



Section J: Remuneration and Expenses Policy

February 2018



REMUNERATION AND EXPENSES POLICY



1. Remuneration

1.1 Chair's remuneration

The Chair of the SWLEP is entitled to receive an allowance of £10,000 per annum. This payment is intended to recognise the time commitment involved in delivering the role, including such inevitable calls on their time as meeting with the SWLEP Director, the LEP Network and South West LEP Network, events and representations to Government and various SWLEP meetings as set out in the Assurance Framework. It is also intended to cover incidental costs such as the use of their homes.

1.2 SWLEP Staff

The SWLEP Director is appointed through a formal selection and interview process. An interview panel comprising at least 3 public and private sector Board Members will be convened to shortlist and interview candidates and to select the appointee.

SWLEP staff are employed by Wiltshire Council and the SWLEP operates in line with Wiltshire Council's job evaluation process (JEQ) in order to set the grade and remuneration scale for new staff joining the SWLEP team. Each JEQ is evaluated by a team of Human Resources specialists before the post is openly advertised. This is to ensure that jobs are graded fairly and equitably, and that the SWLEP complies with the equal pay act. The HAY evaluation scheme is used to evaluate the Senior Management jobs at the SWLEP whilst the Greater London Provincial Council (GLPC) scheme is used to evaluate the remainder of roles. Interviews will be performed by the SWLEP Executive team with a Board Member. Appointments will be made by the Director in consultation with the Board Member and Executive team.

2. Travel and subsistence expenses

2.1 SWLEP staff

Staff working for the SWLEP are employed by the Wiltshire Council as its Accountable Body and as such are entitled to claim expenses in accordance with the policy in place at Wiltshire Council. Consultants are entitled to claim expenses as agreed by contract.

2.2 Board Member travel expenses

All elected Board Members, including the Chair, are entitled to claim expenses to cover travel and subsistence in performing their role as a Board Member. Mileage will be paid to cover travel incurred to and from meetings arranged by the SWLEP or where Board Members are asked to represent the SWLEP as well as for occasional travel to other events and meetings as required. Wherever possible, Board Members will travel by the most cost-effective means and the rate reimbursed will be in line with Wiltshire Council's travel allowance policy:

- a. Standard class rail fare, or ordinary fare for other public transport, or the appropriate cheap rate where applicable. NB Standard class rail travel must always be used. If the train's Standard class accommodation is full, Board Members may travel First class.
- b. The mileage rate is 45p rate for the first 10,000 miles, and 25p for each subsequent mile. The rate for travel by a Board Member in a private car is linked to the inland revenue rate (currently 45p per mile) and any movement in that rate will trigger an automatic change in the Board Members' rate.
- c. A cycle allowance of 40p per mile.
- d. An allowance of 5p per mile when giving passengers a lift.
- e. Hire of taxi cabs in cases of urgency or unavailability of public transport.
- f. Expenditure on tolls, ferries, parking fees etc, and overnight parking.
- g. Air travel is not anticipated however in exceptional circumstances, if travelling by air the cost must not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in subsistence allowance consequent on travel by air. The SWLEP Director is authorised to approve air travel for Board Members or SWLEP staff when they consider that the saving in time is so substantial as to justify payment of the fare for travel by air, and in such cases there may be paid an amount not exceeding:
 - i. the ordinary fare or any available cheap fare for travel by regular air service, or;
 - ii. where no such service is available or in case of urgency, the fare actually paid by the Board Member or SWLEP staff member.

2.2 Board Member subsistence allowance

Board Members will be entitled to claim subsistence when they are representing the SWLEP and are required to travel. Subsistence is not payable where a meal is provided free of charge. Given the length of the Board Meetings, the SWLEP will provide a buffet lunch for Board Members, Advisers and Observers after each Board meeting. The subsistence allowance is:

- a. Maximum subsistence and overnight allowances be linked to those paid for SWLEP staff with the exception of lunch allowance which is payable for Board Members and Advisers when in attendance and evidenced by receipts.
- b. In the case of an absence not involving an overnight absence from a Board Members' usual place of residence:

Subsistence type	Qualifying criteria	£maximum
Breakfast	departure from normal place of residence before 7am for an absence of at least 3 hours	£15.00
Lunch	departure from normal place of residence before 12 noon and return after 2pm	£15.00
Tea	return to normal place of residence after 6.30pm, following an absence of at least 3 hours	£3.35
Dinner	return to normal place of residence after 8.30pm, following an absence of at least 3 hours	£35.00
Overnight	overnight absence from the usual place of	£120.00

	residence (excluding London). This is the maximum payable for a complete 24 hour period of absence from normal place of residence and includes allowances for all meals listed above. It cannot be claimed if overnight accommodation has been paid for direct by the council.	In London ¹ : £160.00
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2.3 Meals on Trains

When main meals (that is, a full breakfast, lunch or dinner) are taken on trains during a period for which there is an entitlement to day subsistence, the reasonable cost of the meals (including VAT), may be reimbursed in full. Where the cost of meals taken on trains is reimbursed, absence from the normal place of residence must be consistent with absences listed in the table above.

3. SWLEP hospitality events

From time to time the SWLEP will hold evening events and dinners for example as part of new Board Members' induction or to host inward investment visits. Travel to and from the event or dinner can be claimed by Board Members as per the travel policy above. In these instances, the reasonable cost of food and refreshments will be met by the SWLEP with the SWLEP Director's approval.

4. Claims and payments

The Chair's allowance will be paid in 12 equal payments upon receipt of a SWLEP expenses claim form. The SWLEP Director will authorise the claim each month in order that it is processed through Wiltshire Council's payment system in the same manner as all other payments made by the SWLEP.

All travel and subsistence claims should be made monthly using a SWLEP expenses claim form and should include VAT receipts to evidence the claim including petrol receipts for mileage claims. The SWLEP Director will authorise the claim before it is processed through Wiltshire Council's payment system in the same manner as all other payments made by the SWLEP.

¹ For the purpose of this paragraph, London means the City of London and the London boroughs of Camden, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.