

## **Police and Crime Commissioner for Surrey – Decision Making Record**

**Report Title:** Independent Representatives Attendance Allowance Schemes 2016/17  
**Decision number:** 143/2016  
**Author and Job Role:** Sam Meyer, Policy Officer  
**Protective Marking:** Part One

### **Executive Summary:**

The Surrey Police and Crime Commissioner (PCC), in exercise of the powers conferred by the Police and Crime Act 2011 pays an Attendance Allowance to Independent Representatives of the Audit Committee, Misconduct Panels and Police Appeal Tribunals.

Independent Representatives and Independent Custody Visitors are also able to claim for travel, subsistence and child care costs incurred whilst on official PCC business.

The Allowance Scheme is reviewed on an annual basis.

### **Background**

Following the annual review of the Office's Attendance Allowance Scheme it was decided to clarify the amounts paid to the different Independent Representatives appointed by the PCC. Therefore, it was decided to write seven separate Attendance Allowance schemes, which are set out below and are attached to this decision paper as Annexes 1-7:

- Independent Custody Visitors (Annex 1)
- Audit Committee Members (Annex 2)
- Independent Members for Misconduct Panels (Annex 3)
- Legally Qualified Chairs for Misconduct Panels (Annex 4)
- Police Appeal Tribunal Independent Member (Annex 5)
- Police Appeal Tribunal Chair (Non-QC) (Annex 6)
- Police Appeal Tribunal Chair (QC) (Annex 7)

In most cases the PCC is bound by the rate set by the Home Office (Independent Members for Misconduct Panels, Legally Qualified Chairs for Misconduct Panels, Police Appeal Tribunal Independent Member, Police Appeal Tribunal Chair (Non-QC), and Police Appeal Tribunal Chair (QC)). However, the PCC is able to increase the Attendance Allowance for Independent Custody Visitors and Audit Committee Members and the repayment rate for subsistence or child care expenses in line with the CPI inflation rate of 1.2%.

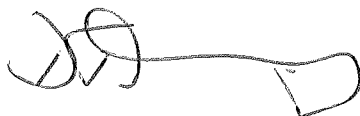
## **Recommendation**

Therefore, it is recommended that the PCC follows the Home Office rate for Independent Members for Misconduct Panels, Legally Qualified Chairs for Misconduct Panels, Police Appeal Tribunal Independent Member, Police Appeal Tribunal Chair (Non-QC), and Police Appeal Tribunal Chair (QC), and increases the Attendance Allowance for Independent Custody Visitors and Audit Committee Members and the repayment rate for subsistence or child care expenses in line with the CPI inflation rate of 1.2% and

## **Police and Crime Commissioner Approval**

I approve the recommendation(s):

Signature:



Date:

28 July 2016

## **Areas of consideration**

### **Consultation**

None required

### **Financial implications**

Already incorporated within the budget for 2016/17

### **Legal**

None required

### **Risks**

None

### **Equality and diversity**

No implications

### **Risks to human rights**

## **Allowance Scheme 2016/17 Independent Custody Visitor**

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> June 2016 – 31<sup>st</sup> April 2017

### **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
"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 11 months ending on 31st April 201.
"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 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.

## **Annex 1**

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 Custody Visitors**

#### **1) Attendance Allowance**

ICV's are not able to claim an attendance allowance.

#### **2) 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 ICV'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 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.

### **3) 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.

#### **4) 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.

## **Allowance Scheme 2016/17 Audit Committee Member**

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> June 2016 – 31<sup>st</sup> April 2017.

### **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 the Joint Audit Committee
“Scheme Year”	means the period of 11 months ending on 31st April 2017.
“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 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



## **Annex 2**

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**

## **Annex 2**

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.

## **Fees and Expenses 2016/17**

### **Independent Members of Misconduct Panels**

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> June 2016 – 30<sup>th</sup> April 2017.

