

Allowances for Board and Committee Members and Scrutiny Groups

1. Purpose

- 1.1 The purpose of this policy is to provide clear guidance on the allowances available and the type of expenses for which a claim can be made by Bolton at Home and Arcon Boards and Committee members within the Group governance structure as well as the Bolton at Home and Arcon Scrutiny Groups. The document also outlines the procedure and other rules for claiming expenses.

2. Definitions

Business travel	Journeys undertaken in the course of Bolton at Home business.
Expenses	Costs incurred while undertaking authorised work for Bolton at Home.
Members	Members of Bolton at Home and Arcon Boards, Bolton at Home's Operations Committee and Bolton at Home and Arcon Scrutiny Groups.
Ordinary commuting	Travel between home, or another place a Member chooses to stay within Bolton and Bolton at Home offices/the North West and Arcon offices.

3. Bolton at Home and Arcon Board member remuneration

- 3.1 Details of Bolton at Home and Arcon Board member (i.e. Non-Executive Directors) remuneration are contained within a separate document.
- 3.2 A review of Bolton at Home and Arcon Board member remuneration is undertaken following the external effectiveness of governance review.

4. Bolton at Home Operations Committee and Scrutiny Group and Arcon Scrutiny Group remuneration

- 4.1 Bolton at Home wishes to ensure that Operations Committee and Scrutiny Group members not in receipt of a fee for services, i.e. not a Non-Executive Director, are appropriately remunerated/reimbursed for expenses incurred in the course of business in a timely manner.

- 4.2 Bolton at Home and Arcon are committed to enabling Operations Committee and Scrutiny Group members to enjoy an acceptable level of service and comfort in the course of their roles, whilst at all times seeking to achieve value for Bolton at Home and Arcon.
- 4.3 Therefore, Operations Committee and Scrutiny Group members will be remunerated as follows:
- Paid positions on Operations Committee – remuneration to the value of £2,500 per year in respect of their role as a member on the Committee and paid through payroll in the same way as Non-Executive Directors.
 - Unpaid positions on Operations Committee will be entitled to claim an allowance for expenses of £18 per month.
 - Individuals cannot move between paid and unpaid positions on Operations Committee.
 - Scrutiny Group members - gifts vouchers to the value of £50 per month for active members of the group as a thank you to recognise their volunteering to the role.
- 4.4 The remuneration (paid and unpaid positions)/gift vouchers are provided in compensation for any day to day costs incurred by Operations Committee/Scrutiny Group members carrying out their respective roles. The respective roles relate to activities that Operations Committee/Scrutiny Group members are invited to perform by Bolton at Home or Arcon or by a body/organisation to which the Operations Committee/Scrutiny Group member has been appointed or nominated to by Bolton at Home or Arcon. Examples are attendance at Operations Committee/Scrutiny Group meetings, working parties, conferences, seminars, etc.
- 4.5 The remuneration/gift vouchers will be made available to Operations Committee/Scrutiny Group members monthly, however the amounts will be subject to satisfactory performance and may be reduced by such an amount as the respective Operations Committee/Scrutiny Group Chair determines for failure to properly undertake the role as an Operations Committee/Scrutiny Group member, i.e. preparation for meetings/regular non-attendance.
- 4.6 The level of remuneration/gift vouchers is expected to provide some positive compensation for the respective roles and Bolton at Home/Arcon may consider individual and exceptional circumstances for anyone applying who is out of pocket as a result of the payments.

5. Expenses

- 5.1 Bolton at Home or Arcon will also reimburse all its **Members** for all reasonable and properly authorised and documented expenses incurred on business as detailed in this section and section 6 of this policy, for governance related activity which is *additional* to the core role, e.g. attendance at external conferences outside the locality/region as follows:

5.2 Travelling expenses

Members are permitted to claim travelling allowances for activity additional to the core governance role as follows:

5.2.1 Travel by public transport

Standard class train fares should normally be claimed, but first-class train fares may be claimed if it is more cost effective to do so. Bus passes may also be available for **Members** on request. The pass can only be used when a **Member** is carrying out their official duties and is issued subject to any **Member** not being entitled to claim mileage or other travelling allowances for approved duties within Greater Manchester.

5.2.2 Mileage rates (reviewed each tax year based on HMRC thresholds)

		<u>First 10,000 miles</u>
Motor vehicle	Regardless of cc	45 pence per mile
Fully electric motor vehicle	Regardless of cc	tba
Motor cycle	Regardless of cc	24 pence per mile

- The above rates are determined by the HMRC non-taxable threshold for such expenses.
- If you are required to use your vehicle to carry out duties for Bolton at Home or Arcon, on an annual basis you will be required to produce your driving licence, MOT and insurance certificate identifying business use insurance.

