



Muirhouse Housing Association

Policy: Staff Allowances & Expenses

MUIRHOUSE HOUSING ASSOCIATION

Title of Policy:	Staff Allowances & Expenses
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Lead Officer:	Corporate Manager, Kathleen McLoughlin
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If you have difficulty with reading this policy, including any difficulties with sight or hearing, or if you require this document translated into another language, please contact us and we will be happy to provide this information in a format that suits your needs.

Our Vision, Our Mission, Our Values

Our Vision is an engaged, thriving, desirable and eco-friendly Muirhouse with high quality, truly affordable and greener homes.

Our Mission - We will provide high quality, truly affordable homes and services for residents and strengthen our engagement and partnerships to enrich the community and safeguard our environment.

Our Values - In upholding our central value of providing high quality, affordable homes and services, our behaviours and decisions will demonstrate our commitment to

Excellence: Ensuring the highest standards in all that we do and innovating to continually improve. Across the MHA Group, we are committed to providing a high quality, customer focused service that demonstrates value for money.

Caring: Being compassionate about and responding appropriately to the needs of our residents, staff, and Board.

Mutual Respect: Valuing the views, knowledge, expertise, and skills of others and collaborating to achieve good outcomes for residents, staff and the Association. We will continue to be a leading member of the local community, working with our customers and statutory, voluntary, and private sector partners.

This policy applies to

The policy applies to all Muirhouse Housing Association (MHA) employees, managers, contractors, volunteers and any temporary worker.

Policy Summary

It provides the procedures which will be applied in relation to staff allowances and expenses.

Equalities

Muirhouse Housing Association are committed to ensuring people or communities do not face discrimination or social exclusion due to any of the following protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief; sex or sexual orientation.

This document complies with our Equality, Diversity and Inclusion Policy.

Privacy

This policy has been developed and will be applied in compliance with General Data Protection Regulations (2018).

Compliance

SHR Regulatory Standards

Standard 1: The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.

Standard 4: The governing body bases its decisions on good quality information and advice and identifies risks to the organisation purposes.

Legislation

- Health and Safety at Work Act 1974
- Working Time Regulations 1998

Related Policies & Forms

Policies	Forms
EVH Terms and Conditions of Service Business Continuity	Staff Expenses Form

Entitlements Payments and Benefits Policy Health and Safety Policy Risk Management Strategy Privacy Policy Lone Working Policy	
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Contents

1. Introduction
2. Background
3. Employer and Employee Responsibilities
 - 3.1 Employees
 - 3.2 Employer
- 4 Allowance Categories
 - 4.1 Normal Travel to and From Work
 - 4.2 Business Car Insurance
 - 4.3 Using Your Own Car
 - 4.4 Using a Taxi
 - 4.5 Using Public Transport
 - 4.6 Subsistence Allowance
 - 4.7 Corrective Eyewear
 - 4.8 Clothing Allowance
 - 4.9 Mobile Telephone
 - 4.10 Essential Car Allowance
 - 4.11 First Aid Allowance
 - 4.12 Mental Health First Aid Allowance
 - 4.13 Callout Allowance
 - 4.14 Overtime Allowance
 - 4.15 Allowance for Representing MHA at Events
 - 4.16 Miscellaneous Expenses
- 5 Privacy / General Data Protection Regulations
- 6 Policy Availability
- 7 Policy Review & Monitoring

1.0. INTRODUCTION

- 1.1 This policy is for all employees of Muirhouse Housing Association [MHA].
- 1.2 This policy sets out the allowances available to employees whilst carrying out their role. The allowances are in line with Employers in Voluntary Housing [EVH] terms and conditions.

2.0 BACKGROUND

MHA understand employees will occasionally incur expenses in line with their role. MHA believes that employees should not experience any financial detriment when carrying out their role and that reimbursement of expenses will be made as quickly as possible.

