



BOARD EXPENSES POLICY

DOCUMENT CONTROL

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Rochdale Boroughwide Housing Limited is a charitable community benefit society.

FCA register number 31452R.

Registered Office: Sandbrook House, Sandbrook Way, Rochdale OL11 1RY.

Registered as a provider of social housing. HCA register number: 4607



CONTENTS

Section	Page
General Considerations	4
Policy	4
Equality and Diversity	6
Monitoring and Review	6
Links to other RBH Strategies and Policies	6

1. General Considerations

1.1 This latest review of the Board Expenses policy is a housekeeping review only.

2. Policy

2.1 Non-executive Directors are unpaid, but RBH will pay them expenses for approved duties. Examples of such approved duties include:

- Board Meetings
- Meetings of Committees established by the Board
- Ad hoc meetings arranged by the Board
- Attendance at meetings of the Representative Body.
- Training events
- Conferences

Expenses will not be paid for membership events, such as 'celebration days', 'membership conferences' and suchlike.

Board Members Responsibilities

2.2 Board members, not Rochdale Boroughwide Housing, are individually responsible for the notification of eligible income, including equipment, in tax and welfare benefit calculations and should seek specialist advice /discuss with HMRC and appropriate benefits agencies where necessary.

2.3 Board members are responsible for ensuring that their car insurance policy covers them for travel related to discharging their duties.

Payment

2.4 Payments will be paid by BACS. All expense claims (excluding car mileage) must be supported by original receipts or invoices.

2.5 Expenses can be paid in advance for authorised duties. Backdating of claims is limited to six months.

2.6 Expenses should be claimed within a month of the event, to ensure that any discrepancies may be corrected within a reasonable timeframe. Receipts should be attached to the forms, they should be signed and dated, and then given to the Governance Manager. Sufficient detail should be included to enable to Governance Manager to identify which meetings/events the claim relates to. Board members are encouraged to submit claims electronically, if it is practicable to do so.

2.7 The rules state that any expenses paid to Board members will be published annually.

Eligible Items and the Applicable Rates

2.8 *Travelling Expenses* - RBH is committed to achieving value for money. Board members should travel in the most efficient way where possible. 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 duties.

- 2.9 *Overnight stays* - A fixed sum of £10 will be payable for networking or social costs for events requiring an overnight stay.
- 2.10 *Subsistence and Overnight Incidentals* - Expenses relating to subsistence will be reimbursed based on actual costs. If the actual costs are above the benchmark rates then benchmark rates will be reimbursed.
- a. *Breakfast* – Breakfast can be claimed if journeys have commenced before 8am.
 - b. *Lunch* – Lunch will be reimbursed if it has not been provided by the event organiser and the Board member has been at an event for more than half a day. If breakfast has been purchased as part of an overnight stay then this will be reimbursed.
 - c. *Evening Meal* – An evening meal will be reimbursed if a Board member has to stay overnight as part of their RBH Board commitments. Expenses do not cover alcoholic beverages. If an Board member is not on an overnight stay, RBH will reimburse the meal if it was bought after 6pm.

RBH will reimburse for overnight expenses such as private phone calls and laundry at a max of the incidental overnight expenses allowance if you are required to stay away on business for more than five consecutive nights. All rates are at appendix 1.

- 2.11 *Business entertainment (Hospitality)* - This includes hospitality of any kind, and the expenses incurred in providing entertaining. Any plans to entertain third parties should be raised and agreed with the Governance Manager before the event.
- 2.12 *Taxis* - Taxis may be used for evening meetings, where there are mobility issues, or where fear of crime is a concern. When booking the taxi, the Board member should quote their name, the name of an RBH officer at the meeting, and should be travelling within a reasonable time of the meeting that they are attending. Taxis should be shared where possible. Board members should contact the Governance Manager (01706 273811/273815) for advice before using a taxi for the first time.
- 2.13 *Mileage allowances* - Mileage allowances fall in line with those paid to RBH employees and took effect from 6th June 2016:

Mileage allowance per mile	45p
Passenger allowance	5p per mile

- 2.13 *Dependant care* - RBH seeks to overcome any barriers for carers who may wish to become Board members. The cost of carers may be claimed in respect of children under the age of 16 or if the Board member is the sole carer for someone over the age of 16.
- 2.14 Board members 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.
- 2.15 Members should declare their care responsibilities upon appointment.
- 2.16 *Loss of Earnings* - Payment will be made for loss of earnings where the Board member has deductions from pay for time off to attend meetings or training.
- 2.17 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.
- 2.18 *Discretionary Payments* - The Chair and the Chief Executive may authorise discretionary payments under circumstances which are not covered by this expenses policy.

Board Expenses Policy

Forms

- 2.19 Claim forms are available from the Governance Team. Board members are encouraged to fill in forms electronically and scan receipts with claim forms, if it is practicable to do so.

3. Equality and Diversity

- 3.1 An Equality Impact Assessment will be conducted at the next major full review of this policy.

4. Monitoring and Review

- 4.1 This policy will be reviewed annually to take account of changes in levels of payment for certain items. Any changes must be approved by the Representative Body.

5. Links to Other RBH Policies and Procedures

- 5.1 The mileage rates for car use are linked to Work Related Travel Allowance Policy.

Appendix

1 – Expenses Allowance

APPENDIX 1 - EXPENSES ALLOWANCE

Subsistence

	Outside London	London	Non-UK
Breakfast	£10.00	£15.00	£10.00
Lunch	£15.00	£20.00	£15.00
Evening Meal	£20.00	£25.00	£20.00

Accommodation

	Outside London	London	Non-UK
Max per night	£100.00	£150.00	£100.00

Incidental overnight expenses (more than five consecutive nights)

	UK	Non-UK
Max per night	£5.00	£10.00