

**EXTERNAL ADVISORS EXPENSES POLICY**  
**WDA/21/25**

**Recommendation**

That:

1. Members agree to adopt the new External Advisors Expenses Policy attached at Appendix 1.

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**EXTERNAL ADVISORS EXPENSES POLICY****WDA/21/25****Report of the Chief Executive****1. Purpose of the Report**

- 1.1 To ask Members for approval to adopt a new External Advisors Expenses Policy

**2. Background**

- 2.1 Subsistence and travelling allowances for Authority staff are set out in Local Conditions of Service and are paid in accordance with the provisions of the NJC Scheme of Conditions of Service.
- 2.2 The Authority occasionally commissions independent advisors to support with delivery of the business and has, for example, appointed external advisors to its Future Waste Services Programme to provide specialist input on technical, legal, and financial matters. These appointments sit outside of the Local Conditions of Service.
- 2.3 The policy attached at Appendix 1 therefore sets out the principles and practical procedures for reimbursement of reasonable out-of-pocket expenses for all Advisors, save where it is expressly provided in the Advisor's contract with MRWA. Note that where appropriate, contracts will stipulate that no out-of-pocket expenses will be payable and advisers would submit their quotes or tenders on this basis.

**3. Audit proposals**

- 3.1 There are no specific audit proposals related to this policy beyond inclusion in the annual internal audit process.

**4. Risk Implications**

- 4.1 There are no risk implications associated with adoption of this policy.

**Merseyside Waste Disposal Authority**27<sup>th</sup> June 2025

## **5. HR Implications**

- 5.1 The rates set out in the expenses policy have been benchmarked via NW Employers, Local Partnerships and are in line with advice held on the Gov.uk website.

## **6. Environmental Implications**

- 6.1 Adoption of the policy will contribute to minimising the Authority's carbon footprint by limiting travel to public transport and expressly prohibiting air travel, other than in exceptional circumstances.

## **7. Financial Implications**

- 7.1 MRWA is funded via public money. Adoption of this policy will ensure that out-of-pocket expenses incurred by external advisors are absolutely necessary for the conduct of our business and represent best value for money.

## **8. Legal Implications**

- 8.1 There are no legal implications associated with adoption of this policy.

## **9. Conclusion**

- 9.1 A new policy on external advisor expenses will allow for consistency and transparency and ensure the Authority is securing best value for money in managing its external advisors.

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The background documents to this report are open to inspection in accordance with Section 100D of The Local Government Act 1972 - Nil.