

Board Member Payments & Expenses Policy

The policy applies to Derby Homes Board Members and to Operational Board Members where appropriate. It covers travel, subsistence and expenses incurred by Members in carrying out approved duties within the UK 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 27 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 before incurring any expenditure.

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

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. The Board reviewed the payment scheme in 2015 and agreed not to make any changes to the level of payments.

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
Audit 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 HCA 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.

Expenses

Travel

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 Finance 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 within the UK will be paid at the current HMRC mileage rate.

All claims must be made on official Derby Homes Mileage, Travel & Subsistence forms and sent to the Governance Team. 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.

IT Support

Tenant and Independent Board Members have access to the Board Members IT Facilities Scheme (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. Approval by the Finance Director & Company Secretary must be sought in advance of a claim.

Dependant carer expenses

Members can claim actual costs incurred for childcare or dependant care services whilst carrying out official duties up to a maximum of £50 a day. Advice and approval for claims over this limit must be sought from the Finance Director & Company Secretary.

Claims must be supported by receipts. Expenses will not be paid where the carer is a member of the Member's family or household.

Note: claims for care costs may affect income tax or welfare benefits. It is Members responsibility to seek advice and notify the appropriate agency.

Policy Review

Review of this policy will be carried out at least every three years. The policy will be reviewed independently of Derby Homes, reporting to the Governance Committee, who will make a recommendation to the Board of Derby Homes.

Board Members Facilities Scheme

Tenant and Independent Board Members have access to the Board Members IT Facilities Scheme. The scheme is not available to Councillor Board Members, who have access to facilities through the Council, nor does it apply to Operational Board Members.

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. Approval by the Finance Director & Company Secretary must be sought in advance of a claim.

Protocol

1. The Code of Conduct for Board Members, contained in Part IX of the Derby Homes Governance Arrangements, says that a Board member must, when using, or authorising others to use the resources of Derby Homes
 - a. act in accordance with Derby Homes' requirements; and
 - b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of Derby Homes or the office to which the Board member has been elected or appointed.
2. This protocol sets out Derby Homes' requirements under the Code of Conduct and any breach of the Protocol will be regarded as a breach of the Code of Conduct. The Protocol covers the use of facilities, services and equipment provided to Board members.

Use of facilities and equipment

3. Derby Homes will provide Board members with certain facilities and equipment either in their homes or at Derby Homes' offices. This section covers the use of these facilities and equipment, including stationery and consumables, and Information Technology equipment
 - a. Equipment will remain the property of Derby Homes. It is lent to the Board member for the duration of his/her period as a Board member of Derby Homes. At the end of that period, the equipment must be returned to Derby Homes in full working condition. If equipment has

been lost or damaged whilst on loan, a charge may be made for its replacement or repair.

- b. Board members must use any Derby Homes' facilities and equipment provided to them only in connection with their role as a Board member and for no other purpose. For example, they must not use any of Derby Homes' paper, photocopiers, printers or internal or external mail facilities, for any personal, or party-political, purpose, or any purpose that is not related to Derby Homes business (unless covered in 3c). Board members must not use rooms in Derby Homes offices for any personal or party political purpose, or any purpose that is not related to Derby Homes business, unless such use is in accordance with Derby Homes' practice for the use of rooms by outside organisations. Use of facilities and equipment on behalf of any community or voluntary groups with which Board members may be connected is not permitted.
- c. Incidental, small-scale use of facilities and equipment outside authorised purposes, may be agreed with the Director & Company Secretary and may incur a payment of an appropriate charge, provided that this does not interfere with official Derby Homes business. All uses under this paragraph shall be recorded in a register which shall be open to inspection by any member of the public.

Use of Board Members' Support Services

- 4. Derby Homes provides a support service to Board members through the Governance Services Manager. The service is provided to Board members only in connection with their role as a Board member and for no other purpose. Written material will contain Derby Homes' official and approved logos but must not contain any other logo. Board members must not ask, or put any obligation on staff to assist with, any personal or party-political matter or any matter that is not related to Derby Homes business. Use of the service on behalf of community or voluntary groups with which Board members may be connected is not permitted.

