

WATER MANAGEMENT ALLIANCE

**CHAIRMAN'S
ALLOWANCE &
MEMBERS EXPENSES
POLICY**

GOVERNANCE

Review date: September 2022

To be reviewed every 5 years

Next review date: September 2027

Reviewed by: WMA Consortium Management Committee

Adopted by:

Broads Internal Drainage Board
East Suffolk Internal Drainage Board
King's Lynn Internal Drainage Board
Norfolk Rivers Internal Drainage Board
South Holland Internal Drainage Board
Waveney, Lower Yare and Lothingland Internal Drainage Board
Pevensey and Cuckmere Water Level Management Board

The Secretary of State may, if he/she thinks fit, authorise an allowance to be paid to a 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. The Policy explains how each WMA Board intends to use these powers.

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CHAIRMAN'S ALLOWANCE AND MEMBERS EXPENSES POLICY

1. CHAIRMAN'S ALLOWANCE

- (a) The Secretary of State may, if he/she thinks fit, authorise by order an 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.

- (b) The Secretary of State has authorised annual allowances to be paid to Board Chairmen as detailed below:

Broads (2006) Internal Drainage Board [Copy Order from DEFRA](#)

East Suffolk Internal Drainage Board [Copy Order from DEFRA](#)

King's Lynn Internal Drainage Board [Copy Order from DEFRA](#)

Norfolk Rivers Internal Drainage Board [Copy Order from DEFRA](#)

South Holland Internal Drainage Board [Copy Order from DEFRA](#)

Waveney, Lower Yare and Lothingland Internal Drainage Board [Copy Order from DEFRA](#)

Pevensey and Cuckmere Water Level Management Board [Copy Order from DEFRA](#)

- (c) Each Board has decided how much of this authorised allowance it should pay their Chairman by considering the following: the Chairman's role is set out in the Board's Division of Responsibilities documents. 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.
- (d) Most of the Environment Agency's (EA) Regional Flood and Coastal Committees (RFCCs) Chairmen currently receive £17,941 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). 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.
- (e) Each Board has therefore decided that their Chairman will receive an allowance of up to £3,500 a year for the purpose of enabling him/her to meet the expenses of their office (approx. 20% of the EA RFCC Chairman's Allowance). However, the Chairman may decide not to take this allowance, or to receive a lesser amount. The annual allowance of £3,500 or lesser amount will be paid to the Boards' Chairmen on 1 November, one year in advance. The level of allowance payable to the Chairman shall be reviewed every five years.
- (f) 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. Alternatively, the Chair will receive their allowance net of PAYE via payroll.
- (g) The Chairmen 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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2. MEMBERS EXPENSES

- (a) The Boards have 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.
- (b) The Boards will 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 Financial Regulations and more specifically set out as follows:
- i. The Boards will pay their 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 paragraph (iii) below. Members are required to insure their vehicles for business use and to comply with all legal requirements when using their vehicles on behalf of their Board. Under no circumstances will the Boards 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.
 - ii. 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.
 - iii. The Boards will not reimburse their 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.
 - iv. 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 six months after the expenditure was incurred.
 - v. 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 behalf of their Board (excluding the Chairman who will receive a Chairman's Allowance as set out above).
- (c) Members can claim their travelling and out-of-pocket expenses by completing an [Expenses Claim Form](#), 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.
- (d) If in doubt as to whether an expense will be approved, members are encouraged to consult with the Chief Executive beforehand. In the event that an expense is incurred before such a consultation and a subsequent consultation/application to the Board

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

- (e) All expenses will be paid to members within 30 days of being submitted and approved, by BACS transfer.
- (f) All payments are a matter of public record and will be published as such.

3. CERTIFICATION

The Chairman's Allowance and Members Expenses Policy as set out above was agreed on the dates below and subject to a quinquennial review:

By Order of Broads (2006) Internal Drainage Board.....	20 May 2013
By Order of East Suffolk Internal Drainage Board	14 June 2021
By Order of King's Lynn Internal Drainage Board	17 May 2013
By Order of Norfolk Rivers Internal Drainage Board.....	24 January 2013
By Order of South Holland Internal Drainage Board	05 February 2013
By Order of Waveney, Lower Yare & Lothingland Internal Drainage Board.....	09 February 2021
By Order of Pevensey & Cuckmere Water Level Management Board	30 October 2018