

This document is available in other languages or formats.  
Please contact the office for details.



<b>Policy:</b>	<b>Committee Members' Expenses</b>
<b>Legal Requirements:</b>	There are no legal requirements applicable to this policy.
<b>Regulatory Standards:</b>	<p>The Scottish Housing Regulator has set out Regulatory Standards for all Registered Social Landlords (RSLs) to ensure that RSLs deliver good outcomes and services for its tenants and service users through good governance and financial management.</p> <p>This policy evidences that the following Regulatory Standards are being met:</p> <p>Standard 2: The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities.</p> <p>Standard 3: The RSL manages its resources to ensure its financial well-being, while maintaining rents at a level that tenants can afford to pay.</p> <p>Standard 5: The RSL conducts its affairs with honesty and integrity.</p>
<b>Notifiable Events:</b>	In compiling this policy, consideration has been given to the Notifiable Events Guidance issued by the Scottish Housing Regulator and the impact of that guidance on the policy.
<b>Equality and Diversity:</b>	<p>The Association is committed to Equal Opportunities and will endeavour to ensure that all services are carried out in an undiscriminating manner in line with the Association's Equality and Diversity Policy.</p> <p>In particular, the Association will not discriminate on the grounds of age, disability, marriage and civil partnership, pregnancy and maternity, race, religion or belief, gender, gender reassignment or sexual orientation.</p>
<b>Human Rights:</b>	<p>In compiling this policy, consideration has been given to "The Right to Adequate Housing" (Fact Sheet No. 21/Rev.1) published by the Office of the United Nations High Commissioner for Human Rights and the impact of that guidance on the policy.</p> <p>In particular, the Association is satisfied that this policy is not in contravention of the key aspects of the right to adequate housing:</p> <ul style="list-style-type: none"> <li>• The right to adequate housing contains freedoms;</li> <li>• The right to adequate housing contains entitlements;</li> <li>• Adequate housing must provide more than four walls and a roof; and</li> <li>• Protection against forced evictions.</li> </ul>
<b>Complaints:</b>	Although the Association is committed to providing high levels of service, we accept that there may be occasions where customers may not be satisfied with the service they have received. The Association values all complaints and uses this information to improve the services that it provides. The Association's Complaints Policy describes our complaints handling procedure and how to make a complaint.
<b>General Data Protection Regulation (GDPR):</b>	The Association will treat all customers' personal data in line with its obligations under the current data protection regulations and our Privacy Policy. Information regarding how data will be used and the basis for processing data is provided in the Association's Fair Processing Notice.
<b>Policy Author:</b>	Kirsty McKay
<b>Policy Review:</b>	In order to ensure that any change in circumstances is accommodated this policy will be subject to review every two years in the month of February.

<b>Policy Approval:</b>	This policy was last reviewed / approved by the Management Committee of Yoker Housing Association Limited at its meeting held on Thursday the 28th of March 2024.
-------------------------	---

**Statement of Policy Aims/Principles**

Members of the Association's Management Committee are volunteers and are prohibited by convention from receiving payment for carrying out their duties. However, the Association may reimburse reasonable out of pocket expenses incurred in the course of Association business. The aim of this policy is therefore to clarify the following:

1. Expenses which members of the Management Committee of Yoker Housing Association Limited may legitimately recover; and
2. Committee Members' personal obligations and responsibilities in recovering these expenses.

**Policy Details**

Definition of Terms

Qualifying Events: conferences, seminars, training courses and meetings.

Travelling Expenses

The Association will reimburse all costs reasonably incurred in travelling to and from qualifying events. Travelling expenses will be paid at the appropriate second class public transport rate.

In exceptional circumstances only and with the prior approval of the Director, a private car or taxi carriage may be used. In these circumstances mileage details or a receipt must be provided respectively. Where prior approval is given, mileage will be paid at the occasional car user rates laid down from time to time in the Association's Conditions of Service. Furthermore, a valid certificate of motor insurance will be required which covers the vehicle's use in connection with the Association's business.

Fees and Charges

The Association will reimburse all fees and charges relating to attendance at qualifying events. A subsistence payment of £35 will also be paid for each day in which a Committee Member participates in a qualifying event which includes an overnight stay.

In the case of a one-day qualifying event where it would not be practical to arrive in time for the start or to travel back the same day, and with the prior approval of the Director, the cost of overnight accommodation up to a maximum of £150 will be reimbursed.

The Association will also reimburse the cost of child care arrangements necessary to facilitate attendance at qualifying events and in accordance with the Association's approved Child Care Allowance Policy.

General

Receipts must accompany all claims for expenses which should be authorised by the Director and submitted to the Senior Finance Services Officer for payment.

The Association will not accept liability for any declaration which must be made to the relevant taxation or benefit authority.

If a Committee Member disagrees with the Director's decision as far as payment of any expenses is concerned, the matter may be referred to a meeting of the Office Bearers of the Association. The decision of the Office Bearers in such circumstances will be final. In the event that an Officer Bearer disagrees with the Director's decision as far as payment of expenses is concerned, the matter may be referred to a meeting of the Full Management Committee.