

# ***FORTH HOUSING ASSOCIATION LIMITED***

## ***COMMITTEE MEMBERS' EXPENSES***

Code: FIN04

Approved: November 2025

Next review: November 2028

Cross reference: FIN01 Finance Regulations  
FIN02 Finance Procedures



This document can be made available in alternative languages or formats (such as large print, audio etc). Please contact staff as required.

## Policy Summary

This policy has been developed to show how Forth Housing Association reimburses committee members for legitimate expenses, including travel, meals, accommodation, and loss of earnings. It ensures compliance and transparency in the reimbursement process.

## Equalities

No equalities issues have been identified in the Equalities Impact Assessment Screening Questions and there is therefore no requirement to do a full Equality Impact Assessment.

## Privacy

Data Protection legislation applies to records which will be managed accordingly. There is no requirement to do a full Privacy Impact Assessment.

## Policy Owner

Name: Corporate Services Officer (Governance)

Date of Next Review: November 2028

# **FORTH HOUSING ASSOCIATION LIMITED**

## **COMMITTEE MEMBERS' EXPENSES**

### **1.0 INTRODUCTION**

- 1.1 This policy establishes the guidelines and procedures for reimbursing legitimate expenses incurred by committee members in the course of their duties on behalf of Forth HA. The policy ensures transparency, consistency, fairness, and compliance with current Scottish Government regulations, as well as best practice in governance within the housing sector.

### **2.0 Principles**

- 2.1 We aim to provide a clear, fair, and transparent framework for the reimbursement of legitimate expenses incurred by Committee Members while carrying out their duties on behalf of Forth Housing Association (FHA).
- 2.2 All claims are reasonable, properly authorised, and directly related to official responsibilities, in line with the principles of voluntary service.
- 2.3 Consistency and accountability will be prompted in the management and reimbursement of travel, subsistence, accommodation, care of dependants, and loss of earnings.
- 2.4 Value for money is upheld by encouraging cost-effective decisions, such as sharing transport or selecting reasonably priced accommodation, while ensuring that no Committee Member is financially disadvantaged through their voluntary service.

### **3.0 Aims and Objectives**

- 3.1 Forth HA is committed to supporting its Committee Members by reimbursing legitimate expenses in a manner that is transparent, equitable, and compliant with regulatory standards.
- 3.2 FHA seeks to enable members to fulfil their roles effectively without personal financial loss, while maintaining public trust through responsible financial management.
- 3.3 Clear procedures are applied for the submission, authorisation, and payment of claims to promote accountability and consistency across all expense processes.

- 3.4** All expenditure must demonstrate good governance, fairness, and the prudent use of resources in line with the Association's values and financial procedures.
- 3.5** This policy will reinforce FHA's commitment to integrity, transparency, and equality of opportunity in all aspects of Committee Members' expenses.

## **4.0 Policy Framework**

### **4.1 LEGITIMATE EXPENSES**

4.1.1 Forth HA recognises the following as legitimate expenses eligible for reimbursement:

- **Travel:** Reasonable travel costs incurred in attending committee meetings, training events, conferences, or for any other Association-related business.
- **Meals:** Reasonable meal costs while away from the local geographical area on Association business, where meals are not provided as part of the event.
- **Care of Dependants:** Reasonable costs for the care of dependants during attendance at Association meetings or events.
- **Loss of Earnings:** Reimbursement for loss of earnings or annual leave entitlement, consistent with Scottish Housing Regulator guidelines.
- **Additional Costs:** Any other reasonable expenses that are directly related to the performance of committee duties, and which are essential for the operation of Forth HA.

4.1.2 These expenses must be consistent with the principles of voluntary service and must be directly related to the committee member's responsibilities within the Association.

### **4.2 TRAVEL**

4.2.1 Travel to attend meetings, events, or to conduct other business on behalf of Forth HA will be reimbursed.

4.2.2 **Private Vehicle Use:** When personal vehicles are used, committee members must ensure they have appropriate insurance cover. Reimbursement will be made at the prevailing mileage rates set by Employers in Voluntary Housing (EVH).

