

## Allowance Scheme 2015/16

The Surrey Police and Crime Commissioner (PCC), in exercise of the powers conferred by the Police and Crime Act 2011, hereby makes the following scheme. This scheme shall have effect from 1<sup>st</sup> April 2015 – 31<sup>st</sup> May 2016.

### Definitions

In this scheme,

“PCC”	means the Police and Crime Commissioner
“OPCC”	means the Office of the PCC
“CE”	means the Chief Executive to Surrey PCC
“IR”	means Independent Representative - a person who is selected to sit on either the Joint Audit Committee or as an Independent Member of a Police Misconduct Hearing Panel
“ICV”	means an Independent person who is currently a member of the Independent Custody Visitor Scheme operated by the Surrey PCC.
“Scheme Year”	means the period of 12 months ending on 31st April 2016.
“Business address”	means the place where the PCC has his office, (currently Police HQ, Mount Browne, Guildford)

### Payment of Allowances and Expenses

The amounts paid to IRs of the Joint Audit Committee, Misconduct Panels or Independent Custody Visitors will be amended at the discretion of the PCC. Any increase/decrease to the Attendance Allowance, subsistence or child care components of the scheme will be based on the CPI inflation rate (set in September). Any increase/decrease in mileage, motorcycle or bicycle repayment rates will be at the discretion of the PCC and will be based on the Surrey Police Staff rate.

Any claims for hours and any travelling/subsistence costs incurred should be submitted to the CE within three months of the duty for which the expense has been claimed. Claims received after the expiry of this period will only be paid in exceptional circumstances at the discretion of the Chief Financial Officer to the PCC. Original receipts should be provided to support any travel or subsistence claims.

## **Renunciation**

Written notice may be given to the CE from an individual should they elect to forego any part of their entitlement to an allowance or attendance allowance under this scheme.

## Independent Representatives of the Joint Audit Committee

### 1) Attendance Allowance

The Chairman of Audit Committee, will be entitled to claim a Chair's allowance equivalent £2,500.00 per annum, to be paid monthly.

IRs serving on the Audit Committee (not the Chairman) will be entitled to claim an attendance allowance at a rate of £22.86 per hour. The Allowance can be claimed for hours spent on Committee business to include reading time but excludes travelling time.

### 2) Travel Expenses

IRs and the Chair of the Audit Committee are not entitled to claim for travel to the 4 Audit Committee meetings held per year if they are being held at the PCC's business address (i.e. Mount Browne HQ), but may be reimbursed for reasonable and necessary travelling expenses incurred in order to undertake PCC approved duties (see paragraph 4).. These expenses are payable on production of original receipts and in respect of **ACTUAL EXPENDITURE** incurred. If travelling by rail, they are expected to travel in standard class. Air fare will only be reimbursed if it can be proven to be the cheaper option.

The rate for travel by the Chair or an IR's own motor car is 45 pence per mile, motor cycle is 30 pence per mile and bicycle 20 pence per mile. Mileage claims should normally only be made for journeys from the primary place of residence (normally within Surrey) for attendance at approved PCC business. This rate shall apply to the first 10,000 miles claimed in the financial year; thereafter a standard rate of 25 pence per mile will be paid. A rate of 5p per mile per passenger will be paid if the passenger is attending the same PCC business.

### 3) Other Expenses

Payable to IRs in the case of an absence from the usual place of residence on PCC approved duties, on production of original receipts and in respect of **ACTUAL EXPENDITURE** incurred:-

#### **Hotel Accommodation**

Hotel accommodation to be booked by the Office of the PCC and either paid directly by the Office Manager or refunded on production of original invoice/receipt. (Bed and Breakfast only)

#### **Subsistence**

Payable on production of original receipts and in respect of **ACTUAL EXPENDITURE** incurred for approved duties:-

Day (up to 12 hours)	up to £10.83
Day (over 12 hours/less than 24 hours)	up to £21.66
Overnight (period of 24 hours)	up to £32.38

A subsistence allowance is not payable for meetings where appropriate refreshments have been provided.

#### **Carers' Allowance**

IRs of the Audit Committee may claim a carers' allowance where they incur additional expenditure on childcare, or for a sick or dependent partner or relative to enable them to fulfil any PCC approved duties (see section 4) and are for actual costs incurred.

Allowances for childcare shall be restricted to children aged less than fourteen years who would be normally expected to reside at the IRs home at the time of the claim.

It is the responsibility of the IR employing the carer to ensure that s/he is suitably qualified to provide the care required.

Payments to IR will reimburse actual expenditure (evidenced by receipts) up to a maximum hourly rate set by the PCC. The maximum hourly rate is currently £7.45.

#### **4) Approved Duties**

Travel and subsistence expenses will be paid, in accordance with the scheme under sections 2 and 3 above, for the following approved duties:

- Attendance at Joint Audit Committee Meetings if not held at the PCC's business address.
- Attendance at a conference, seminar, training event or other meeting/event provided that attendance has been authorised in advance by the PCC or CE.

N.B. Any Joint Audit Committee Costs are split between the Office of the Police and Crime Commissioner and Surrey Police.

## Independent Members of Misconduct Panels

### 5) Attendance Allowance

IRs serving on Misconduct Panels will be entitled to claim an attendance allowance at a rate of £22.86 per hour. The Allowance can be claimed for hours spent attending the Misconduct Panel meetings and include reading time but exclude travelling time.

