



Remuneration and Expenses Policy

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1.0 Introduction

- 1.1 It is a requirement of the Shareholder Agreement that WV Living has a Remuneration and Expenses Policy agreed by the City of Wolverhampton Council. This policy sets out how board members, employees and consultants will be compensated (including salary, bonus, benefits in kind, and expense reimbursement) in their roles.

2.0 Remuneration and Expenses

- 2.1 Board members who are employees of the council or any of its other wholly owned bodies will not be paid for their role as board members. Where an independent board member from outside the Council is appointed for a specific skill set they will be paid in line with industry average. Remuneration of independent board members must be approved by the Chair of the board.
- 2.2 Employees of the company will be paid at the salary as set for their assigned grade by the Council for its employees. Grades for employees will be set at recruitment in line with the council's job allocation process. Grades may be reassessed during employment in line with the company's Job Allocation Review Policy.
- 2.3 Employees will be eligible to join the West Midlands Pension Fund in line with the terms offered to employees of the Council. Board members will not be eligible to join the Company's pension scheme.
- 2.4 The company may, from time to time, make available additional benefits to employees on similar terms to those offered by the Council. All such benefit schemes must be approved in advance by the Board.
- 2.5 Consultants and/or interim staff may be engaged by the company to provide additional resource or specific skills where permanent employees are not appropriate or available. Use of such staff must be approved by the Managing Director if within the overall staffing costs identified in the business plan. If the appointment would cause staffing costs to exceed business plan levels the appointment must be approved by the Chair.

2.6 Reasonable expenses will be paid to Board members, employees and consultants for:

- (a) attending board meetings that are held away from the Civic Centre;
- (b) on official business of WV Living;
- (c) attending organised external training activities
- (d) attending conferences or other events in an official capacity

Expenses are not payable for travel from home to the City of Wolverhampton.

Reasonable expenses include, travel on public transport or car mileage, car parking, hotel accommodation and meals. Car mileage rates will be the rate in force for Council employees at the date of the claim. An expense claim form is attached at **Appendix 1**. Further copies are available from the Finance Director.

2.7 Expenses will be approved by the Chair on behalf of Board members and by the line manager in respect of employees and consultants.

2.8 Completed claim forms should be forwarded to the Finance Director, who will arrange for reimbursement.

2.9 A report on the total expenses claimed will be presented to board annually.

3.0 Gifts and Hospitality

3.1 In the course of work as a board member, employee or consultant, gifts (including money) or hospitality may be offered by contractors, consultants, and the public. The Bribery Act 2010 includes in this list charitable donations, political contributions and facilitation payments to other organisations. The offer of a gift or an invitation to an event can be meant as a sign of appreciation. However, the acceptance of these can leave board members, employees or consultants in a compromising position and open to allegations of corruption. If an allegation is made, it is for the individual to demonstrate that any such rewards have not been corruptly obtained.

3.2 The acceptance of gifts and hospitality, even on a modest scale, may arouse suspicion and needs to be capable of public justification.

3.3 **Where a gift or hospitality is offered Board members and employees should:**

- Inform the Finance Director/Company Secretary and seek their advice.
- Complete the register of gifts and hospitality maintained by the Finance Director (minor gifts, with a nominal value of up to ten pounds, such as inexpensive calendars, pens or small stationery items, or hospitality such as refreshments during a site visit or inexpensive working lunch need not be included).

3.4 **Matters to consider before accepting a gift or hospitality include:**

- The timing of decisions for letting contracts for which the provider may be bidding (under no circumstances should gifts or hospitality be accepted from a contractor during a tendering period).

- Whether the gift or hospitality is appropriate e.g., an inexpensive promotional pen or diary may be accepted but more expensive items, such as a bottle of whisky, must be declined. Similarly, lunch at on-site cafeterias or invitations to local events as a representative of WV Living may be appropriate whereas invitations to prestigious sporting events, theatre tickets or personal invitations where board members are not attending in an official capacity are not appropriate.
- Where an event is being attended in an official capacity for company purposes e.g., formal networking to promote and further the development of the WV Living business and is agreed by the Chair attendance is permitted. Expenses for the attendance at such events can also be claimed as detailed in section 2 Remuneration and Expenses, although any expenses of this nature should also be agreed in advance with the Chair, as far as is possible.

3.5 Visits and conferences/expenses

The participation in visits and conferences should be carefully regulated. If the visit/conference attendance is by invitation and accommodation, meals etc. are being offered (which may be seen as a gift or inducement), prior agreement should be sought from the chair or company secretary and the details entered into the register of gifts and hospitalities.

3.6 Register of Gifts and Hospitality

A record will be maintained by the Finance Director in relation to offers of gifts or hospitality (**See Appendix 2**). The following information will be recorded:

- The person or body making the offer
- The Board member to whom the offer was made
- The gift or hospitality offered
- The circumstances in which the offer was made
- All correspondence concerning the offer and action taken shall be retained in the register.

The Chair of WV Living and Finance Director will have access to the register. Every board member is entitled to see what is recorded in the register against their name.

- 3.7 The intention of this section is to protect individual members of the board, employees and consultants as well as WV Living.

Date Policy approved: 1 September 2022

Date of Council Consent: 26 April 2023

To be reviewed: 1 September 2025.

WV LIVING	
DECLARATION OF RECEIPT OF HOSPITALITY AND GIFTS	
Declaration	
Name	
Date of event/gift	
Provider of hospitality/Gift	
Description of hospitality/Gift	
Value of hospitality/gift	
Signature of recipient	
Chair Approval	
Name	
Date of approval	
Signature	

To be forwarded to the Finance Director to add to the Gifts and Hospitality Register.

July 2022