

## **BOARD MEMBER PAYMENTS POLICY AND FACILITIES SCHEME**

Report of the Finance Director & Company Secretary

### **1. SUMMARY**

This report presents a revised Board Member Payments policy and the Board Member Facilities Scheme.

### **2. RECOMMENDATION**

That the Committee recommends to the Board the revised Board Member Payments policy and the Board Member Facilities Scheme.

### **3. MATTER FOR CONSIDERATION**

- 3.1 At the last meeting the Committee received a report reviewing the current arrangements for Board Members facilities and payments. Whilst the Committee recommended that the level of payments should not be reviewed at this time, it agreed to receive a further report updating other aspects of the payments policy and to review the facilities available to Board Members.

#### **Board Member Payments Policy**

- 3.2 The updated Board Member Payments policy is attached at Appendix 1. The policy has been updated to include recommendations from a recent Internal Audit of Payroll Expenses and Payments and to clarify and update current practices.
- 3.3 The changes can be summarised as follows.
- City Board changed to Operational Board
  - Clarification that Board Members travel expenses for approved duties is limited to anywhere within the UK
  - Indication that the Board reviewed the payment scheme in 2015 and agreed not to make any changes to the level of payments
  - Payment for incidental IT costs which was approved by the Board in 2006. It is recommended that the level of claims is reduced from up to £500 to up to £300 per annum, in line with lower costs
  - Change from Resources to Governance Committee for reporting reviews of the policy.
- 3.4 A new section has been added to cover claims for costs incurred for childcare or dependants care. This expense has always been claimable but was not included in the previous policy. The amount of up to £50 a day is based on the living wage (currently £7.85 ph).

## **Board Member Facilities Scheme**

- 3.5 Tenant and Independent Board Members have access to the Board Members IT Facilities Scheme (appended to Appendix 1). Board Members who do not access the scheme may claim up to £300 per annum to cover incidental costs incurred whilst using their own equipment.
- 3.6 The document also includes the existing, slightly updated Protocol on the use of facilities, services and equipment by Board Members.

## **4. FINANCIAL AND BUSINESS PLAN IMPLICATIONS**

There is relatively low take up of the scheme, at present two Board Members have a mobile phone and one Board Member has a laptop. There have also been a small number of claims made, all under £300 pa, for incidental IT costs.

The areas listed below have no implications directly arising from this report:

Consultation  
Legal and Confidentiality  
Council  
Personnel  
Environmental  
Equalities Impact Assessment  
Health & Safety  
Risk  
Policy Review

If Board Members or others would like to discuss this report ahead of the meeting please contact: Jackie Mitchell / Governance Services Manager / 01332 888527 / Email <a href="mailto:jackie.mitchell@derbyhomes.org">jackie.mitchell@derbyhomes.org</a>	
Background Information:	None
Supporting Information:	Board reports 26 January 2006 and 29 April 2004