Use of Information Technology (IT) facilities and other equipment

- 5. The term "Computer" includes all ancillary equipment including monitor, printer, mouse, modem, routers and telephone line, together with the software and programs loaded on to it.
- 6. Derby Homes will provide certain IT facilities and equipment to Board members.
- 7. Subject to paragraphs 11 and 21, Board members must use any Derby Homes IT facilities and equipment provided to them only in connection with their role as a Board member and for no other purpose.

8. Derby Homes will install the Computer at the Board member's home address ("the Property"). The Board member must not remove the Computer from the Property at any time without Derby Homes' written consent. This will not apply to laptop computers.
9. Derby Homes will pay to install, service, repair and maintain the Computer and will also provide consumables, such as ink cartridges and paper.
10. The Board member is responsible for meeting the cost of any damage to the Computer which goes beyond ordinary wear and tear, other than damage arising from theft, accidental damage, fire damage, failure of electricity supply and failure of telecommunications. The Board member must report immediately to Derby Homes any damage to or malfunction of the Computer.
11. Apart from reasonable incidental personal use, the Computer must only be used by the Board member themselves and only for official Derby Homes business or activities which facilitate the carrying out of Derby Homes' functions. Personal use is permitted provided it does not violate these Conditions and does not hamper or conflict with official business. Any private use and data held on the system is at the Board member's discretion. Derby Homes accepts no liability for any consequences (including financial or other loss) which may arise through reasonable incidental personal use of the Computer. The security of any personal data is the Board member's responsibility. Any such data could be viewed by officers if stored on the computer's internal drive (hard drive) and Board members may therefore prefer to use their own removable diskettes ('floppy disks') to store such data. Simply deleting files does not necessarily permanently remove them.
12. Derby Homes has to comply with all UK legislation affecting IT, including the following Acts, and this also applies to a Board member's use of the Computer. Board members may be held personally responsible for any breach of current legislation as listed below and any future legislation that may be enacted:
 - Data Protection Act 1998
 - Copyright Design and Patents Act 1988
 - Computer Misuse Act 1990
 - Obscene Publications Act 1959.
13. As well as ensuring compliance with legislation, of primary concern is to keep ongoing support costs as low as possible. To meet both these objectives Board members should note the following:
 - a. Installation of software (including screensavers) from any source must only be carried out with prior authorisation from the Governance Services Manager. A lot of software, ranging from small 'utilities' designed to enhance performance to complete applications such as drawing packages, is readily available on magazine 'cover disks' or for download via the

Internet. Some of this is 'freeware', where there is no charge for its use, whilst some is 'shareware', where the provider charges for its use. Board members should seek the advice of the Governance Services Manager before downloading or installing any such software.

- b. The copying of licensed software and data, use, or possession, of unlicensed copies or 'pirated' versions of software is illegal and, therefore, expressly prohibited.
 - c. Any software or data files, including word-processed documents and spreadsheets, must be checked for viruses before being loaded onto the Board member's equipment or transmitted to colleagues or Derby Homes, whether by memory stick or email.
 - d. Anti-virus software is supplied by Derby Homes.
 - e. If a virus is detected that cannot be 'cleaned' by the supplied antivirus software, it must be reported to the Governance Services Manager so that they may deal with it.
14. The Board member must stop using the Computer and other equipment provided by Derby Homes immediately if he/she:
- ceases to be a Board member, or
 - receives written notice from Derby Homes to that effect.
15. If Derby Homes gives the Board member notice that it requires the return of the Computer and other equipment, the Board member must either return the computer and equipment within five working days or allow access to the Property for that purpose.
16. Derby Homes will provide and maintain a valid insurance policy at all times which will cover the Computer and other equipment against theft, accidental damage, fire damage, failure of electricity supply and failure of telecommunications.
17. The Board member must agree to allow Derby Homes entry to the Property on notice to carry out Derby Homes' duties under this Protocol and to ensure compliance by the Board member with the terms and conditions in this Protocol.
18. The Board member will not do, cause or permit any act or omission that could invalidate the insurance policy covering the Computer and other equipment.
19. The Board member must complete without delay all health and safety questionnaires that Derby Homes may send to him/her and comply with all appropriate health and safety guidelines.

20. The Board member must comply with all policies, guidelines and codes of practice issued by Derby Homes on the use of the Computer or the network or other equipment to which it is connected.