demonstrated that the relevant time has lapsed.

Where receipts are in excess of the allowance, the allowance will be paid.

### c. Telephone costs / mobile phones

Costs will be reimbursed for calls related to their duties itemised on a telephone bill. The Governance Manager will have discretion to make an ad hoc payment.

### d. Administrative expenses

If a representative requires stationery to assist with the performing of their duty, they should request these via the Governance Manager. RBH procure these at far better prices than can be purchased in small quantities, so it is more cost effective to request stationery or printer cartridges than it is to buy it and claim it back.

### e. Taxis

Taxis may be used for meetings where:

- there are mobility issues
- fear of crime is a concern
- public transport connections take more than 40 minutes

Taxi booking will usually be undertaken by the Governance team on behalf of Representatives. However if a Representative needs to book a taxi at short notice then they will quote their name, the name of an RBH employee at the meeting, and are to travel within a reasonable time of the meeting that they are attending. Taxis are to be shared where possible. Representatives are to contact the Governance Coordinator (01706 273 815) for advice before using a taxi for the first time.

## **f. Mileage allowances**

Mileage allowances fall in line with those paid to RBH employees and will take effect from Monday 6<sup>th</sup> June 2016.

<b>Mileage allowance</b>	45p per mile
<b>Passenger allowance</b>	5p per mile

## **g. Dependant care**

RBH seeks to overcome any barriers for carers who may wish to become Representatives. The cost of carers may be claimed in respect of children under the age of 16 or if the Representative is the sole carer for someone over the age of 16.

Representatives should claim the actual cost. Indicative rates are £7 per hour for child minding and up to £15 for carers. The Governance Manager is authorised to fully cover higher actual costs if reasonable.

These are not payable if the substitute carer is a member of their household.

Members should declare their care responsibilities upon appointment.

## **h. Loss of Earnings**

Payment will be made for loss of earnings where the Representative has deductions from pay for time off to attend Representative Body meetings or training.

Any expenses for approved duties not listed in this policy will be paid subject to provision of receipts or other reasonably expected evidence of the costs.

Employee Representatives will be paid at their normal rate of pay (i.e. flat rate only). Effectively their work on the Representative Body will be paid in the same way as all their other work, with the exception that there will be no overtime paid.

## **i. Membership Events**

Expenses will be paid for formal meetings such as Annual or Special Members Meetings, but will not be paid for membership events, such as 'celebration days', 'membership conferences' and suchlike.



**APPENDIX B**

**RBH Board / Representative Body Expenses Claim Form**  
**with Travel by Public Transport**

**PUBLIC TRANSPORT EXPENSES**

Date	From	To	Mode of Transport	Purpose of Journey	Amount
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

**ALL OTHER EXPENSES**

Date	Nature of Expense	
		<b>Total</b>
		£0.00

Name	Signature	Date



## PROCEDURE FOR MAKING BOARD / REPRESENTATIVE BODY EXPENSES CLAIMS

### Before incurring any expenses:

Read expenses policy & either:

- provide Governance Team with Bank Account Number and Sort Code (*RBH preferred option*), or
- Ask for expense to be paid via Petty Cash

1. Obtain receipt for expense unless claiming mileage.



2. Complete expenses claim form and submit to Governance Team with any receipts.

**Allow up to  
two weeks**

3. Expenses will be paid directly into your bank account.