#### **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
"IM"	Independent Member of a Misconduct Panel
"Scheme Year"	means the period of 11 months ending on 31st April 2017.
"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 IMs of Misconduct Panel will be amended at the discretion of the PCC. Any increase/decrease to the Allowance will be subject to PCC approval and Home Office guidance,

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.**

#### **Fees may be claimed at the following rates:**

Full day i.e. sittings of more than 4 hours (excluding meal breaks)	<b>£211.50</b>
Half day i.e. sittings for 4 hours or less (excluding meal breaks)	<b>£104.50</b>

It is recognised that a sitting of less than 4 hours plus travel **on the same day**, may cause an IM to give up a whole day for a half day's session. Wherever possible we will seek to appoint those IMs closest to where the hearing will take place. Where this is not possible, IMs may claim for a full day's sitting where the sitting is less than 4 hours (excluding meal breaks) and where travel on the same day as the sitting together total over 7 hours.

#### **Long Sittings:**

Where the length of a misconduct panel sitting exceeds 7 hours (excluding meal breaks) a claim may be made for a long sitting. The allowance payable is 1/7 of the normal daily rate for each hour, or part thereof, in excess of 7 hours.

### **Preparation and report writing fees:**

A fee may be claimed at the rate of **£15.00** for each hour necessarily spent in preparatory work or report writing. This fee may, however, can only be claimed where it is necessary for the work to be undertaken on a day other than the day on which the misconduct panel sitting takes place, (except that a fee may be claimed even in these circumstances if the misconduct panel fee is paid at the half-day rate).

### **Travel Expenses:**

IMs are able to claim for travel from their place of residence and place of duty. Any necessary travel to misconduct panel sitting may be undertaken by first class train travel. If claiming reimbursement of rail fares or air travel you must provide a receipt in respect of **ACTUAL EXPENDITURE** incurred. Air fare will only be reimbursed if it can be proven to be the cheaper option.

The rate of reimbursement for travel in 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 for attendance at a misconduct panel. A rate of **5p per mile** per passenger will be paid if the passenger is attending the same misconduct panel.

Incidental travelling expenses e.g. bus/tube fares, may also be claimed. Taxi fares may be reimbursed only in the following circumstances; for journeys for which there is no other suitable method of public transport or where heavy luggage has to be transported to or from the place of departure or arrival. A receipt for travel by taxi must be provided and full reasons must be given in writing and included or attached to the claim form. Full details of each step of the journey should be shown. Travelling allowances are designed to meet expenses incurred and are in no sense a form of remuneration. Please note that no liability can be accepted in the event of any accident, damage, injury or death.

### **Other Expenses**

Payable to IMs in the case of an absence from the usual place of residence for a period of 24 hours or more and necessarily incur expenditure on meals and incidental travel (see above) which is additional to what would have been incurred at home. This is therefore

### Annex 3

intended to cover all hotel costs plus all meals and incidental expenses for a period of 24 hours from the time of departure from home and in respect of **ACTUAL EXPENDITURE** incurred:-

#### Hotel Accommodation

Hotel accommodation will normally be booked in advance by the OPCC (3\* or the equivalent bed and breakfast only) and either paid directly by the Office Manager **or refunded on production of an original invoice/receipt.**

If the hotel has been booked and paid for by the OPCC, expenses of up to **£26** per day may be claimed to cover local travel (for example between your hotel and the place of the hearing) and also to cover miscellaneous personal expenses and are only repayable upon production of original receipts.

If the hotel has **not** been booked and paid for by the OPCC, the maximum expense that may be claimed is **£96.00 per night** and this is made up as follows:

Actual receipted bed and breakfast expenditure up to a limit of **£70.00** plus further expenses of up to **£26.00** per day. These expenses are intended to cover dinner and local travel (for example between your hotel and the place of the hearing) and any miscellaneous personal expenses and are only repayable upon production of original receipts.

#### No additional amount is payable.

IMs who stay free of charge with friends or relatives may claim a flat rate allowance of **£26** to cover breakfast, dinner and local travel.

#### Subsistence:

Where, as in most cases, an overnight stay is not necessary, expenses may be claimed for the necessary costs spent on meals (day subsistence). These are based on the period during which the IM is absent from home (or normal place of office). The rates are:

Absence of more than 5 hours and less than 10 hours	<b>£4.25</b>
Absence of more than 10 hours	<b>£9.30</b>

Day subsistence will not be paid concurrently with night subsistence. However, a IM who necessarily stays overnight for the purpose of a hearing may attract a day subsistence allowance when he/she is absent from home for more than 5 hours or more

### **Annex 3**

than 10 hours after a complete period of 24 hours attracting night subsistence allowance has expired.