3.0 EMPLOYER AND EMPLOYEE RESPONSIBILITIES

3.1 Employee

Each employee must ensure that all allowance claims are submitted in line with this policy. Claims must be submitted regularly, timeously, and with receipts where appropriate. All expenses/subsistence claims must be submitted within 60 days of the journey. All overtime/call outs must be submitted for the following pay run.

3.2 Employer

MHA must ensure all expenses are reimbursed as quickly as possible and communicate effectively with employees in relation to deployment of this policy. The employer is responsible for processing expenses at the correct rate. As a result of monitoring this policy for effectiveness, should any changes be required to the policy MHA will communicate those to employees.

4.0 ALLOWANCE CATEGORIES

Whilst specific to MHA, the following are in line with EVH Terms and Conditions.

- 4.1 Normal Travel to and From Work

You will travel to and from your normal place of work in your own time and at your own expense. If you are required to make extra travel in connection with your work, we will fund reasonable costs you incur.

4.2 Business Car Insurance

Employees using their own vehicles for business travel must be comprehensively insured and covered for business use in their policy. Employees will be required to submit car insurance certificate to the Corporate Team annually, together with a current and full driving licence. The Corporate Team will check GOV.UK website for valid MOT details and driving convictions. The Corporate Team will keep record of this information for internal use.

4.3 Using Your Own Car

Where it is more cost effective to make a business journey by car, the appropriate mileage allowance may be claimed in line with current HMRC and EVH rates.

If the employee travels directly to the business venue, the total mileage claimed should have the home to work mileage deducted before submitting the claim.

All expenses claims must be made using the expenses form and submitted to the Corporate Team for process via payroll, with a fuel receipt.

4.4 Using a Taxi

Taxis should only be used when necessary, considering costs and journey time. When planning your journey, taxis should be booked in advance by the Corporate Team and all receipts must be retained and submitted for reimbursement.

4.5 Using Public Transport

If you are travelling on authorised business for MHA, you will be entitled to reclaim fares for public transport. We will refund rail travel at second-class rates. When planning your journey rail tickets should be booked in advance by the Corporate Services Team wherever possible.

4.6 Subsistence Allowance

4.6.1 Eligibility

The rates of allowance are based on the time at which business duties are undertaken [out with home working]. Employees are required to submit start and finish times when claiming subsistence.

4.6.2 Rates

Subsistence rates are reviewed annually as part of annual pay negotiations and announced thereafter.

Two levels of subsistence are available as appropriate:

- If you need to be on approved or official duty for than 10 hours in any one day based on your start and finish times
- For official duties of between 5 and 10 hours in any one day out with your geographical area of activity, based on your start and finish times.

4.6.3 Overnight

If you are on official duty and away from home overnight, reasonable expenses will be paid with receipts. Any hotel accommodation should be booked in advance by the Corporate Team.

4.7 Corrective Eyewear

Where an employee uses VDU equipment for most of their role the employee can submit a claim for a contribution towards corrective eyewear. If future eye tests result in a change to prescription, the contribution can be claimed again. Any subsequent claims are linked to further changes in prescription. Change in prescription and confirmation that the eyewear is needed for VDU use, must be submitted with receipts.

Level of contribution are reviewed annually by EVH as part of the salary negotiations and announced thereafter.

4.8. Clothing Allowances

It may be necessary for MHA to purchase Personal Protective Clothing [PPE] to allow employees to carry out their role. Any requests for PPE will be made to the Corporate Manager and purchased by the Corporate Team. All PPE remains the property of MHA.

4.9. Mobile Telephone

Mobile telephones will be provided for business use in line with MHA business need and for health and safety requirements around lone working.

4.10 Essential Car Allowance

Essential car allowance is not required for MHA posts. Staff using their own vehicles for business will follow section 4.2 for business car insurance and 4.3 to submit expenses claims.

4.11 First Aid Allowance

MHA will have at least one employee fully trained to undertake the role of first aider. MHA aim to have a second employee fully trained to cover any absences. First aiders are required to hold a current first aid certificate, training will be arranged by the Corporate Team. The appropriate first aid allowance will be paid to the employees via their salary, in line with EVH allowances which are reviewed annually.

