

Police & Crime Commissioner Nottinghamshire

Chief Constable
Relocation and Benefits
Package

CHIEF CONSTABLE –
RELOCATION & BENEFITS PACKAGE

1. PREAMBLE

- (i) These provisions apply to the Chief Constable for Nottinghamshire.**
- (ii) The Police & Crime Commissioner reserves the right to amend the provisions of this Agreement at any time but following consultation with the Chief Constable.**
- (iii) The provisions do apply to the Chief Constable who is working part time.**
- (iv) The attention of the Chief Constable is drawn to the fact that the HM Revenue & Customs will regard the benefits set out below as benefits in kind on which the Chief Constable will be taxed. It is the responsibility of the individual recipient to identify their potential exposure to tax for the benefits set out.**

2. ASSISTED RELOCATION

The Chief Constable is required to reside within the county of Nottinghamshire.

- 2.1 To facilitate the recruitment of high quality Officers to the rank of Chief Constable, a relocation package is available to successful candidates who relocate their home to Nottinghamshire, upon appointment.
- 2.2 Eligibility for the relocation package will be agreed at the interview stage and confirmed in writing in the letter of appointment.
- 2.3 Where the Chief Constable relocates their home the following is payable under Police Regulations:
 - a. The reasonably incurred cost of removal including removal fees and storage costs, against estimates agreed beforehand,
 - b. Solicitors fees and Estate Agents fees reasonably incurred in disposing of former home, against estimates agreed beforehand,
 - c. Solicitors fees, Estate Agents fees and Stamp Duty reasonably incurred in acquiring a new property, against estimates agreed beforehand,
 - d. Up to three family visits to view prospective houses at essential user rate.
- 2.4 Where the Chief Constable is either the owner and/or the legal tenant of two properties simultaneously the following are also payable under the Police Regulations.
 - a. Mortgage interest or rent payable in respect of the former home for the first 26 weeks following the move which may be extended at the discretion of the Police & Crime Commissioner provided they are satisfied that all reasonable steps to dispose of the property are being made.
 - b. Where two properties are occupied at the same time by the Chief Constable and their spouse any difference in Council Tax liability compared with the liability the existed on the former property for the first 26 weeks following the move which may be extended at the discretion of the Police & Crime Commissioner provided they are satisfied that all reasonable steps to dispose of the property are being made.

- c. Reimbursement of incidental expenses in respect of the move, e.g.: alteration and/or replacement of curtains, carpets, blinds and related fittings; relaying of floor covering; cleaning of carpets; plumbing in of washing machines; fitting of gas/electric cooker; fitting of gas fridge/freezer; fitting of television aerial; interior redecoration – materials and labour; school uniforms.

- 2.5 In cases where the Chief Constable is unable to sell the former home within a reasonable initial period the Police & Crime Commissioner may purchase a suitable property of the Chief Constable's choice on the clear understanding that the Chief Constable will purchase the property from the Police & Crime Commissioner at the price they paid for it upon disposal of the former property. Assistance will be subject to the specific approval of the Police & Crime Commissioner who will consider each application on its merits.
- 2.6 Full reimbursement of the reasonable costs (removal, estates agent and legal) of sale of the former home will be made by the Police & Crime Commissioner. The Chief Constable will be expected to produce receipts, vouchers or documentation as appropriate before reimbursements or payments of allowances are made. Three quotations must normally be obtained for removal fees, storage fees and reimbursement will be made on the basis of the lowest quote.
- 2.7 Additional costs associated with the purchase of a new property in the County of Nottinghamshire are also to be reimbursed. In the case of stamp duty and legal fees the payment made shall be subject to a maximum ceiling of an amount equivalent to the stamp duty payable on the actual sale price of a former home plus an additional 10%, or £22,000, whichever is the lower. In the event that the Chief Constable has no such property then the figure will be determined by the Authority the maximum amount payable being limited to £20,000.

Incidental expenses in relation to land registry, survey costs, utility costs for connection of services, removal & storage costs, travel costs for preliminary visits, will be limited to £2,000. Three quotations must be obtained for removal and storage fees and reimbursement will be made on the basis of the lowest quote.

- 2.8 Personal tax liability will be incurred on amounts received above current Inland Revenue limits of £8,000 and payments of any tax due will be the personal responsibility of the Chief Constable. It is essential that individuals take their own advice in relation to any possible tax liability.

