

# The Upper Medway Internal Drainage Board

## Members Expenses Policy

### Chairman's Allowance

Schedule 2, Section 1 of the Land Drainage Act 1991 states that the relevant Minister (Secretary of State) may, as they think fit, authorise an Internal Drainage Board to pay the Chairman of the Board for the purposes of enabling them to meet the expenses of their office. The expectations and limitations of the role are set out in the published Scheme of Delegation.

The Secretary of State, on behalf of the Department of Environment, Food, and Rural Affairs (DEFRA), has authorised an annual allowance of £3,500 to be paid to the Upper Medway IDB Chairman and The Copy Order from DEFRA is available on the Board website.

The Chairman may decide not to take the allowance or receive a lesser amount.

The annual allowance will be paid to the Board's Chairman before the 31<sup>st</sup> of December in their inaugural year and this will then set the anniversary of the allowance for subsequent years while in office.

The payment will be made one year in advance to cover any time commitments or otherwise acceptable expenses made in the year to come that are relevant to the role.

Should the Chairman resign part way through the year, a percentage of the allowance equivalent to the time remaining until the next expected payment will be returned to the Board.

The Chairman should issue an invoice to the Board each year for the sum above. The Chairman is responsible for the appropriate notification of HMRC in regard to this payment. The Board is able to run this payment via its payroll/renumeration system should it be requested by the Chairman.

The Chairman is also entitled to claim travelling and out of pocket expenses as a Board member in accordance with the Members Expenses Policy set out below.

It is intended that the allowance payable to the Chairman will be reviewed annually during the December cycle of meetings.

### Member's Expenses

Schedule 2, Section 2 of the Land Drainage Act 1991 makes provisions for Internal Drainage Boards to pay any reasonable expenses incurred by their members for their duties to:

- attend meetings of the Board or Committee or sub-committee thereof.
- carrying out inspections necessary for the discharge of the functions of the Board or,
- attending conferences or meetings convened by one or more Internal Drainage Boards, or by any association of Internal Drainage Boards, for the purposes of discussing matters connected with the discharge of the functions of Internal Drainage Boards. N.B Boards may also pay any reasonable expenses incurred by their members or officers in purchasing reports of the proceedings of any such conference or meeting.

Members were previously credited with work done 'above and beyond' expectation by submitting an hourly charged invoice to the Board. This was remunerated at the rate set in December 2020 through a precedent agreement based upon previous remuneration to a Board member. As of November 2022, this will no longer be deemed acceptable, and any works carried out by Board Members that fall outside of the duties of a member will require a contracted agreement for services rendered ahead of the works being carried out. This will then need to be invoiced as per any supplier used by the Board.

Members expenses compensation is also applicable to the Chair where there has been reason to undertake duties above and beyond the role of a Chairman specified in the Scheme of Delegation.

The onus is on an individual Member to claim any expenses themselves by submitting an expense form with an invoice to the Office Manager who will arrange for the invoice to be approved by the Clerk. If the Clerk does not feel able to approve the claim, the Board itself must approve the expenses for payment by resolution.

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). Members are required to ensure their vehicles are legally suitable for business use and to comply with all other legal requirements. Under no circumstances will the Board pay for any fines arising out of any Road Traffic Act offences.

For all journeys by rail, standard/second class tickets should always be used unless first class is less expensive. The most inexpensive ticket must always be bought.

The Board will not reimburse its members for any travel and or out of pocket expenses incurred if they could reasonably recover the expense from another Public Authority or charitable body. Every Member will need to declare this is the case when submitting an expense claim.

All expense claims must be properly evidenced, and receipts should 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, although this decision will lie with the Clerk in any event.

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 Chairmans Allowance as set out above).

Members can claim their travelling and out of pocket expenses by completing the Board's Expense Claim Form which must then be approved by the Clerk. If the Clerk 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.

If in doubt as whether an expense will be approved, members should consult with the Board's Clerk or Finance Officer beforehand. If an expense is incurred before such a consultation, the member who has incurred the expense may be required to cover the cost from personal funds, subject to determination by the Board.

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

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

Overnight accommodations will usually be booked by the officers. The reasonable cost of meals etc. will be reimbursed, however, receipts will be required for expense claims made.

Wherever possible members are encouraged to share transport. When travelling long distances, shared transport or rail fares will usually be arranged by officers. Bus and tube fares will be reimbursed; however, receipts will be required for expense claims made.

#### November 2022 Amendments

- Full overhaul of policy after consultation of WLMA and LMIDB expense documentation.
- Minor formatting changes.

#### May 2025 Amendments

- Changed wording on Chairman Allowance to place onus on Chairman for issuing of invoice and reporting to HMRC.