To ensure no **Member** is disadvantaged financially from attending meetings or other additional events:

- Use of taxis will be allowed for evening meetings where fear of crime is a concern or where the venue is of such location that it would be inefficient to use public transport. Such use to be made via prior contact with the Governance Team.
- Parking ~ free parking should usually be available when attending Bolton at Home or Arcon events. Where no free parking can be made available the actual cost of parking will be reimbursed subject to production of the ticket or a receipt. Fines or penalty notices will not be reimbursed.

5.3 Subsistence allowance

5.3.1 Subsistence allowance for meals can only be claimed if no meal is provided. Reasonable expenses to be determined by the Secretary and paid upon production of receipts.

5.4 Other allowances

5.4.1 A reasonable carers (to include care of children and dependents) allowance will be payable for meetings and overnight events. This also includes any carer needs of the **Member**, e.g. medical condition that requires support. The rates payable for such allowances to be pre-agreed with the Secretary and supported with a receipt for actual expenditure incurred.

5.4.2 **Members** should also be mindful, where childcare costs are being met by Bolton at Home or Arcon, that HM Revenue & Customs (HMRC) do not consider these to constitute reasonable travel and subsistence expenses and they may, therefore, be taxable.

5.5 External events

5.5.1 To ensure that participation in external events does not infringe on a **Member's** cash flow and income, the following policies will apply:

- A reasonable allowance will be available to ensure **Members** attending external conferences and training events can participate fully. Payment of such an allowance to be approved via the Secretary.
- Where the costs are known, arrangements may be made to provide cash payments in advance where required subject to Secretary approval. Information in support of any advance cash payment must be provided, e.g. place of conference/training event and amount of subsistence required. Upon return from the conference/training event the appropriate claim form should be completed, which details all the expenses incurred during the time the **Member** was away from home, receipts should be attached wherever possible. Any additional amount due to the **Member** will then be processed.
- The Secretary will consider any retrospective and evidenced claims for travel and subsistence where in an emergency and for reasons of personal safety, a **Member** has to make urgent arrangements outside the Scheme, e.g. is stranded at a conference venue when adverse weather conditions means there is no public transport, etc.
- There will be no restrictions on the frequency of reimbursements and arrangements will be made to ensure swift repayment.

6. Expenses claims

- Expenses must be reasonable, necessary and pertinent to the performance of Bolton at Home business.
- Expenses claims must be submitted by the **Member** who incurred the expenses.
- **Members** must make all reasonable effort to incur expenses at the lowest possible cost.
- Expenses must be claimed in a timely manner, i.e. within three months.
- Any activity claimed for should be carried out in such a way as to minimise cost, while accepting that the claimant's health and safety should not be compromised in any way.
- Expenses claims must be submitted with specific details and evidence including VAT receipts.
- Bolton at Home or Arcon may refuse to reimburse any claim that it feels totally or partially to be unreasonable or excessive.
- **Members** should bear in mind at all times Bolton at Home and Arcon's aim to minimise the environmental impact of business travel; using public transport or car sharing where possible or attending virtual events instead.

- Any attempt to submit a false expenses claim or to manipulate the expenses procedure in any way will be treated as a serious code of conduct offence and the matter will be referred to the Chair of the Group Board and Secretary to decide on the appropriate action, and whose decision will be final.
- All claims (other than for car mileage which has a specific claim form), without exception, to be supported by original or certified receipts and with sufficient information as to the purpose and type of expense. The standard expense claim form to be used.
- All claims must be submitted within three months of the expense being incurred.
- **Members** should submit signed and dated expense claims or details of expenses to the Governance Team who will ensure appropriate checks are followed before requesting the Creditors and Payroll Section arrange reimbursement.
- If requested, the Governance Team will provide **Members** with assistance in completing the forms.
- Expenses will be reimbursed within 21 days from date of receipt and will be paid into a bank account.
- **Members** will be responsible for Inland Revenue/Benefit requirements for maintaining records of all income received in relation to expense reimbursement and that such records and any tax liabilities or benefit issues arising are the responsibility of the **Member**.
- This Scheme will be reviewed biennially.

6.1 The following is a non-exhaustive list of examples of expenses which may not be claimed for:

- Parking/motor offence fines.
- Car washing/valeting.
- Mileage for ordinary commuting or private car journeys.
- Travel/hotel costs for friends, family and spouses of accompanied trips.
- Subsistence food costs during normal office hours.
- Care costs other than in the exceptional circumstances outlined above under 'other allowances'.
- Parking fees incurred while the member is at BH offices.

Date approved	2 July 2021
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