**Lunch - Where lunch has been provided by the OPCC no claim will be paid unless by prior agreement with the OPCC.**

The sole purpose of this reimbursement is for extra expenditure incurred and is in no sense a payment for services.

The rates shown for both night and day subsistence are taken from the rates payable to the most senior officers within the Civil Services.

The rates shown for travel are taken from the Surrey Police Allowance Scheme.

#### **Miscellaneous expenses:**

Postage and telephone calls etc. necessarily dispensed in respect of the determination of the appeal may be claimed. Where it is necessary for papers to be dispatched, normal postage (and not courier) service should be used.

#### **VAT**

VAT may be claimed by those IMs registered for the purposes of VAT. In these cases the VAT registration number should be shown.

#### **Completion of claim form:**

Any queries about the provision of or completion of claim forms should be addressed to:

The Office Manager  
The Office of the Police and Crime Commissioner  
PO Box 412  
Guildford  
Surrey, GU3 1YJ

Tele: 01483 630200

Email: [surreypcc@surrey.pnn.police.uk](mailto:surreypcc@surrey.pnn.police.uk)

## **Allowance Scheme 2016/17**

### **Legally Qualified Chair of Misconduct Panel**

#### **FEES**

##### Hearings

Fees may be claimed at the following rates;

- Fixed daily sitting rate of more than 4 hours (excluding meal breaks): **£366**
- Fixed half day rate of less than 4 hours (excluding meal breaks): **£183**

##### Preparation and report writing

Unless an alternative fixed fee is agreed, a fee may be claimed at the rate of **£52.50** for each hour necessarily spent in preparatory work or report writing up to a maximum of **£750**. This fee may only be claimed where it is necessary for the work to be undertaken on a day other than the day on which the tribunal sitting takes place. The preparation and report writing limit of **£750** may be extended in exceptional circumstances, if agreed in writing with the relevant instructing officer in advance.

##### Travelling expenses

Chairs and members may be paid reasonable local travelling expenses between residence and place of duty. If claiming reimbursement of rail fares you must either provide a receipt or enter on the claim the rail ticket number and date and place of issue. Travel by car may be claimed at 40 pence per mile.

Incidental travelling expenses e.g. bus/tube fares, may also be claimed. Taxi fares may be reimbursed only in the following circumstances: for journeys for which there is no other suitable method of public transport, or where heavy luggage has to be transported to or from the place of departure or arrival. A receipt for travel by taxi must be provided and full reasons must be given in writing and included or attached to the claim form. Full details of each step of the journey should be shown. Travelling allowances are designed to meet expenses incurred and are in no sense a form of remuneration. Please note that no liability can be accepted in the event of any accident, damage, injury or death.

There is no provision for payment of travelling time to chairmen or members.

##### Subsistence and accommodation

If there are subsistence and accommodation requirements these will ordinarily be arranged by the instructing officer(s) in advance. In the event this is not possible personal claims for

subsistence and accommodations expenses will not be reimbursed unless agreed in writing in advance.

VAT

VAT may be claimed by those members registered for the purposes of VAT. In these cases the VAT registration number should be shown.

Other

Other than provided for above no other fees or expenses may be claimed unless agreed in advance by the instructing officer.



## **Fees and Expenses 2016/17**

### **Independent Members of Police Appeals Tribunals**

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> June 2016 – 30<sup>th</sup> April 2017.

#### **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
"IM"	Independent Member of a Police Appeals Tribunal
"Scheme Year"	means the period of 11 months ending on 31st April 2017.
"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 IMs of Police Appeals Tribunal will be amended at the discretion of the PCC. Any increase/decrease to the Allowance will be subject to PCC approval and Home Office guidance,

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.**

#### **Fees may be claimed at the following rates:**

Full day i.e. sittings of more than 4 hours (excluding meal breaks)	<b>£211.50</b>
Half day i.e. sittings for 4 hours or less (excluding meal breaks)	<b>£104.50</b>

It is recognised that a sitting of less than 4 hours plus travel **on the same day**, may cause an IM to give up a whole day for a half day's session. Wherever possible we will seek to appoint those IMs closest to where the hearing will take place. Where this is not possible, IMs may claim for a full day's sitting where the sitting is less than 4 hours (excluding meal breaks) and where travel on the same day as the sitting together total over 7 hours.