- 4.2.3 **Public Transport:** Standard class public transport should be used unless there are compelling reasons to use alternative forms of transport. Where public transport is not suitable (e.g., security, medical reasons, or lack of availability), taxis may be used.
- 4.2.4 **Car and Taxi Sharing:** Where taxis or private cars are used, members are encouraged to share transport where possible to reduce costs.
- 4.2.5 **Parking:** Reimbursement will be made for parking costs incurred when attending events or meetings in relation to Forth HA business.

#### **4.3 SUBSISTENCE ALLOWANCE**

- 4.3.1 A subsistence allowance will be provided to cover the cost of meals for committee members when operating outside the local geographical area and where meals are not provided as part of the event.
- 4.3.2 The following allowances will apply:

**Breakfast:** 11.00

**Lunch:** £13.00

**Dinner:** £26.50

- 4.3.3 The allowances above are intended to cover the reasonable cost of meals. Any claims for meals beyond these amounts will require prior authorisation.

#### **4.4 OVERNIGHT ALLOWANCE**

- 4.4.1 An overnight allowance of £25 per night will be paid to cover incidental costs when committee members are required to stay overnight for Association-related events, such as conferences or training seminars. This allowance is to cover incidental expenses such as taxis, refreshments, and other minor costs.

#### **4.5 ACCOMMODATION**

- 4.5.1 Where overnight accommodation is required for committee members attending events on behalf of the Association, accommodation costs will typically be included within the event's delegate fee.
- 4.5.2 If accommodation is not provided, Forth HA will arrange and pay for suitable accommodation.
- 4.5.3 Committee members are expected to book reasonable and cost-effective accommodation.

## **4.6 CARE OF DEPENDANTS**

- 4.6.1 Forth HA will reimburse committee members for the cost of childminding services for children under 16 years of age, or the cost of sitting with adult dependants in receipt of Attendance Allowance, where such care is essential for attendance at an event or meeting.
- 4.6.2 Payment for care services will be made at the appropriate national minimum wage rate, provided the care is provided by a non-household member.
- 4.6.3 Claims for care of dependants must be accompanied by a signed statement confirming that without the care, attendance at the meeting or event would not have been possible.

## **4.7 LOSS OF EARNINGS**

- 4.7.1 In exceptional cases, where committee members lose earnings due to their attendance at meetings or events, they may be reimbursed for their loss of earnings under the following conditions:
- The payment is not for attending routine meetings.
  - The meeting or event could not have reasonably been scheduled at an alternative time.
  - The attendance of the committee member was necessary and authorised by the Management Committee.
  - There was no suitable substitute committee member who could have attended without incurring a loss of earnings.
  - The claimant provides the name and contact details of their employer. The Director will then confirm, in writing, that unpaid leave has been taken and the amount of earnings lost.
  - Forth HA will reimburse any loss of earnings, provided that satisfactory evidence is submitted to support the claim.
- 4.7.2 **Self-Employed Committee Members:** Reimbursement for loss of earnings for self-employed members will be considered on a case-by-case basis, at the discretion of the Management Committee.

## **4.8 REPRESENTATION ON OTHER ORGANISATIONS**

4.8.1 Committee members may be required to represent Forth HA at external organisations. In such cases, all expenses incurred will be reimbursed in line with this policy.

4.8.1 If a committee member represents an external organisation, the external organisation will be responsible for reimbursing expenses, not Forth HA.

## **4.9 EXPENSES CLAIMS**

4.9.1 All expense claims must be submitted in accordance with the Association's Finance Procedures.

4.9.2 Claims must be authorised by the Director, Treasurer, or an alternative Office-bearer prior to payment.

4.9.3 All claims should be submitted promptly and within the relevant time frame. Claims submitted after six months from the date the expense was incurred will not be reimbursed unless exceptional circumstances apply.

## **4.10 ALLOWANCES CLAIMS**

4.10.1 Claims for subsistence and overnight allowances should be submitted in advance of the event.

4.10.2 If a committee member does not attend the event after allowances have been paid, those allowances must be repaid to the Association within 7 days of the event.

