

## **Office of the Police & Crime Commissioner for Devon and Cornwall**

### **Appendix to the scheme of allowances for Legally Qualified Chairs.**

#### **1 Introduction**

- 1.1 This appendix is applicable to Legally Qualified Chairs and should be read in conjunction with the 'Office of the Police and Crime Commissioner's Scheme of Allowances and Expenditure for the Police and Crime Commissioner, Independent Advisors to the Police and Crime Commissioner, and panel, committee or community members', which sets out the general principles relating to all relevant claimants. This document provides additional detail relevant to Legally Qualified Chairs for payment of fees and expenses as appropriate.

#### **2 Who this scheme applies to**

- 2.1 The term "Legally Qualified Chair" in relation to this scheme means a person who has been selected to chair Police Officer Misconduct Hearings and nominated by the Police and Crime Commissioner for Devon and Cornwall for a police officer misconduct panel process.
- 2.2 Legally Qualified Chairs will be selected for a particular hearing by the relevant Appropriate Authority. The "Appropriate Authority" in relation to this scheme means the Devon & Cornwall Police.

#### **3. Fees**

- 3.1 Legally Qualified Chairs will be remunerated for the time they properly commit to fulfilling the duties required of them as set out below:

- Attending and preparing for hearings.
- Report writing.
- Attending compulsory training events.

- 3.2 The current remuneration rates are:

- Full day - sitting more than 4 hours (excluding meal breaks) - £511.56
- Half day - sitting 4 hours or less (excluding meal breaks) - £255.50

Where a half day sitting plus travel exceeds 7 hours (excluding meal breaks), a full day allowance may be claimed.

- Preparation and report writing - £73.00 per hour

Preparation and report writing allowances are not claimable if undertaken on the day of a hearing, unless a half day sitting only has been claimed.

The maximum preparation and report writing fee that may be claimed is £750 for each misconduct hearing.

#### **4. Up-rating of allowances**

- 4.1 The fees paid to Legally Qualified Chairs will be amended in accordance with relevant Home Office circulars.

#### **5. Payment of fees and expenses**

- 5.1. An invoice detailing fees and expenses properly incurred in accordance with the requirements of the role should be submitted to the OPCC after each relevant commitment (contact details below). Payments will be made by BACs to the nominated account.

### **Contacts**

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