#### **Long Sittings:**

Approved May 2016  
Author: Rachel Lupanko

To be Reviewed April 2017

NOT PROTECTIVELY MARKED

Where the length of a Police Appeals Tribunal sitting exceeds 7 hours (excluding meal breaks) a claim may be made for a long sitting. The allowance payable is 1/7 of the normal daily rate for each hour, or part thereof, in excess of 7 hours.

### **Preparation and report writing fees:**

A fee may be claimed at the rate of **£15.00** for each hour necessarily spent in preparatory work or report writing. This fee may, however, can only be claimed where it is necessary for the work to be undertaken on a day other than the day on which the Police Appeals Tribunal sitting takes place, (except that a fee may be claimed even in these circumstances if the Police Appeals Tribunal fee is paid at the half-day rate).

### **Travel Expenses:**

IMs are able to claim for travel from their place of residence and place of duty. Any necessary travel to Police Appeals Tribunal sitting may be undertaken by first class train travel. If claiming reimbursement of rail fares or air travel you must provide a receipt in respect of **ACTUAL EXPENDITURE** incurred. Air fare will only be reimbursed if it can be proven to be the cheaper option.

The rate of reimbursement for travel in 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 for attendance at a Police Appeals Tribunal. A rate of **5p per mile** per passenger will be paid if the passenger is attending the same Police Appeals Tribunal.

Incidental travelling expenses e.g. bus/tube fares, may also be claimed. Taxi fares may be reimbursed only in the following circumstances; for journeys for which there is no other suitable method of public transport or where heavy luggage has to be transported to or from the place of departure or arrival. A receipt for travel by taxi must be provided and full reasons must be given in writing and included or attached to the claim form. Full details of each step of the journey should be shown. Travelling allowances are designed to meet expenses incurred and are in no sense a form of remuneration. Please note that no liability can be accepted in the event of any accident, damage, injury or death.

### **Other Expenses**

Payable to IMs in the case of an absence from the usual place of residence for a period of 24 hours or more and necessarily incur expenditure on meals and incidental travel (see above) which is additional to what would have been incurred at home. This is therefore

## Annex 5

intended to cover all hotel costs plus all meals and incidental expenses for a period of 24 hours from the time of departure from home and in respect of **ACTUAL EXPENDITURE** incurred:-

### Hotel Accommodation

Hotel accommodation will normally be booked in advance by the OPCC (3\* or the equivalent bed and breakfast only) and either paid directly by the Office Manager **or refunded on production of an original invoice/receipt.**

If the hotel has been booked and paid for by the OPCC, expenses of up to **£26** per day may be claimed to cover local travel (for example between your hotel and the place of the hearing) and also to cover miscellaneous personal expenses and are only repayable upon production of original receipts.

If the hotel has **not** been booked and paid for by the OPCC, the maximum expense that may be claimed is **£96.00 per night** and this is made up as follows:

Actual receipted bed and breakfast expenditure up to a limit of **£70.00** plus further expenses of up to **£26.00** per day. These expenses are intended to cover dinner and local travel (for example between your hotel and the place of the hearing) and any miscellaneous personal expenses and are only repayable upon production of original receipts.

### No additional amount is payable.

IMs who stay free of charge with friends or relatives may claim a flat rate allowance of **£26** to cover breakfast, dinner and local travel.

### Subsistence:

Where, as in most cases, an overnight stay is not necessary, expenses may be claimed for the necessary costs spent on meals (day subsistence). These are based on the period during which the IM is absent from home (or normal place of office). The rates are:

Absence of more than 5 hours and less than 10 hours	<b>£4.25</b>
Absence of more than 10 hours	<b>£9.30</b>

Day subsistence will not be paid concurrently with night subsistence. However, a IM who necessarily stays overnight for the purpose of a hearing may attract a day subsistence allowance when he/she is absent from home for more than 5 hours or more

## **Annex 5**

than 10 hours after a complete period of 24 hours attracting night subsistence allowance has expired.

**Lunch - Where lunch has been provided by the OPCC no claim will be paid unless by prior agreement with the OPCC.**

The sole purpose of this reimbursement is for extra expenditure incurred and is in no sense a payment for services.