### 6) Travel Expenses

IRs of Misconduct Panels are entitled to claim for travel to the Misconduct panels and any reasonable and necessary travelling expenses incurred in order to undertake PCC approved duties (see paragraph 8. These expenses are payable on production of original receipts and in respect of **ACTUAL EXPENDITURE** incurred. If travelling by rail, they are expected to travel in standard class. Air fare will only be reimbursed if it can be proven to be the cheaper option.

The rate for travel IR's own motor car is 45 pence per mile, motor cycle is 30 pence per mile and bicycle 20 pence per mile. Mileage claims should normally only be made for journeys from the primary place of residence (normally within Surrey) for attendance at a Misconduct Panel or other approved PCC business. This rate shall apply to the first 10,000 miles claimed in the financial year; thereafter a standard rate of 25 pence per mile will be paid. A rate of 5p per mile per passenger will be paid if the passenger is attending the same PCC business.

### 7) Other Expenses

Payable to IRs on misconduct panels in the case of an absence from the usual place of residence on PCC approved duties, on production of original receipts and in respect of **ACTUAL EXPENDITURE** incurred:-

## **Hotel Accommodation**

Hotel accommodation to be booked by the Office of the PCC and either paid directly by the Office Manager or refunded on production of original invoice/receipt. (Bed and Breakfast only)

## **Subsistence**

Payable on production of original receipts and in respect of **ACTUAL EXPENDITURE** incurred for approved duties:-

Day (up to 12 hours)	up to £10.83
Day (over 12 hours/less than 24 hours)	up to £21.66
Overnight (period of 24 hours)	up to £32.38

A subsistence allowance is not payable for meetings where appropriate refreshments have been provided.

## **Carers' Allowance**

IRs of Misconduct Panels may claim a carers' allowance where they incur additional expenditure on childcare, or for a sick or dependent partner or relative to enable them to fulfil any PCC approved duties (see section 8) and are for actual costs incurred.

Allowances for childcare shall be restricted to children aged less than fourteen years who would be normally expected to reside at the IRs home at the time of the claim.

It is the responsibility of the IR employing the carer to ensure that s/he is suitably qualified to provide the care required.

Payments to IR will reimburse actual expenditure (evidenced by receipts) up to a maximum hourly rate set by the PCC. The maximum hourly rate is currently £7.54.

## 8) Approved Duties

Travel and subsistence expenses will be paid, in accordance with the scheme under section 6 and 7 above, for the following approved duties:

- Attendance at misconduct panels organised by the PCC, conferences, seminars, training event or other meeting/event (provided that attendance has been authorised in advance by the Office of the PCC).
- Any other meeting or training event authorised by the Chief Executive to the PCC under his/her delegated power.

IR sitting on Misconduct Panels for other PCC's should submit a claim to that OPCC in accordance with their allowance scheme.



## Independent Custody Visitors

### 9) Attendance Allowance

ICV are not able to claim an attendance allowance.

### 10) Travel Expenses

ICV's are entitled to claim for any reasonable and necessary travelling expenses incurred in order to undertake any panel-agreed custody visits and PCC approved duties (see paragraph 12). These expenses are payable on production of original receipts and in respect of **ACTUAL EXPENDITURE** incurred. If travelling by rail, they are expected to travel in standard class. Air fare will only be reimbursed if it can be proven to be the cheaper option.

The rate for travel IRs' own motor car is 45 pence per mile, motor cycle is 30 pence per mile and bicycle 20 pence per mile. Mileage claims should normally only be made for journeys from the primary place of residence (normally within Surrey) for agreed visits to the Custody Suites or on approved PCC business. This rate shall apply to the first 10,000 miles claimed in the financial year; thereafter a standard rate of 25 pence per mile will be paid. A rate of 5p per mile per passenger will be paid if the passenger is attending the same PCC business.

### 11) Other Expenses

Payable to ICVs in the case of an absence from the usual place of residence on PCC approved duties, on production of original receipts and in respect of **ACTUAL EXPENDITURE** incurred:-

## **Hotel Accommodation**

Hotel accommodation to be booked by the Office of the PCC and either paid directly by the Office Manager or refunded on production of original invoice/receipt. (Bed and Breakfast only)

## **Subsistence**

Payable on production of original receipts and in respect of **ACTUAL EXPENDITURE** incurred for approved duties:-

Day (up to 12 hours)	up to £10.83
Day (over 12 hours/less than 24 hours)	up to £21.66
Overnight (period of 24 hours)	up to £32.38

A subsistence allowance is not payable for meetings where appropriate refreshments have been provided.

## **Carers' Allowance**

ICV's may claim a carers' allowance where they incur additional expenditure on childcare, or for a sick or dependent partner or relative to enable them to fulfil any PCC approved duties (see section 12) and are for actual costs incurred.

Allowances for childcare shall be restricted to children aged less than fourteen years who would be normally expected to reside at the IRs home at the time of the claim.

It is the responsibility of the IR employing the carer to ensure that s/he is suitably qualified to provide the care required.

Payments to IRs will reimburse actual expenditure (evidenced by receipts) up to a maximum hourly rate set by the PCC. The maximum hourly rate is currently £7.54.

## 12) Approved Duties

Carers allowance and travel and subsistence expenses (where appropriate refreshments are not provided) will be paid, in accordance with the scheme under section 10 & 11 above, for the following approved duties:

- Attendance at a Custody Visitor Steering Group or Panel Meeting organised by the Scheme Manager
- Visit to any Surrey Custody Suite that has been agreed by the Panel and Scheme Manager
- Any other meeting or training event authorised by the Chief Executive to the PCC under his/her delegated power.
- Conferences, seminars, training events or other meetings/events convened by an organisation other than the Office of the PCC provided that attendance has been authorised in advance by the Office of the PCC.