



# Leeds City Region Enterprise Partnership (LEP)

## LEP Board Members' Remuneration and Expenses Scheme 2019-2020

### 1. Definitions

In this scheme:

The “**LEP Board**” means the Leeds City Region Local Enterprise Partnership Board

A “**member of the LEP Board**” means a member of the LEP Board appointed in accordance with paragraph 4 of the LEP Constitution, or their substitute.

The “**annual meeting**” means the LEP Board’s annual meeting held each year in accordance with the LEP Board Procedure Rules.

The “**Chair of the LEP**” means the Chair of the LEP Board appointed under paragraph 4 of the LEP Constitution.

“**The Combined Authority**” means the West Yorkshire Combined Authority, the accountable body for the LEP.

### 2. Introduction

a) This scheme sets out the entitlement of:

- any member of the LEP Board to claim expenses incurred in carrying out their role as a member of the LEP Board, and
- the Chair of the LEP to claim remuneration.

b) This scheme does **not** extend to payment of any remuneration, allowances or expenses incurred by any member of the LEP Board in their role as a member of the Combined Authority, a Combined Authority committee<sup>1</sup> or sub-committee. Any such claim will be dealt with under the Combined Authority’s allowances scheme.

### 3. Local authority representatives

a) A member of the LEP Board who is a local authority representative (or their substitute) is not entitled to any expenses under this scheme for carrying out any duty for which they may claim under their local authority’s allowances scheme.

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<sup>1</sup> Including any advisory Panel

- b) For the avoidance of doubt, whether or not they are entitled to any such expenses or allowances under their local authority's allowances scheme, no member of the LEP Board who is a local authority representative (or their substitute) is entitled to claim any allowance under this scheme in respect of attending any meeting of the LEP Board.
- c) Subject to 3a) above, the Combined Authority may pay for travel and accommodation expenses for any local authority representative acting in their capacity as a member of the LEP Board, provided that this is approved in advance by the Combined Authority's Head of Legal and Governance Services and booked by the Combined Authority in accordance with the provisions of this scheme.

#### **4. Renunciation of entitlement to remuneration or expenses**

A member of the LEP Board may elect to forego all or any part of their entitlement to any expenses under this scheme<sup>2</sup>.

#### **5. Travel expenses**

Subject to any exceptions or requirements set out in this scheme, a member of the LEP Board engaged on the Approved Duties set out in Schedule 1 may reclaim any travel costs they incur, in accordance with Schedule 2.

#### **6. Subsistence expenses**

Subject to any exceptions or requirements set out in this scheme, a member of the LEP Board engaged on the Approved Duties set out in Schedule 1 may reclaim any subsistence costs they incur, in accordance with Schedule 3.

#### **7. Dependants Carers' expenses**

Subject to any exceptions set out in this scheme, a member of the LEP Board may re-claim any costs they incur provided the costs are:

- incurred while engaged on Approved Duties set out in Schedule 1, and
- subject to the following terms and conditions:-

##### 1. Childcare element

- maximum rate payable = £7.65 per hour
- care must be provided by a registered child minder

##### 2. Other dependants element

- maximum rate payable = the hourly cost of a Home Help carer payable by

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<sup>2</sup> The Chair of the LEP may elect to forego all or any part of their remuneration. This must be confirmed in writing to the Head of Legal and Governance Services.

3. For both types of care, there is a monthly cap of £100, regardless of type or number of dependants.

## 8. Remuneration for the Chair of the LEP

The high profile role of Chair of the LEP requires direct and pro-active leadership, and as such a substantially greater time commitment than that required from any other member of the LEP Board. It also carries specific responsibility under the assurance process for governance and transparency arrangements<sup>3</sup>. In recognition of this, the Chair of the LEP may be remunerated. Any remuneration to the Chair of the LEP will be approved by the LEP Board, further to a recommendation by an Independent Remuneration Panel<sup>4</sup> and implemented by the Combined Authority as the LEP's accountable body.