## **5.0 Monitoring of the Policy**

5.1 Under Delegated authority the Audit & Risk Sub Committee will provide monitoring of this Policy.

## **6.0 Complaints and Appeals**

6.1 Forth Housing Association welcomes complaints and positive feedback, both of which provide information which helps us to improve our services. We use a complaints procedure developed by the Scottish Public Services Ombudsman (SPSO) and the Scottish Housing Regulator.

6.2 The complaints procedure allows for most complaints to be resolved by front line staff within a five-day limit (first stage), or if the complaint is complex, a detailed investigation will be made by a manager within a 20-

day limit (second stage). At the end of the second stage our response will be made by a director. If the customer remains dissatisfied, he/ she may then refer the matter to the SPSO.

At each stage we will advise the customer how the complaint should be taken forward and advise which agency would be most appropriate to consider the case.

## **7.0 Equalities**

- 7.1 Equality and diversity underpin all our activities and services. When delivering our services, we never discriminate on the basis of sex or marital status, race, disability, age, sexual orientation, language, social origin, or of other personal attributes, including beliefs or opinions such as religious beliefs or political opinions. Full details of our Equalities Policy can be found on our website [www.forthha.org.uk](http://www.forthha.org.uk) or can be obtained from our office.

## **8.0 Data Protection - Privacy**

- 8.1 We recognise the importance of data protection legislation, including the General Data Protection Regulation, in protecting the rights of individuals in relation to personal information that we may handle, use and disclose about them, whether on computer or in paper format. We will ensure that our practices in the handling, use and disclosure of personal information as part of the processes and procedures outlined in this policy comply fully with data protection legislation.

## **9.0 Availability**

- 9.1 This policy is available on our website and can be made available in a number of other languages and other formats on request.

## **10. REVIEW**

- 10.1 This policy will be reviewed every three years, or sooner, as required, by the Audit & Risk Sub Committee to ensure it remains compliant with Scottish Government guidance, regulatory standards, and best practice within the housing sector.
- 10.2 The review will assess whether the policy aligns with any changes in Scottish Housing Regulator regulations or wider housing sector reforms.



## Appendix 1 Equality Impact Assessment Screening Questions

### Forth Housing Association Ltd

### Equality Impact Assessment Screening Questions

#### **Committee Members' Expenses Policy**

Will the implementation of this policy have an impact on any of the following protected characteristics?

- |                                   |                              |                                        |
|-----------------------------------|------------------------------|----------------------------------------|
| 1. Age                            | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| 2. Disability                     | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| 3. Gender reassignment            | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| 4. Marriage and Civil Partnership | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| 5. Pregnancy and Maternity        | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| 6. Race                           | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| 7. Religion or belief             | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| 8. Sex                            | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| 9. Sexual orientation             | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

*If you have answered 'Yes' to any of these points, please complete a full Equality Impact Assessment. If you have answered 'No', you need take no further action in completing an Equality Impact Assessment*

## Appendix 2 Equality Impact Assessment Screening Questions

### Forth Housing Association - Privacy Impact Assessment

1. A substantial change to an existing policy, process or system that involves personal information  
Yes ☐ No ☒
2. A new collection of personal information  
Yes ☐ No ☒
3. A new way of collecting personal information (for example collecting it online)  
Yes ☐ No ☒
4. A change in the way personal information is stored or secured  
Yes ☐ No ☒
5. A change to how sensitive information is managed  
Yes ☐ No ☒
6. Transferring personal information outside the EEA or using a third-party contractor  
Yes ☐ No ☒
7. A decision to keep personal information for longer than you have previously  
Yes ☐ No ☒
8. A new use or disclosure of personal information you already hold  
Yes ☐ No ☒
9. A change of policy that results in people having less access to information you hold about them  
Yes ☐ No ☒
10. Surveillance, tracking or monitoring of movements, behaviour or communications  
Yes ☐ No ☒
11. Changes to your premises involving private spaces where clients or customers may disclose their personal information (reception areas, for example)  
Yes ☐ No ☒

*If you have answered 'Yes' to any of these points, please complete a full Privacy Impact Assessment. If you have answered 'No', you need take no further action in completing a Privacy Impact Assessment.*