

Bootle South Pride In Place Neighbourhood Board

Board Member Expenses Policy

(For agreement at first Board meeting, 10 July-26)

1. Purpose and Scope

This policy ensures that financial barriers do not prevent local people, particularly residents, students, or others working in the area, from serving on the Bootle South Pride In Place Neighbourhood Board. In addition to the aim of ensuring that Board members are not out of pocket as a result of their voluntary role, this policy is designed to support the diversity of the Board.

In line with [MHCLG Governance Guidance](#), the Board provides reimbursement for reasonable out-of-pocket costs incurred while performing official Board duties. These include things like travel, caring responsibilities (including childcare or other dependent care) or other reasonable expenses that enable members to attend.

This policy applies to all Board members.

2. General Principles

- **No Financial Loss:** Members should not be out of pocket for volunteering their time.
- **Value for Money:** Expenses must be reasonable, necessary, and represent the best value for public funds.
- **Accountability:** Appointed by Sefton Council (Accountable Body), Sefton CVS acts as Managing Agent on the council's behalf, providing day to day management of the Pride in Place programme. All claims will be processed through Sefton CVS's finance systems and are subject to public scrutiny.
- **Eligibility:** Expenses will only be paid:
 - For attendance at Board meetings.
 - Where a member undertakes official business on behalf of the Board and where this has been authorised by the Chair and/or Managing Agent.
 - When attending relevant events, conferences, training, visits to other Pride In Place areas (etc.) on behalf of the Board.
 - Upon submission of a completed **expenses form and valid receipts**.
 - Where not also claimed from/ reimbursed by a Board member's employer.

3. Permissible Expenses & Rates

Members can claim reimbursement for the following categories:

Travel & Transport

Members are encouraged to use public or sustainable transport options where viable.

- **Public Transport:** Standard class fare cost.

- **Private Vehicle Mileage:** Reimbursed at standard HMRC rates:
 - **Car:** 45p per mile (20p above 70 miles per day, and/or 10,000 per year)
 - **Motorcycle / Scooter:** 24p per mile.
 - **Bicycle:** 20p per mile.
- **Car parking and toll charges:**
 - Every effort should be made to obtain and provide a parking receipt, even if it is an online receipt, or involves taking a photo of payment being made on a card machine.
 - For bridge tunnel or road tolls, if a receipt is not provided, this should be noted on the claim form.
- **Taxis:** Permitted only when public transport is unavailable, if traveling late at night for safety reasons, or due to personal mobility/accessibility requirements. Actual cost will be reimbursed.

Childcare & Caring Responsibilities

Reasonable costs of care of dependents, including children or any other person normally resident with the Board member, can be claimed to enable participation of those with caring responsibilities.

- **Eligibility:** Claimable if a member must pay for a registered childminder or carer to enable their attendance at a Board meeting, workshop, or community consultation event.
- **Rate:** Reimbursed at actual cost based on an official invoice or receipt from a professional childcare or care provider. (Pre-approval by the Chair or Managing Agent is required if utilising non-registered care providers. Payments to friends or family members are not allowed).

Accessibility & Reasonable Adjustments

- **Support Costs:** Any cost required to make Board meetings accessible under the **Equality Act 2010** (e.g., British Sign Language interpreters, materials printed in braille/large text, or specialised transport) will be fully covered by the Board's capacity budget.

Subsistence (Meals & Refreshments)

Claimable only if Board business or travel spans standard mealtimes and takes place outside of the immediate neighbourhood boundary.

- **Breakfast:** Up to £10.00 (*if leaving home before 7:00 am*).
- **Lunch:** Up to £10.00 (*if catering is not provided by the meeting/conference organiser*).
- **Dinner:** Up to £20.00 (*if returning home after 9:00 pm*).
- *Note: Claims for alcohol are strictly prohibited and will not be reimbursed.*

Other Reasonable Expenses

The Chair, in consultation with the Managing Agent where appropriate, has discretion to approve reasonable exceptional expenses that aren't specifically covered by the above categories, where they are necessary to enable a Board member's participation, and remain consistent with the principles of value for money and public accountability.

4. Non-Qualifying Expenses

The policy will **not** cover:

- Fines, speeding tickets, or parking penalties.
- General loss of earnings.
- Personal digital subscriptions, clothing, or items not explicitly required for Board activities.

5. Claims and Approval Process

1. **Submission:** All claims must be completed using the **Pride in Place Expenses Claim Form** provided by the Managing Agent.
2. **Receipts:** Every itemised expense must be accompanied by a **clear photo or copy of a valid VAT receipt** or electronic transport ticket. Where receipts are not provided, a redacted copy of member's bank or credit card statement may be accepted.
3. **Time Limit:** Claims should be submitted monthly. Any claim submitted more than **90 days** after the expense was incurred will be rejected.
4. **Payment:** Once authorised by the Managing Agent and, where appropriate, the Chair, the expenses claim will be processed by the Managing Agent's finance department, and funds will be transferred directly to the member's bank account via BACS.

6. Review and Monitoring

This policy will be made publicly available online alongside other Board governance documentation. It will be reviewed annually by the Neighbourhood Board, Managing Agent and Accountable Body to ensure its ongoing relevance and effectiveness in removing barriers to participation.

Adopted on: [Insert date - For agreement and first Board meeting]

Next Review Date: [July 2027 - 1 year from adoption recommended]