The rates shown for both night and day subsistence are taken from the rates payable to the most senior officers within the Civil Services.

The rates shown for travel are taken from the Surrey Police Allowance Scheme.

### **Miscellaneous expenses:**

Postage and telephone calls etc. necessarily dispensed in respect of the determination of the appeal may be claimed. Where it is necessary for papers to be dispatched, normal postage (and not courier) service should be used.

### **VAT**

VAT may be claimed by those IMs registered for the purposes of VAT. In these cases the VAT registration number should be shown.

### **Completion of claim form:**

Any queries about the provision of or completion of claim forms should be addressed to:

The Office Manager  
The Office of the Police and Crime Commissioner  
PO Box 412  
Guildford  
Surrey, GU3 1YJ

Tele: 01483 630200

Email: [surreypcc@surrey.pnn.police.uk](mailto:surreypcc@surrey.pnn.police.uk)

## **Fees and Expenses 2016/17**

### **Chair (Non QC) of Police Appeals Tribunals**

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> June 2016 – 30<sup>th</sup> April 2017.

#### **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
"PAT"	Police Appeals Tribunal
"Chair"	Chair of a Police Appeals Tribunal
"Scheme Year"	means the period of 11 months ending on 31st April 2017.
"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 IMs of Police Appeals Tribunals will be amended at the discretion of the PCC. Any increase/decrease to the Allowance will be subject to PCC approval and Home Office guidance,

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.**

#### **Fees may be claimed at the following rates:**

Full day i.e. sittings of more than 4 hours (excluding meal breaks)	<b>£366.00</b>
Half day i.e. sittings for 4 hours or less (excluding meal breaks)	<b>£181.00</b>

It is recognised that a sitting of less than 4 hours plus travel **on the same day**, may cause an IM to give up a whole day for a half day's session. Wherever possible we will seek to appoint those Chairs closest to where the hearing will take place. Where this is not possible, Chairs may claim for a full day's sitting where the sitting is less than 4 hours (excluding meal breaks) and where travel on the same day as the sitting together total over 7 hours.

### **Long Sittings:**

Where the length of a tribunal sitting exceeds 7 hours (excluding meal breaks) a claim may be made for a long sitting. The allowance payable is 1/7 of the normal daily rate for each hour, or part thereof, in excess of 7 hours.

### **Preparation and report writing fees:**

A fee may be claimed at the rate of **£52.50** for each hour necessarily spent in preparatory work or report writing. This fee may, however, can only be claimed where it is necessary for the work to be undertaken on a day other than the day on which the tribunal sitting takes place, (except that a fee may be claimed even in these circumstances if the tribunal fee is paid at the half-day rate).

### **Travel Expenses:**

Chairs are able to claim for travel from their place of residence and place of duty. Any necessary travel to tribunal sitting may be undertaken by first class train travel. If claiming reimbursement of rail fares or air travel you must provide a receipt in respect of **ACTUAL EXPENDITURE** incurred. Air fare will only be reimbursed if it can be proven to be the cheaper option.

The rate of reimbursement for travel in 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 for attendance at a PAT. A rate of **5p per mile** per passenger will be paid if the passenger is attending the same PAT.

Incidental travelling expenses e.g. bus/tube fares, may also be claimed. Taxi fares may be reimbursed only in the following circumstances; for journeys for which there is no other suitable method of public transport or where heavy luggage has to be transported to or from the place of departure or arrival. A receipt for travel by taxi must be provided and full reasons must be given in writing and included or attached to the claim form. Full details of each step of the journey should be shown. Travelling allowances are designed to meet expenses incurred and are in no sense a form of remuneration. Please note that no liability can be accepted in the event of any accident, damage, injury or death.

### **Other Expenses**

Payable to Chairs in the case of an absence from the usual place of residence for a period of 24 hours or more and necessarily incur expenditure on meals and incidental travel (see above) which is additional to what would have been incurred at home. This is therefore

## Annex 6

intended to cover all hotel costs plus all meals and incidental expenses for a period of 24 hours from the time of departure from home and in respect of **ACTUAL EXPENDITURE** incurred:-

### Hotel Accommodation

Hotel accommodation will normally be booked in advance by the OPCC (3\* or the equivalent bed and breakfast only) and either paid directly by the Office Manager **or refunded on production of an original invoice/receipt.**

If the hotel has been booked and paid for by the OPCC, expenses of up to **£26** per day may be claimed to cover local travel (for example between your hotel and the place of the hearing) and also to cover miscellaneous personal expenses and are only repayable upon production of original receipts.

