Scottish Public Pensions Agency
Buidheann Peinnseanan Poblach na h-Alba

Corporate Governance

Non-Executive Member: Remuneration Policy

SPPA Management Advisory Board
SPPA Audit & Risk Committee
SPPA Pension Boards

Contents

1. Purpose 3
2. Scope 3
3. Principles 3
4. Daily fee rates 3
5. In-Person meetings and events 4
6. Virtual time spent on official business 5
7. Remuneration and expense claims 6
8. Travel and Subsistence 6
9. Taxation 7
10. Pension and other benefits 7
11. Policy Review 7
Explanatory Note 7
Document Control 8

1. Purpose

This policy sets out the remuneration arrangements applicable to Non-Executive Members of the Scottish Public Pensions Agency (SPPA) Management Advisory Board (MAB), Audit and Risk Committee (ARC) and Pension Boards (PB).

The policy is intended to ensure that Non-Executive Members are appropriately remunerated for undertaking official SPPA business, while providing a transparent, fair and consistent approach to remuneration and claims.

2. Scope

This policy applies to:

- Non-Executive Members of the SPPA Management Advisory Board;
- Non-Executive Members of the SPPA Audit and Risk Committee;
- Non-Executive Chairs of SPPA Pension Boards; and
- any individual undertaking an approved Non-Executive role on behalf of SPPA.

3. Principles

SPPA recognises that effective governance requires Non-Executive Members to devote time to preparation, participation and wider governance activities.

The remuneration arrangements are intended to:

- recognise the time commitment associated with official SPPA business;
- provide a simple and consistent approach to remuneration;
- recognise differing levels of responsibility associated with governance roles; and
- represent value for money and appropriate stewardship of public funds.

Remuneration limits represent the maximum amount normally claimable and do not create an expectation that the maximum allowance will be claimed in every circumstance.

4. Daily fee rates

Daily fee rates are in line with Scottish Government Public Sector Pay Policy and are set out below and based on a seven hour day. SPPA will notify Non-Executive Members of any subsequent changes to these rates.

Effective date	Rate category	Daily rate
From 1 April 2026	Chair rate	£332 per day
	Member rate	£274 per day
From 1 April 2027	Chair rate	£344 per day
	Member rate	£286 per day

For the purposes of this policy:

- The Chair rate applies to the Chair of the Management Advisory Board, the Chair of the Audit and Risk Committee and Pension Board Chairs; and
- The Member rate applies to Management Advisory Board members and Audit and Risk Committee members.

5. In-Person meetings and events

SPPA recognises that attending an in-person meeting involves more than attendance at the meeting itself. While Board and Committee meetings are typically around half a day in duration, participation also requires preparation and, for in-person meetings, travel time.

The remuneration arrangements are intended to recognise this wider commitment while providing a simple and consistent approach across differing roles, responsibilities and locations.

The limits in the table below include preparation, travel and attendance time.

In-person activity	ARC and MAB Chairs	Pension Board Chairs	Members
Board and Committee meetings*	**Up to** 2 days at the applicable daily rate	**Up to** 1.5 days at the applicable daily rate	**Up to** 1.5 days at the applicable daily rate
Other approved events*	**Up to** 1 day at the applicable daily rate	**Up to** 1 day at the applicable daily rate	**Up to** 1 day at the applicable daily rate

** Includes preparation, travel and attendance.*

The difference in the maximum claimable time reflects the varying demands associated with the respective chairing roles. Chairs and Members of the Audit and Risk Committee and Management Advisory Board may claim up to two days at the applicable daily rate in recognition of the number of pre-meetings required, together with the volume, complexity and breadth of papers that require review in advance of meetings. Pension Board Chairs may claim up to 1.5 days, reflecting the preparation requirements associated with that role.

Examples of approved events may include:

- governance seminars;
- development sessions;
- workshops;
- strategic planning events; and
- other governance events approved by SPPA.

Where a Non-Executive Member undertakes additional responsibilities, such as facilitating a session, presenting at an event, leading a workshop or undertaking other duties requested by SPPA, additional claimable time may be agreed in advance.

6. Virtual time spent on official business

Non-Executive Members may claim for time spent undertaking official SPPA business remotely or from home. A record of time spent should be maintained and submitted as part of the relevant claim period.

Examples of official business undertaken virtually or from home include:

- meetings with Scottish Government or SPPA officials
- meetings with Governance, Risk, Finance, Internal Audit or External Audit representatives;
- review of governance documentation, Board papers, minutes, reports and accounts;
- completion of governance documentation, including declarations of interest, skills assessments and Board effectiveness reviews;
- preparing for and participating in virtual Board, Committee or Pension Board meetings;
- sponsorship meetings, working groups and Scheme Advisory Board activity; and
- training and development activities relevant to the role.

Claims should reflect the actual time spent undertaking approved SPPA business.

7. Remuneration and expense claims

Claims must:

- relate to official SPPA business;
- be reasonable and proportionate;
- be supported by sufficient information and evidence to enable verification; and
- be submitted in accordance with SPPA arrangements and timescales.

SPPA reserves the right to seek clarification or supporting information where required.

8. Travel and Subsistence

Travel and subsistence expenses may be reimbursed in accordance with the SPPA Non-Executive Member Terms of Appointment and any associated travel and subsistence guidance.

Daily subsistence and travel time are incorporated within the remuneration arrangements outlined in this policy. Reasonable travel expenses may be claimed where they have been agreed in advance.

You should only use your vehicle when it is established that public transport is either not available or practicable. The current mileage rates are:

- Before 1 September 2026 - £0.45 per mile
- On or after 1 September 2026 - £0.55 per mile

To qualify for this mileage reimbursement, a Non-executive Board Member must have unlimited motor insurance against claims in respect of:

- Bodily injury to or death of third parties;
- Bodily injury to or death of any passenger;
- Damage to property of third parties.

In addition, the policy must contain a clause permitting the use of the vehicle by the policyholder in person for business.

If an overnight stay is authorised by SPPA, a meal allowance may be claimed in alignment with SG limits. The current limit is £23.50 per night.

Note:

- You should only claim for the amount that is over and above what you would normally spend on lunch/dinner
- Alcohol may not be claimed under any circumstances

- All hotel bookings must be made by SPPA using authorised SG travel booking system.

Other appropriate expenses may apply and should be discussed with the Board Secretariat. For example, if you are responsible for an adult or child and require someone to care for them when you are attending to your board duties, an allowance may be claimed.

9. Taxation

Remuneration will be paid through payroll and is subject to income tax and National Insurance deductions under PAYE. Non-Executive Members remain responsible for their personal tax affairs.

10. Pension and other benefits

Non-Executive Members are not entitled to a pension in respect of their role, and are not entitled to any gratuity, allowance or compensation when their period in office ends whatever the reason.

11. Policy Review

This policy will be reviewed by SPPA at least every three years to ensure that remuneration arrangements remain appropriate, proportionate and aligned with organisational requirements and good governance practice.

Explanatory Note

The remuneration limits contained within this policy were informed by analysis of historic claiming patterns and consideration of the preparation, attendance and travel commitments associated with Non-Executive roles. The limits are intended to provide a practical and consistent framework for remuneration rather than a prescriptive measure of the time required for any individual activity.

Document Control

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