

EAST SUFFOLK INTERNAL DRAINAGE BOARD

GOVERNANCE

CHAIRMAN'S ALLOWANCE & MEMBERS EXPENSES POLICY

WATER MANAGEMENT ALLIANCE

Last review date: May 2018 (to be reviewed every 5 years)

Last review date: May 2023

Reviewed by: Chief Executive

The Secretary of State may, if he/she thinks fit, authorise an allowance to be paid to the Board's Chairman, for the purpose of enabling the post holder to meet the expenses of their office; in accordance with Schedule 2, Section 1 of the Land Drainage Act 1991. The Board also has the power to pay any reasonable expenses incurred by their members for attending meetings, carrying out inspections and going to conferences etc, by virtue of Schedule 2, Section 2 of the Land Drainage Act 1991. This Policy explains how the Board intends to use these powers.



East Suffolk
Drainage Board

Chairman’s Allowance and Members Expenses Policy

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Chairman's Allowance

1. The Secretary of State may, if he/she thinks fit, authorise by order the Internal Drainage Board (IDB) to pay an allowance to its Chairman, for the purpose of enabling the post holder to meet the expenses of their office; in accordance with Schedule 2, Section 1 of the Land Drainage Act 1991.
2. The Secretary of State has not authorised an annual allowance to be paid to the Board's Chairman.
3. The Board has decided not to seek permission from the Secretary of State to pay its Chairman an allowance. The Chairman's role is set out in the Board's [Division of Responsibilities](#) document (appendix 1) and the Chairman will not therefore receive an allowance for fulfilling this role. The time commitment has been estimated to be one day a month on average. There may also be a number of other meetings that the Chairman will need to attend and prepare for, which could increase this time commitment.
4. Most of the Environment Agency's (EA) Regional Flood and Coastal Committees (RFCCs) Chairmen currently receive £17,503 a year to fulfil their role, which is very similar. However the time commitment is likely to be considerably greater than it is for an IDB ([stated by the EA as being 5 days a month – appendix 2](#)). The estimated time commitment for an IDB Chairman of one day a month is therefore likely to be around 5 times less than it is for an EA RFCC Chairman.
5. The Board will review the decision as to whether to seek permission from the Secretary of State to pay its Chairman an allowance on 31 October 2015.
6. If the Chairman is employed by a limited company, then the allowance may be paid to them without making any deductions for PAYE on receipt of an Invoice from the company (see letter of 16 November 2012 from HMRC). Alternatively the Chairman would receive any such allowance net of PAYE via payroll.
7. The Chairman will also be entitled to claim travelling and out-of-pocket expenses as a Board member, in accordance with the Members Expenses Policy set out below.

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Members Expenses

1. The Board has the power to pay any reasonable expenses incurred by their members for attending meetings, carrying out inspections and going to conferences etc, in accordance with Schedule 2, Section 2 of the Land Drainage Act 1991.
2. The Board may pay all approved travelling and out-of-pocket expenses incurred by their members for attending meetings, carrying out inspections and going to conferences etc within the UK only, subject to the Rules generally set out in the Board's Financial Regulations and more specifically set out as follows:
3. The Board will pay its members a mileage rate of £0.45 per mile for all approved business mileage (being the prevailing HMRC rate for using one's own car), subject to item 5 below. Members are required to insure their vehicles for business use and to comply with all legal requirements when using their vehicles on the Board's behalf. Under no circumstances will the Board pay any fines arising out of any Road Traffic Act offences. Members may be required to periodically produce their driving licences, as evidence that they are legally qualified to drive.
4. For all journeys by rail standard/second class tickets should always be used unless first class is cheaper. The most inexpensive ticket must always be bought.
5. The Board will not reimburse its members any travelling and/or out-of-pocket expenses incurred, if they are able to recover the expense from another public authority or charitable body. Every member will need to declare this to be the case when submitting an expenses claim. Evidence may also be required to prove that a Billing Authority will not reimburse such expenditure.
6. All expense claims must be properly evidenced and receipts should always be submitted with such claims. Expenses will not usually be authorised for payment if they are claimed by the member more than 6 months after the expenditure was incurred.
7. Board members will not receive any compensation for the time they spend preparing for and attending meetings, carrying out inspections or going to conferences etc on the Board's behalf (excluding the Chairman who will receive a Chairman's Allowance as set out above).
8. Members may claim their travelling and out-of-pocket expenses by completing the Board's [Expenses Claim Form - appendix 3](#), which must then be approved by the Chief Executive. If the Chief Executive does not feel able to approve the claim, the Board itself must approve the expenses for payment by resolution. All such decisions will be recorded in the Board's Minutes, which are published on the Group's website.
9. If in doubt as to whether an expense will be approved, members are encouraged to consult with the Board's Chief Executive beforehand. In the event that an expense is incurred before such a consultation and a subsequent consultation/application to the Board reveals that the expense so



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incurred is not covered by this Policy, the member who has incurred the expense will be required to cover the cost from personal funds.

10. All approved expenses will be paid to members within 30 days of being approved, by BACS transfer.

11. All payments are a matter of public record and will be published as such.

Certification

East Suffolk IDB has approved the Chairman's Allowance and Members Expenses Policy as set out above on 8 January 2013.

P. Camamile

By Order of East Suffolk Internal Drainage Board

Certified by Mr P J Camamile, Chief Executive

8 January 2013