If the hotel has **not** been booked and paid for by the OPCC, the maximum expense that may be claimed is **£96.00 per night** and this is made up as follows:

Actual receipted bed and breakfast expenditure up to a limit of **£70.00** plus further expenses of up to **£26.00** per day. These expenses are intended to cover dinner and local travel (for example between your hotel and the place of the hearing) and any miscellaneous personal expenses and are only repayable upon production of original receipts.

### No additional amount is payable.

Chairs who stay free of charge with friends or relatives may claim a flat rate allowance of **£26** to cover breakfast, dinner and local travel.

### Subsistence:

Where, as in most cases, an overnight stay is not necessary, expenses may be claimed for the necessary costs spent on meals (day subsistence). These are based on the period during which the Chair is absent from home (or normal place of office). The rates are:

Absence of more than 5 hours and less than 10 hours	<b>£4.25</b>
Absence of more than 10 hours	<b>£9.30</b>

Day subsistence will not be paid concurrently with night subsistence. However, a IM who necessarily stays overnight for the purpose of a hearing may attract a day subsistence allowance when he/she is absent from home for more than 5 hours or more

## **Annex 6**

than 10 hours after a complete period of 24 hours attracting night subsistence allowance has expired.

**Lunch - Where lunch has been provided by the OPCC no claim will be paid unless by prior agreement with the OPCC.**

The sole purpose of this reimbursement is for extra expenditure incurred and is in no sense a payment for services.

The rates shown for both night and day subsistence are taken from the rates payable to the most senior officers within the Civil Services.

The rates shown for travel are taken from the Surrey Police Allowance Scheme.

### **Miscellaneous expenses:**

Postage and telephone calls etc. necessarily dispensed in respect of the determination of the appeal may be claimed. Where it is necessary for papers to be dispatched, normal postage (and not courier) service should be used.

### **VAT**

VAT may be claimed by those IMs registered for the purposes of VAT. In these cases the VAT registration number should be shown.

### **Completion of claim form:**

Any queries about the provision of or completion of claim forms should be addressed to:

The Office Manager  
The Office of the Police and Crime Commissioner  
PO Box 412  
Guildford  
Surrey, GU3 1YJ

Tele: 01483 630200

Email: [surreypcc@surrey.pnn.police.uk](mailto:surreypcc@surrey.pnn.police.uk)



## **Fees and Expenses 2016/17**

### **Chair (QC) of Police Appeals Tribunals**

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> June 2016 – 30<sup>th</sup> April 2017.

#### **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
"PAT"	Police Appeals Tribunal
"Chair"	Chair of a Police Appeals Tribunal
"Scheme Year"	means the period of 11 months ending on 31st April 2017.
"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 IMs of Police Appeals Tribunals will be amended at the discretion of the PCC. Any increase/decrease to the Allowance will be subject to PCC approval and Home Office guidance,

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.**

#### **Fees may be claimed at the following rates:**

Full day i.e. sittings of more than 4 hours (excluding meal breaks)	<b>£469.00</b>
Half day i.e. sittings for 4 hours or less (excluding meal breaks)	<b>£234.00</b>

It is recognised that a sitting of less than 4 hours plus travel **on the same day**, may cause an IM to give up a whole day for a half day's session. Wherever possible we will seek to appoint those Chairs closest to where the hearing will take place. Where this is not possible, Chairs may claim for a full day's sitting where the sitting is less than 4 hours (excluding meal breaks) and where travel on the same day as the sitting together total over 7 hours.

### Long Sittings:

Where the length of a tribunal sitting exceeds 7 hours (excluding meal breaks) a claim may be made for a long sitting. The allowance payable is 1/7 of the normal daily rate for each hour, or part thereof, in excess of 7 hours.

