

For Noting (One Decision required)

Agenda Item: 11.1.3
Date of Meeting: 25/06/25

To: The Management Committee
From: The Director
Subject: Review of Committee & Staff Expenses Policy

1. Introduction and Purpose

- 1.1 The above Policy is due for review as per the Policy Review Timetable. It has been classed as a routine review and therefore does not require Committee approval. However, Committee is asked to decide whether an Equality Impact Assessment is required, which will reflect the wording in the Equality and Human Rights section of the Policy.
- 1.2 The purpose of this report is to advise the Committee of the outcome of the review, provide a summary of any changes made and to seek its decision on whether an Equality Impact Assessment is needed. I am recommending that as the Policy applies equally to everyone, that this is not necessary.

2 Review of Committee & Staff Expenses Policy

- 2.1 A copy of the current version of the Policy and a track change version of the reviewed Policy can be found in the Resources Section of the Board Portal as follows:

Policies > Policy Reviews 2025 26 > Policies for Review June 2025

- 2.2 Following the review no substantial changes were identified as needed. In general, the logo has been updated and any references to Co-operative have been deleted or changed to Association. The other changes made to the Policy are as follows:
- Section 10: Claiming Expenses, para 10.1 – deletion of reference to separate claims forms for Committee and Staff. Last sentence, change in pronoun from “her” to “their”.
 - Section 12: Risk Management, para 12.1 – updated to reflect that we have a Strategic Risk Register. Name change of Audit Sub-Committee to Audit & Risk Sub-Committee and inclusion of reference to Management Committee.

- Section 14: Equality & Human Rights – inclusion of our corporate statement (However, Committee must decide from the 2 options provided for the final paragraph relating to Equality Impact Assessments, which one should be included). The Options are:

In accordance with our Equality and Human Rights Policy, we have carried out an EIA on this policy which is appended to the end of this policy.

or

As this policy applies equally to all groups, Rosehill (with committee approval) made the decision not to carry-out an Equality Impact Assessment on this policy.

- Appendix 1 – updating of rates for various expenses

3. Risk

- 3.1 We have considered the matter of Committee and Staff Expenses and have identified the key risks under the following risk categories and the measures we have taken to mitigate such risks.

Risk Category	Mitigating Measure
<p>Governance:</p> <p>Inappropriate or incorrect claims being made; Eligible claims not being made/Committee or staff being out of pocket for legitimate expenses; Lack of transparency</p>	<p>Having a comprehensive Policy governing the claiming and paying of expenses to Committee and Staff, clearly setting out eligible and non-eligible expenses;</p> <p>Publication (as part of FOI/GTI) on our website of Annual Report on Committee and Senior Staff expenses.</p>
<p>Legislative and Regulatory:</p> <p>Breach of Regulatory Requirements (Standard 5)</p>	<p>As above</p>
<p>Reputation:</p> <p>Perception of misuse of funds</p>	<p>As above</p>

4. Delivery of our Strategic Objectives

Area	Related Strategic Objective(s)
Review of Committee and Staff Expenses Policy	7) Achieve the highest standards in all that we do 6) Use resources efficiently and effectively

5. Application of our Core Values

Area	Related Core Value(s)
Review of Committee and Staff Expenses Policy	<ul style="list-style-type: none"> Accountable and Compliant Efficient and Responsible Excellent and Committed

6. Compliance and Assurance

- 6.1 Having a Policy in place to govern the claiming and paying of expenses to Committee and Staff and periodically reviewing it, contributes to good governance. This approach means we are compliant with Regulatory requirements as follows:

Compliance Source	Details
The Standards of Governance and Financial Management for RSLs	<p>Standard 5 – The RSL conducts its affairs with honesty and integrity.</p> <p>Guidance 5.1 – The RSL conducts its affairs with honest and integrity and, through the actions of the governing body and staff, upholds the good reputation of the RSL and the sector.</p>

6.2 Evidence Bank

Evidence	Assurance Exercise Location
<ul style="list-style-type: none"> Cover Report Revised Committee & Staff Expenses Policy 	Regulatory Standard 5 – Guidance 5.1

- 6.2.1 Committee is reminded that our Assurance Exercises are available in the Committee Log-in Area of our website, which Committee can access at any time.

7. Summary

- 7.1 As per the Policy Review Timetable, the Committee & Staff Expenses Policy is now due for review. This was classed as a routine review and, therefore, does not require to be presented to Committee for approval.
- 7.2 However, with the inclusion of our corporate statement on Equality and Human Rights, Committee must decide on whether an Equality Impact Assessment is required, which will then determine the wording for the final paragraph of the Corporate Statement, as set out in Section 2 of this report.
- 7.3 The outcome of the review did not result in substantial changes. The changes made are set out in Section 2.
- 7.4 Risk has been considered at Section 3.
- 7.5 Section 4 shows how having a Committee & Staff Expenses Policy and periodically reviewing it, contributes to the delivery of our strategic objectives.
- 7.6 Section 5 shows how having a Committee & Staff Expenses Policy and periodically reviewing it, contributes to the application of our Core Values.
- 7.7 Section 6 sets out how we comply with Regulatory requirements.
- 7.8 Committee is asked to note that the Committee & Staff Expenses Policy was reviewed in line with our Policy Review Timetable and that no substantial changes were made. Committee is further asked to note that copies of the Policy (current version and reviewed track change version) are available in the Resources Section of the Board Portal as follows:

[Policies > Policy Reviews 2025 26 > Policies for Review June 2025](#)

- 7.9 Whilst Committee do not need to approve the reviewed Policy, it does need to decide on whether an Equality Impact Assessment is required, which will then determine the wording to be used for the final paragraph of the corporate statement on Equality and Human Rights. The 2 options for the final paragraph are:

[In accordance with our Equality and Human Rights Policy, we have carried out an EIA on this policy which is appended to the end of this policy.](#)

[or](#)

As this policy applies equally to all groups, Rosehill (with committee approval) made the decision not to carry-out an Equality Impact Assessment on this policy.