

LLC NON-EXECUTIVE DIRECTORS (NED): **ATTENDANCE, RESPONSIBILITIES, EXPENSES**

London Learning Consortium (LLC) seeks to develop a strong and representative non-executive board that enables good Governance of the organisation and helps us achieve our aims and objectives.

1. To support this aim, this document¹ sets out our terms of remuneration and responsibility are as follows; Trustees / NEDs are required to attend quarterly board meetings. They are remunerated at the standard hourly rate (£35 per hour) at a maximum of 3 hours per board meeting and 2 hours for pre meeting preparation and reading of papers.
2. Trustees / NEDs are formally linked by agreement to one committee. NEDs are required to attend quarterly meetings (as advised) of the linked committee. They are remunerated at the standard rate indicated (in 1 above) at a maximum of 4 hours per committee meeting.
3. LLC is keen to support governance development by enabling NEDs to shadow other than the committee to which they are formally linked as part of the induction process or their on-going CPD. NEDs are remunerated for their attendance at other their 'linked' committee where this forms part of the induction process.
4. Expenses are also paid at the standard rate when individual NEDs provide support sessions, mentoring or training for senior staff or as part of LLC's development plan. Where this occurs, expenses are agreed by both the CEO and the Chair of the Board in advance.
5. Additional work for the business is unlikely and at the discretion of the Chair of the Board. No consultancy or project fees are paid to directors/trustees.
6. Travel expenses to and from regular meetings are considered to be covered in the remuneration of expenses outlined in 1-4 above. In the case of exceptional travel in connection with other business this will be paid at the discretion of the Chair of the Board.
7. All other expenses for board members are deemed unnecessary for any member to conduct Board business.
8. All expenses are submitted in advance of payment to the Chair of the Board. All expenses are paid to individual NEDs via Bacs²

¹ Based on (AELP, 2018), Code of Good Governance for Independent Training Providers"

² LLC is unable to claim VAT. Consequently, individual NED seeking to have expenses paid into their limited company or partnership accounts should take appropriate follow-up action to include such expenses in their company or partnership's tax liabilities.