

**Part 7 - Scheme of Allowances and Expenditure for the
Police and Crime Commissioner and Special Advisers**

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SCHEME OF ALLOWANCES AND EXPENDITURE FOR THE POLICE AND CRIME COMMISSIONER AND SPECIAL ADVISERS

1. Introduction

This Scheme of allowances and expenditure is applicable to The Police and Crime Commissioner, The Deputy Police and Crime Commissioner (if appointed) and any special advisors. It also covers payments made to any panel, committee member or community member who has been appointed or selected to assist with the work of the Police and Crime Commissioner. This scheme is an interim measure awaiting a statutory scheme to be delivered by The Home Office.

2. The Scheme

The Scheme provides for payment of expenses, and where appropriate an allowance, as detailed below.

3. The General Principles

This remuneration scheme aims to enable people from all walks of life to serve the Office of the Police and Crime Commissioner including those with jobs, young people, those from minority ethnic communities and those with caring responsibilities.

Where available, allowances are intended to recognise the time commitment expected of those covered by the policy to enable them to carry out their duties effectively and take account of the public service element of the role in which they have been acting. It is also designed to ensure all those covered by the policy do not sustain as far as possible financial loss in either time commitment or expenditure incurred.

4. Election Not To Receive Payment

Any person covered by this policy may notify the Chief Executive in writing that they elect to forego all or part of any allowance or reimbursement.

5. Up-rating of Allowances

The allowance for the Community Members who assist with Consultation will be up-dated annually in line with any pay award agreed for Police Staff (this is usually effective from 1 September).

The amounts paid to

- Members of the Joint Audit Committee

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- Independent People who sit on Police Officer Misconduct Panels,
- Independent Members of the Standards Committee

will be amended in accordance with relevant Home Office circulars.

6. Up-rating of Reimbursements

Car Travel.

The rates of reimbursement for car and other forms of travel will be those notified from time to time by the HMRC and will be subject to up-rating in accordance with any changes made by the HMRC.

Carers Allowance

The Carers Allowance will be up-dated annually in line with any pay award agreed for Police Staff (this is usually effective from 1 September)

7. Payment of allowance and expenses

Reimbursement of allowance (where payable) and expenditure is made by the submission of an official claim form. Payments are made direct to the recipient's bank account.

8. Repayment of Allowances

Where a payment of any allowance has been made in respect of any period during which the recipient was not entitled to receive the allowance the Office of the Police and Crime Commissioner may require repayment of that allowance for the period concerned.

9. Taxation

Payments made under this scheme may be subject to tax and National Insurance contributions. Each person receiving an allowance should satisfy themselves that their tax and insurance arrangements are in order.

10. Publication of Amounts Paid

In accordance with the Elected Local Policing Bodies (Specified Information) Order 2011, the Office of the Police and Crime Commissioner will publish on its website the amounts of allowances and reimbursements paid to relevant individuals.

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11. Ad Hoc Panels and Exceptionally Onerous Tasks

From time to time ad hoc panels may be set up, for example if there is an exceptionally onerous task to be undertaken. In these circumstances the Police and Crime Commissioner may decide

- a) that an ad hoc payment should be made to members of the panel and
- b) the amount of the payment.

12. Payment to Panel and Committee Members

12.1 Independent People who sit on the Standards Committee

Independent members of the Standards Committee will be paid at the fees rate set by the Home Office for Police Appeals Tribunal Members. This includes an amount for preparation and report writing, attendance at meetings of the Standards Committee, attendance at training and conferences as agreed with the Chief Executive, or on any other occasion when they are acting in their official capacity. Reimbursement for travelling and subsistence will also be payable in accordance with section 17 of this scheme.

12.2 Independent People Who Sit on Police Officer Misconduct Hearings

Independent people who sit on police officer misconduct hearings will be paid at the fees rate set by the Home Office for Police Appeals Tribunal Members. This includes an amount for preparation and report writing, attendance at hearings and attendance at training and conferences as agreed with the Chief Executive. Reimbursement for travelling and subsistence will also be payable in accordance with sections 17 and 18 of this scheme.

