
MEMBER REMUNERATION AND EXPENSES

BACKGROUND

Northumbrian Water appointed a remunerated independent Chair for the Water Forums and it believed it was right to start to pay its independent members to recognise the time they put into the Water Forums process. It had always paid the expenses of its independent and Charity members (see attached Expenses Policy in Appendix)

REMUNERATION OF MEMBERS

Determining payment

Northumbrian Water surveyed its CCG contacts on remuneration; it received four responses. No company voiced aversion to paying members, in summary our contacts said:

- One company remunerates any independent member or any that work for a non profit organisation and pays pay whatever members say their day rate is (£100 to £800);
- Another planned to pay a flat rate (£200 per day);
- Another made charitable donations to non-statutory members' organisations to acknowledge the time they spend (£5k per year); and
- Another had no current plans but said this could change.

Remuneration proposal

After consideration of the above Northumbrian Water met with the Nominations Committee and proposed that it offered independent members or their charities a payment of £2,000k per year. The Company proposed not to remunerate statutory members (e.g. Environment Agency, CCWater).

Nomination Committee acceptance

The Nominations Committee accepted these recommendations at their meeting on 7 March 2016.

APPENDIX - WATER FORUMS MEMBERS EXPENSES POLICY

BACKGROUND

The Company values the personal commitment made by Water Forum members who undertake business travel. This policy sets out the principles for business travel, accommodation and out of pocket expenses together with the arrangements in place to reimburse members.

PRINCIPLES

- a) The Company will reimburse the costs where members who are not supported by other organisations (e.g. not affiliated to Environment Agency, Natural England, CCWater, Drinking Water Inspectorate).
- b) If you have paid expenses directly, you should submit your claim to the Water Forums Secretary. An expenses claim form (example attached) or an invoice should always be provided. Where possible VAT receipts should also be provided to support these expenses.
- c) Where this is a simple reimbursement of expenses, you will normally receive payment by BACS transfer within seven days. However, if expenses are presented in a VAT invoice, reimbursement will be made 30 days from date of invoice.
- d) If you are uncertain about the appropriateness of expenses you should discuss this in advance with the Water Forums Secretary.

Accommodation and subsistence expenses

Accommodation

The Company has negotiated favourable rates at a number of hotels in its operating areas and you are encouraged to take advantage of these.

Other expenses and gratuities

When staying away from home overnight, you may claim the cost of personal incidental expenses (e.g. meals).

Travel expenses

You are encouraged to make both rail and air travel arrangements as early as possible to take advantage of reduced ticket prices.

Rail travel

Low cost rail options are the norm, however, the Company recognises that these may not provide a suitable environment if you are expected to work whilst travelling long distances. First class rail travel may be appropriate if you are to work during your journey.

Business mileage

If you use your own car for any business purpose you must have fully comprehensive insurance and your insurance company must be satisfied that it will be covered for business use. The Company will pay the HMRC authorised mileage rate (currently 40ppm).