### Preparation and report writing fees:

A fee may be claimed at the rate of **£66.50** for each hour necessarily spent in preparatory work or report writing. This fee may, however, can only be claimed where it is necessary for the work to be undertaken on a day other than the day on which the tribunal sitting takes place, (except that a fee may be claimed even in these circumstances if the tribunal fee is paid at the half-day rate).

### Travel Expenses:

Chairs are able to claim for travel from their place of residence and place of duty. Any necessary travel to tribunal sitting may be undertaken by first class train travel. If claiming reimbursement of rail fares or air travel you must provide a receipt in respect of **ACTUAL EXPENDITURE** incurred. Air fare will only be reimbursed if it can be proven to be the cheaper option.

The rate of reimbursement for travel in 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 for attendance at a PAT. A rate of **5p per mile** per passenger will be paid if the passenger is attending the same PAT.

Incidental travelling expenses e.g. bus/tube fares, may also be claimed. Taxi fares may be reimbursed only in the following circumstances; for journeys for which there is no other suitable method of public transport or where heavy luggage has to be transported to or from the place of departure or arrival. A receipt for travel by taxi must be provided and full reasons must be given in writing and included or attached to the claim form. Full details of each step of the journey should be shown. Travelling allowances are designed to meet expenses incurred and are in no sense a form of remuneration. Please note that no liability can be accepted in the event of any accident, damage, injury or death.

### Other Expenses

Payable to Chairs in the case of an absence from the usual place of residence for a period of 24 hours or more and necessarily incur expenditure on meals and incidental travel (see above) which is additional to what would have been incurred at home. This is therefore

## Annex 7

intended to cover all hotel costs plus all meals and incidental expenses for a period of 24 hours from the time of departure from home and in respect of **ACTUAL EXPENDITURE** incurred:-

### Hotel Accommodation

Hotel accommodation will normally be booked in advance by the OPCC (3\* or the equivalent bed and breakfast only) and either paid directly by the Office Manager **or refunded on production of an original invoice/receipt.**

If the hotel has been booked and paid for by the OPCC, expenses of up to **£26** per day may be claimed to cover local travel (for example between your hotel and the place of the hearing) and also to cover miscellaneous personal expenses and are only repayable upon production of original receipts.

If the hotel has **not** been booked and paid for by the OPCC, the maximum expense that may be claimed is **£96.00 per night** and this is made up as follows:

Actual receipted bed and breakfast expenditure up to a limit of **£70.00** plus further expenses of up to **£26.00** per day. These expenses are intended to cover dinner and local travel (for example between your hotel and the place of the hearing) and any miscellaneous personal expenses and are only repayable upon production of original receipts.

### No additional amount is payable.

Chairs who stay free of charge with friends or relatives may claim a flat rate allowance of **£26** to cover breakfast, dinner and local travel.

### Subsistence:

Where, as in most cases, an overnight stay is not necessary, expenses may be claimed for the necessary costs spent on meals (day subsistence). These are based on the period during which the Chair is absent from home (or normal place of office). The rates are:

Absence of more than 5 hours and less than 10 hours	<b>£4.25</b>
Absence of more than 10 hours	<b>£9.30</b>

Day subsistence will not be paid concurrently with night subsistence. However, a IM who necessarily stays overnight for the purpose of a hearing may attract a day subsistence allowance when he/she is absent from home for more than 5 hours or more

## **Annex 7**

than 10 hours after a complete period of 24 hours attracting night subsistence allowance has expired.

**Lunch - Where lunch has been provided by the OPCC no claim will be paid unless by prior agreement with the OPCC.**

The sole purpose of this reimbursement is for extra expenditure incurred and is in no sense a payment for services.

The rates shown for both night and day subsistence are taken from the rates payable to the most senior officers within the Civil Services.

The rates shown for travel are taken from the Surrey Police Allowance Scheme.

### **Miscellaneous expenses:**

Postage and telephone calls etc. necessarily dispensed in respect of the determination of the appeal may be claimed. Where it is necessary for papers to be dispatched, normal postage (and not courier) service should be used.

### **VAT**

VAT may be claimed by those IMs registered for the purposes of VAT. In these cases the VAT registration number should be shown.

### **Completion of claim form:**

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Tele: 01483 630200

Email: [surreypcc@surrey.pnn.police.uk](mailto:surreypcc@surrey.pnn.police.uk)