

**Fees and Expenses 2024/2025
Independent Members of Misconduct Panels
& Police Appeal Tribunal's**

The Police and Crime Commissioner for Surrey (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 1st of April 2024 – 31st March 2025.

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 Panel Member of a Misconduct Panel
“PAT”	Police Appeal Tribunal
“Scheme Year”	means the period of 9 months ending on 31 st March 2025
“Business address”	means the place where the PCC has their office, (currently Police HQ, Mount Browne, Guildford)

Payment of Allowances and Expenses

The amounts paid to IMs of Misconduct Panel or Police Appeal 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 CE 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)	£357.00
Half day i.e. sittings for 4 hours or less (excluding meal breaks)	£178.50

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. 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 1/6 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 **£25.00** for each hour necessarily spent in preparatory work or report writing. This fee 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).

Training:

IMs attending training will be able to claim the current half day rate to cover attendance at training days plus travel expenses (see page 3).

Cancellation allowance

Whilst every effort will be made not to cancel hearings, there may be occasions when this is unavoidable.

- If a hearing is cancelled over two weeks in advance of the proposed date, there will be no payment made.
- Where a hearing is cancelled 7-14 days prior to the commencement date, the current half day rate will be payable for each of the days the hearing was expected to last, up to a maximum of five days.
- Where less than seven days' notice is given, the full day rate will be payable for each of the days the hearing was expected to last, up to a maximum of five days.
- When hearings have been completed in less time (booked for a three-day hearing and completed in two), or the length of the hearing has been overestimated, the IM may claim the current half day rate for each of those days additional days, up to a maximum of 5 days. The Chief Executive will exercise her discretion in favour of authorising such payment, if not a full reason will be provided to the IM.

Cancellation without good reason by the IM, especially if made to undertake other paid work, may result in an IM being removed from a regional list following discussion with the Chief Executive. (For the avoidance of doubt, cancellation due to an existing professional commitment "overrunning" will be regarded as being with good reason).

Travel Expenses:

IMs can claim for travel from their place of residence and place of duty. Any necessary travel to misconduct panel sitting or training session may be undertaken by standard class train travel. If claiming reimbursement of rail fares or air travel, you must provide a receipt in respect of **ACTUAL EXPENDITURE** incurred. Airfare 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 at the HMRC vehicle rate of **45 pence per mile**, motorcycle 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. Any vehicle, for which mileage is being claimed must be taxed, have appropriate insurance for business use and a valid MOT certificate (where applicable) at the time the journey was made. Evidence may be requested for Audit purposes.

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 must 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.

All claims for travel expenses must include a completed claim form, including a signed declaration that they were incurred in the performance of approved duties and that this expenditure has not been claimed from any other body in respect of the same duties.

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 whilst travelling on approved duties.

There is no provision for payment of travelling time.

Other Expenses

Where possible, hearings will be timed to avoid the necessity for overnight stays. If a hearing runs to two or more days than IM's if travel to the hearing venue is likely to take more than an hour, they may request Hotel accommodation which will be booked in advance by the OPCC Office Manager (3* or the equivalent, bed, and breakfast only) and paid for directly by the Office Manager. Or the IM may claim reimbursement for the cost of an overnight accommodation up to a maximum of £138.50 per night, this rate is made up as follows:

- Accommodation of up to a limit of £109.00 per night and are only repayable upon production of original receipts.
- A flat rate allowance of £29.50. This allowance is intended to cover dinner and local travel (for example between the hotel and the hearing venue) and to cover miscellaneous expenses and are only repayable upon production of original receipts. No additional amount is payable.

IM's may, if they prefer, to book their own Bed and Breakfast accommodation. Receipted expenditure, up to a limit of **£79.50** plus further expenses of up to **£29.50** per day may be claimed. These expenses are intended to cover the accommodation, dinner, and local travel (for example between your accommodation and the place of the hearing), any miscellaneous personal expenses and are only repayable upon production of original receipts.

IMs who stay free of charge with friends or relatives may claim a flat rate allowance of **£29.50** per day to cover breakfast, dinner, and local travel repayable upon production of original receipts.

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 **£4.82**
- Absence of more than 10 hours **£10.57**

Day subsistence will not be paid concurrently with night subsistence. However, an IM who necessarily stays overnight for the purpose of a hearing may attract a day subsistence allowance when they are absent from home for more than 5 hours or more 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 and subsistence are in line with 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 upon receipt of documentary evidence. Where it is necessary for papers to be dispatched, this should be done by registered post or special delivery to preserve the confidentiality of papers. Evidence of the cost should be provided with any claim.

VAT

VAT may be claimed by those IPMs 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.police.uk