12.3 Independent People Who Sit on The Joint Audit Committee

Independent people who sit on the Joint Audit Committee will be paid at the fees rate set by the Home Office for Police Appeals Tribunal Members. This includes an amount for preparation and report writing, attendance at meetings and attendance at training and conferences as agreed with the Chief Executive. Reimbursement for travelling and subsistence will also be payable in accordance with sections 17 and 18 of this scheme.

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12.4 Community Members who Assist with Consultation

Individuals, other than employees of the Office Of The Police and Crime Commissioner, invited to assist in consultation duties will be paid £25.65 per session.

Reimbursements

12.5 Travel

Individuals are encouraged to use the most practical, economic and sustainable method of travel available for the journey to be undertaken. Use of rail and bus passes is strongly encouraged. The cost of a taxi will be reimbursed but this form of transport is only to be used when public transport is not available. The Office of The Police and Crime Commissioner will book public transport for individuals when requested to do so.

12.6 Car

The rates detailed below will be paid when an individual's own car is used for travel on official business and relates to those paid by the HMRC:

The following table gives the latest allowances; **Approved mileage rates**

From 2011/12	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

12.7 Passenger payments-cars and vans

An additional 5p per passenger per business mile will be paid for carrying other people in a car or van on journeys which are also relevant work related journeys for them.

Relevant work means an official duty in support of the Office of the Police and Crime Commissioner.

Anyone using their car on Office of The Police and Crime Commissioner business is responsible for ensuring that they have appropriate insurance cover.

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12.8 Rail

The cost of rail travel will be reimbursed at the standard class rate, provided that evidence is available to show that this was the most economic option for the date and time of travel.

12.9 Foreign travel

Reimbursement for foreign travel will be at economy class rates, and only for business related travel that has been authorised in advance by the Chief Executive.

13. Subsistence And Accommodation

Accommodation and subsistence will be booked by the Office of The Police and Crime Commissioner for individuals whenever possible. If this is not possible all reasonable costs will be reimbursed provided a receipt is submitted.

In relation to claims for subsistence the following points should be noted:

If a meal is provided without charge by the Office of The Police and Crime Commissioner, or any other body, as part of an approved duty, no subsequent claim for subsistence can be made.

The maximum rate of reimbursement for breakfast and lunch is £10 and for dinner is £30.

Receipts should be submitted wherever possible to support expenditure claims and allow the Office of The Police and Crime Commissioner to reclaim the appropriate element of VAT.

14. Carers/Dependants Allowance

A person who needs to engage the services of a carer for a dependant relative or child to enable him or her to attend Office of The Police and Crime Commissioner business shall be entitled to claim the actual evidenced cost incurred subject to a maximum of £102.58 per day per carer.

For an allowance to be payable the dependent being cared for must be in one of the following groups:

- Under 16 years of age
- A person with a mental or physical disability
- A person with a learning disability who must not be left unsupervised.

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15. Exceptional expenses

Any claims for exceptional expenses incurred in the exercise of business related functions will require the approval of the Chief Executive. In considering whether to grant this approval, the Chief Executive shall take into account the following factors:

- Whether there are exceptional circumstances warranting additional support;
- Whether the claimant could reasonably have been expected to take any action to avoid the circumstances which gave rise to the expenditure or liability; and
- Whether the claimant's performance of the business related function will be significantly impaired by a refusal of the claim.

16. Variation to the scheme of allowances and expenditure

The Chief Executive in consultation with the Police and Crime Commissioner has the authority to vary these arrangements in exceptional circumstances.

17. Secretary of State for Home Department's Determination of Police and Crime Commissioner Expenses

This scheme of allowances is based on the above determination; the following payments are in addition to those specified in the Home Department's determination:

- The arrangements for ad hoc attendance payments to independent and community members engaged in Police and Crime Commissioner business.
- The carers / dependants Allowance.