The Chair of the LEP is not entitled to any other type of expenses under this scheme, although this does not preclude the Combined Authority paying for the Chair's travel and accommodation expenses, where travel and accommodation is approved in advance by the Combined Authority's Head of Legal and Governance Services and booked through the Combined Authority in accordance with this scheme.

## 9. Overseas travel and accommodation

All overseas travel and accommodation by any member of the LEP Board must be booked through the Combined Authority, who will seek out and pay directly for the most reasonably priced travel or accommodation, thus avoiding any claims for reimbursement.

The Managing Director is also required to confirm that the member of the LEP Board's attendance at the overseas function or event:

- is in the capacity **as a member of LEP Board**,
- represents **value for money**<sup>5</sup>, and
- is required to facilitate the proper promotion or safeguarding of LEP interests.

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<sup>3</sup> The Chair and the Combined Authority's Managing Director are required to provide a formal assurance statement on an annual basis on the status of governance and transparency, as part of the Annual Conversation process with Government.

<sup>4</sup> The Panel shall be constituted of the members of the Combined Authority's Independent Remuneration Panel together with one or more private sector representatives who are not members of the LEP Board with terms of reference to be agreed by the LEP Board.

<sup>5</sup> In relation to **overseas travel or accommodation**, the Managing Director is also required to confirm that the attendance of the LEP Board member is required to ensure the proper promotion or safeguarding of LEP interests.

## 10. Claims and Payments

A claim for travelling and subsistence, or dependents carers' expenses under this scheme shall be made in writing within **three months** of the date of the duty in respect of which the entitlement to the allowance arises.

No remuneration will be paid under this scheme to the Chair of the LEP without:

1. A dated invoice setting out the period in respect of which the claim is made, and
2. A statement signed by the claimant that the claimant has complied with all conditions on the appointment letter which set out the basis on which remuneration was agreed.

No expenses will be paid under this scheme without:

1. a dated **receipt**<sup>6</sup> (except in relation to car mileage claims), and
2. a **statement** signed by the claimant that:
  - the claimant has incurred the expenditure shown on the claim,
  - the claimant has not made and will not make any other claim either under this scheme or to any other body or organisation in respect of the matter to which their claim relates,
  - in the case of **subsistence** expenses that the amount does not exceed the maximum authorised by the LEP Board in Schedule 3 of the scheme,
  - in the case of **car mileage expenses**, that:
    - no suitable alternative public transport was available (claimant to provide explanation) or there were special circumstances (to be specified by claimant), and
    - it was not reasonable for the claimant to have travelled with another LEP Board member or officer (claimant to provide explanation),
  - in the case of travel expenses for **taxi** costs incurred, that it was not reasonable to use public transport (claimant to provide explanation) and **that the Head of Legal and Governance Services has agreed this in advance where reasonably practicable**<sup>7</sup>.

Subject to any external timing constraints, or any other alternative arrangement approved by the Director of **Corporate Services**, payments shall be made:

- in respect of the Chair of the LEP's remuneration, in instalments of one-twelfth of the amount specified in this scheme on the last Thursday of each month<sup>8</sup>; and

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<sup>6</sup> For avoidance of doubt, please note that this requirement applies in relation to costs incurred abroad, and in the UK.

<sup>7</sup> See further Schedule 2

<sup>8</sup> Where a payment of one-twelfth of the amount specified in this scheme in respect of the Chair of the LEP's allowance would result in the Chair of the LEP receiving more than the amount to which, by

- in respect of travelling, subsistence and dependent carers' expenses, on the last Thursday in each month for all fully completed claims received by the end of the previous week.

## **11. Publishing remuneration and expenses paid**

This scheme shall be published on the LEP web-site.

A summary of remuneration and expenses paid under this scheme each year<sup>9</sup> shall be reported to annually to the LEP Board, and the summary shall subsequently be published on the Combined Authority's web-site, within 10 working days of the meeting at which it was considered.

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virtue of paragraph 8, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

<sup>9</sup> A year for this purpose is the financial year running from 1 April to 31 March.

