



# **Governance and Assurance Framework**

## **Section I: Remuneration and Expenses Policy**

**June 2021**

## Chair's expenses

1. The Chair of the Midlands Engine Partnership is entitled to receive reimbursement for expenses incurred whilst undertaking the role, including travel and accommodation to attend speaking engagements and meeting events and representations to Government and various business meetings as set out in the Assurance Framework. It is also intended to cover local travel costs and incidental costs such as the use of their homes.
2. The Chair's expenses will be paid on receipt of invoice. The Midlands Engine Partnership Executive Director will authorise the claim and it will be processed through the Accountable Body's payment system in the same manner as all other expenses made by the Midlands Engine Partnership. All travel and subsistence claims should include VAT receipts to evidence the claim.

## Midlands Engine Partnership staff expenses

3. Staff working for the Midlands Engine Partnership are employed by Staffordshire County Council as its Accountable Body and as such are entitled the claim expenses in accordance with the policy in place at Staffordshire County Council. Consultants and secondees are entitled to claim expenses as agreed by their contract.

## Board Member expenses

4. Board Member travel expenses are covered by their individual organisations as part of their direct contribution to the Midlands Engine Partnership.

The Midlands Engine Partnership will provide a light buffet for Board Members, Advisers and Observers at each Board meeting if it takes place over a break period.

- a) Maximum overnight allowances be linked to those paid for Midlands Engine Partnership staff
- b) In exceptional circumstances and with agreement from the Executive Director the tariff above may be increased
- c) In the case involving an overnight absence from a Board Members' usual place of residence following will apply.

Subsistence Type	Qualifying criteria	£ maximum
Overnight	Overnight absence from the usual place of residence. It cannot be claimed if overnight accommodation has been paid for direct by the Midlands Engine Partnership and must be evidenced by receipts.	£125.00 In London £160.00

## SCC rates

Expense type Maximum allowance Bed and breakfast per night £95  
Bed and breakfast per night (London) £110  
Incidental expenses per night £4.30