

# **Brent Housing Partnership**

## **Expenses Policy for Board Members, Tenants and Leaseholders**

With effect from 23<sup>rd</sup> February 2005, Brent Housing Partnership (BHP) has agreed a policy to make a flat rate payment of £20 to board members, tenants and leaseholders to cover expenses incurred whilst they participate in voluntary activities associated with our day to day work. The flat rate payment is a daily expenses allowance. Train fares to housing conferences where the venue is in excess of 20 miles from Brent will be reimbursed separately on production of a receipt. Mileage claims where the venue is in excess of 20 miles from Brent will be paid for separately by BHP based on NJC casual car mileage allowances, dependant on the engine size of the vehicle. Overnight stays for attendance at conferences will be booked and paid for separately by BHP.

Tenants and leaseholders are not allowed to claim expenses for any resident association meetings taking place within or associated with their own area, nor are they allowed to claim for any Decent Homes consultation meetings taking place within or associated with their own area.

The following types of activities would be eligible for expenses payments although this list may be updated from time to time:

- Contractor monitoring meetings
- Complaints panel meetings
- Tender evaluation meetings
- Board Meetings
- Board Away Days
- Focus Groups
- Training sessions organised by BHP
- Disabled Forum
- Somali Forum
- Leaseholders Forum
- Estate Walkabouts with contractors and BHP officers
- Conferences organised by BHP
- Representing BHP at meetings of other housing organisations
- Seminars or meetings arranged by BHP to discuss specific topics

Claims should be submitted no later than 3 months following the event or activity using the attached claim form. If you require assistance in completing the form you should contact the Community Initiatives Department on 020 8937 2579.