## Schedule 1 - Approved duties

1. Meetings of the LEP Board.
2. Subject to prior agreement by the Head of Legal and Governance Services that
  - attendance is in the capacity **as a member of the LEP Board**,
  - the meeting represents **value for money**, and
  - the function or event is being held for the purpose of discussing non-political matters which relate to the **functions of the LEP**:
  - a) meetings of a non-political and non-party political nature, including with Ministers, Members of Parliament, European Members of Parliament, representatives of Government Departments and representatives of major companies, and
  - b) attending any of the following:
    - conferences, seminars and study courses<sup>10</sup>
    - representative function and events,
    - official functions and events,
    - responding to invitations to meet and/or address relevant organisations,
    - site visits, and
    - meetings with the Combined Authority or other Leeds City Region local authority officers.

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<sup>10</sup> This provision does not extend to payment to any member of the LEP Board in respect of attendance at conferences convened by any body, the objects of which are wholly or partly political.

## **Schedule 2 - Travel expenses<sup>11</sup>**

Travel expenses to and from formal meetings of the LEP Board will only be payable in relation to travel within Leeds City Region.

Members of the LEP Board are expected to travel by bus, standard class rail or bicycle.

For meetings outside of the Leeds City Region, any rail travel shall be booked through the Combined Authority who will seek out the most reasonably priced tickets available, to be paid for directly by the Combined Authority, thus avoiding any claims for reimbursement.

First class rail travel must be approved in advance by the Head of Legal and Governance Services, where they are satisfied that there are special circumstances that justify first class travel.

In exceptional circumstances, where it is not reasonable to use public transport, a taxi may be used, **subject to agreement in advance by the Head of Legal and Governance Services where reasonably practicable.**

### **Vehicle mileage expenses**

Claims for **car mileage** expenses will only be paid where the Head of Legal and Governance Services considers that there is no suitable alternative public transport available or there are special circumstances. Where the Head of Legal and Governance Services agrees that car mileage expenses are to be paid, the following car mileage rates will be applied, **up to a maximum** of the lower of the relevant standard class bus or rail fare.

Car mileage expenses will not be reimbursed where the Head of Legal and Governance Services considers that it would have been reasonable for the claimant to have travelled with another LEP Board member or an officer.

A member of the LEP Board may claim specific reimbursement for expenditure incurred on tolls, ferries or parking fees as these are deemed to be additional to the basic car mileage rates.

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<sup>11</sup> This reflects the Combined Authority's Allowances Scheme and is subject to periodic review

## Vehicle Mileage Rates - the HMRC mileage rates from time to time in force

Approved mileage rates		
	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

### Passenger Rates

Where a member of the LEP Board carries a passenger they can claim the HMRC approved passenger mileage rate of 5p per passenger mile, in addition to the applicable mileage rates for motor cars.

### **Schedule 3 - Subsistence expenses**

In each instance only the actual cost incurred may be claimed, with the following being the **maximum rates** claimable:

#### **Day Subsistence Rates**

<b>Breakfast expenses</b>	<b>£8.28</b>
<b>Lunch expenses</b>	<b>£11.28</b>
<b>Tea expenses</b>	<b>£4.54</b>
<b>Evening meal expenses</b>	<b>£14.09</b>

**Note:** The current total daily maximum subsistence claimable (£38.19) should not be disaggregated and applied to specific meals but a 24 hour maximum claimable to be spent upon subsistence as required.

#### **Overnight accommodation**

All overnight accommodation should be booked through the Combined Authority who will seek out the most reasonably priced accommodation available, to be paid for directly by the Combined Authority, thus avoiding any claims for reimbursement.

#### **Meals Provided Free Of Charge**

A member of the LEP Board must deduct an appropriate amount from any claim for subsistence, in respect of any meals provided free of charge by an authority or other body during the period to which the claim relates. Expenses cannot be claimed where a free meal has been provided.

#### **Meals Taken On Trains**

Where main meals are taken on trains during the period for which there is an entitlement to subsistence expenses, the reasonable cost of meals (including VAT) shall be reimbursable in full. This will replace the specific maximum rates set out above.