4.12 Mental Health First Aid Allowance

There is no legal requirement to have a mental health first aider, MHA will do so as a positive step to further support employee wellbeing. Employees undertaking this role will be required to undertake a recognised 2-day course. They will receive the appropriate allowance via their salary, in line with EVH allowances which are reviewed annually.

4.13. Callout Allowance

Arrangements are in place to allow MHA to respond to emergency call outs when they arise. In some cases, calls can be dealt with by a phone call with no requirement to attend a property or site.

To ensure the health, safety and wellbeing of employees, MHA aims to minimise the occasions that employees are contacted out of hours. In some instances, emergencies do arise, for this MHA holds an emergency contact list of employees willing to be contacted out with normal office hours, this is updated regularly.

All staff are issued with the emergency contact list.

The Senior Management Team must be made aware of emergencies when they happen and are responsible for co-ordinating the response to a major emergency.

When employees deal with an emergency the following allowances will be paid via their salary.

What	When	How	Who	Allowance
Co-ordinating Emergency Response On site	18:00 – 08:00 Mon – Fri Weekends/Public Holidays	In person	CE/SMT	£100.00 call-out Plus time and a half for every hour worked thereafter (including travel to and from the incident) at current pay level
	During Christmas and New Year office closure	In person	CE/SMT/Other staff as deemed necessary	£100.00 call-out Plus time double time for every hour worked thereafter (including travel to and from the incident) at current pay level

Attendance on site	Weekends/Public Holidays	In person	All Staff	£75.00 callout (including 1 st hour) Plus time and a half for every hour worked (including travel to and from the incident) at current pay level
Attendance on site	After hours 18:00 – 08:00 Mon – Fri	In person	CE/SMT/Emergency Contacts	£50.00 callout (including 1 st hour) Plus time and a half for every hour worked thereafter (including travel to and from the incident)
Dealing with and emergency via telephone call	Weekends/Public Holidays	Over the phone	All Staff	£25 one-off payment for the incident – should the resolution take more than one hour then further payments of £25 may be made up to a maximum of £75.

Employees must record all callouts on a timesheet provided and approved by their line manager. Call outs are monitored for audit and budget monitoring and for trends to inform business improvement opportunities/lessons learned.

MHA will ensure that Working Time Regulations 1998 are adhered to.

4.14 Overtime Allowance

Overtime must be authorised in advance by the relevant manager. The manager will consider if overtime is necessary and make the decision.

Employees must record additional hours/overtime accurately as instructed.

Overtime allowance will be paid in line with EVH Terms and Conditions, into the employee's salary.

4.15 Allowance for Representing MHA at Events

On occasion opportunities arise to attend events at weekends to represent MHA. All staff are encouraged to attend as appropriate and if they do the following allowance is payable.

Half Day	Flat Rate: Grade 7, PA22 per hour Paid for 5 hours	Alternatively 5 hours TOIL
Full Day	Flat Rate: Grade 7, PA22 per hour Paid for 10 hours	Alternatively 10 hours TOIL

Attendance at events must be approved by the relevant manager in advance.

4.16 Miscellaneous Expenses

Other reasonable expenses may be incurred by employees from time to time that are not covered specifically in this policy. When this happens, each case will be considered by the Chief Executive on an individual basis.

5.0 GENERAL DATA PROTECTION REGULATIONS

5.1 The organisation will treat your personal data in line with our obligations under the current data protection regulations and our own [insert name of policy or procedure]. Information regarding how your data will be used and the basis for processing your data is provided in Muirhouse Housing Association employee privacy notice.

6.0 POLICY AVAILABILITY

6.1 This policy will be made available to all staff members within the “Policies” folder.

7.0 REVIEW & MONITORING

7.1 This policy will be reviewed every three years or as required due to changes in EVH recommendations or business needs. The policy will be monitored for effectiveness.