



Board Member Payments & Expenses Policy

The policy applies to Derby Homes Board Members and to City Board Members where appropriate. It covers travel, subsistence and expenses incurred by Members in carrying out approved duties and remuneration payments to office holding Board Members.

Members are entitled to be reimbursed for any out of pocket expenses reasonably and properly incurred by them in connection with their attendance at meetings of the Board or committees of the Board, general meetings, conferences and training, or otherwise in connection with the discharge of their duties, as prescribed in Article 26 of the Memorandum & Articles of Association.

Any queries about this policy or its implementation should, in the first instance, be referred to the Governance Services Team if possible, before incurring the expenditure.

Note: reference to 'Board Members' applies to Members of Derby Homes Board of Directors. City Board Members are referred to as City Board Members. The term 'Members' refers to both Board and City Board Members.

Board Member Remuneration

On 28 July 2011, following an independent review, the Derby Homes Board agreed a payment scheme for Board Members who hold the office of Chair of Derby Homes, Vice Chair of Derby Homes and Chairs of Committees, to reflect their level of responsibility and additional time commitment. The payment scheme has been approved by Derby City Council.

Payment will be a fixed annual sum, paid monthly in arrears and will be linked to carrying out specified duties as set out in the Board Member Services Agreement, signed by Board Members. Payment will be made through Derby Homes' payroll; Board Members receiving payment must provide personal and bank details as required by payroll.

Payment will be as follows:

Chair of Derby Homes	£8,700
Vice Chair of Derby Homes	£4,000
Committee Chair	£3,200

National Insurance contributions will be automatically deducted from payments, unless proof is provided of exemption to pay. Notification of eligible income for Income Tax and welfare benefits purposes and the payment of Income Tax is the responsibility of individual Board Members. Advice on individual circumstances should be sought from the HM Revenue & Customs. Income Tax will be deducted at source in accordance with the HMRC rules.

Board Members can choose to opt out of the payment scheme. Councillor Board Members will not be eligible to receive payments in respect of their Board Member duties as they receive an allowance from the Council.

In order to meet the NHF Code of Governance and TSA regulatory requirements and to ensure the Board operates with the utmost openness and transparency, details of the payment scheme and payments made to individual Board Members will be disclosed and published annually.

Reimbursement of Expenses

In most cases, train fares, hotel accommodation and the like, will be arranged by Derby Homes. Members must not purchase or make their own arrangements without the prior consent of the Governance Services Manager or Director & Company Secretary.

Members can claim back reasonable out of pocket expenses such as for car parking or meals when carrying out official duties on behalf of Derby Homes.

Mileage for business journeys will be paid at the current HMRC mileage rate. Claims must be made on official Derby Homes Mileage, Travel & Subsistence forms and sent to the Governance Team. All claims must be accompanied by a VAT receipt, receipts accompanying claims for fuel must predate the journey.

Members who use their own vehicles for official journeys must hold a current UK driving licence, not be disqualified from driving and hold valid car insurance.

Where public transport is unavailable or difficult to access, Members can request a taxi to attend official duties and should contact the Governance Team who will make the necessary arrangements.

Members are encouraged to car share for official journeys wherever possible.

Policy Review

Review of this policy will be carried out every three years. The policy will be reviewed independently of Derby Homes, reporting to the Resources, Remuneration & Regeneration Committee, who will make a recommendation to the Board of Derby Homes.