2.9 The entitlement under paragraphs 2.6 and 2.7 is to ensure that an appointed Chief Constable has local accommodation to do the job. Therefore it will not apply if the Chief Constable already has permanent accommodation within the force area or has already benefited from the relocation allowance operated by the Police & Crime Commissioner. Payment is dependent on the accommodation to which the Chief Constable is moving, temporarily or permanently, being within the Authority area. Assistance to an existing Chief Constable in Nottinghamshire is subject to the specific approval of the Police & Crime Commissioner, who will consider each application on its merits. If a Chief Constable leaves the Nottinghamshire Force within 2 years of the allowance being made available the payments, except in so far as these are a legal entitlement, must normally be reimbursed to the Police & Crime Commissioner as follows: up to 2 years - 100%; over 2 years and up to 4 years 50%. Where the Police & Crime Commissioner determines to provide this allowance to an existing Nottinghamshire Chief Constable it will also consider whether to also waive the time limit in relation to the requirement for repayment.

OTHER BENEFITS

3. Home Security

- 3.1 A risk assessment is to be carried out in respect of the property of the Chief Constable, without delay and appropriate reasonable security provision carried out at the cost of the Police & Crime Commissioner.

4. Medical provision

- 4.1 A maximum payment of £550 (subject to review) per year, payable monthly, to cover an existing insurance policy excluding cash back policies. A copy of the policy is to be provided as evidence. Deductions for tax and national insurance will be made at source via the payroll.

Any other related payments under this category would require Police & Crime Commissioner approval prior to expenditure being incurred.

5. Professional Subscriptions

- 5.1 The Police & Crime Commissioner will not pay CPOSA legal insurance premium, ACPO and CPOSA subs or fees to their relevant Chartered Institutes.

6. Other expenses

The following provisions will be made to the Chief Constable:

- Staff car and chauffer for official business only.
- Refreshment, subsistence and lodging allowances paid at rates determined by PNB reimbursed through expenses.
- First Class Rail Travel for any rail journey required to travel in the execution of duty reimbursed through expenses.
- Reimbursement of all reasonable expenses incurred in the execution of duty, (i.e. conference expenses reimbursed through expenses).

6. **Cars**

Two Options are offered.

Either:

6.1 **CAR ALLOWANCE**

Chief Constable £8,000 p.a.

This is to be paid monthly and pro rata for part years. Claims for business mileage to be paid at the HM Revenues & Customs approved Mileage Rate (for cars and vans); currently 45p per mile.)

- (i) Business mileage in this context will be calculated from the approved base.
- (ii) Deductions for tax and national insurance will be made at source via the payroll.
- (iii) Subject to the approval of the Police & Crime Commissioner and the Chief Constable confirming that this is operationally advantageous, the Chief Constables personal car may be fitted with covert 'blues and twos' at the expense of the Police & Crime Commissioner. Such provision will however be subject to the Chief Constable holding an up to date permit and the provision will be subject to review.
- (iv) Vehicles will be fitted with hands free mobile telephone facilities at the expense of the Police & Crime Commissioner, but prior to the disposal of any vehicle the Fleet manger will assess any benefit accruing, which will be payable to the Police & Crime Commissioner by the Chief Constable.
- (v) Where the Chief Constable has exercised the option to receive the car allowance, any decision to opt for car provision cannot be made 'in year' and would need to be made in advance of the annual anniversary of the allowance being paid; save that where the Chief Constable is transferred from another force and wishes to exercise the option of a car being provided. A lease or hire car will be provided, whilst waiting for a car to be delivered.

Or

6.2 PROVIDED CAR

Provision of a car up to the value of £35,000 for the Chief Constable including VAT, PITO discounts and optional extras including (without limitation) satellite navigation, tow bar, radio/CD player.

- (i) The car is to remain in the ownership of the Police & Crime Commissioner. The Police & Crime Commissioner has the right to inspect the vehicle at any time.
- (ii) In exceptional circumstances at his/her discretion the Police & Crime Commissioner may require the vehicle to be made available for use by other Officers/Staff, in particular where the Chief Constable ceases to be actively on duty for a significant period of time.
- (iii) The Chief Constable is expected to observe the standard of care of a careful owner towards the vehicle and submit it for servicing and maintenance as recommended in the manufacturer's warranty, and in the event of symptoms of defects. This will include ensuring the tyre pressures and oil and other fluid levels are checked.
- (iv) The Chief Constable is expected to keep the vehicle in a safe and suitable location.
- (v) Once an option for car provision has been exercised the Chief Constable cannot normally transfer to the alternative option for a period of three years.
- (vi) Where the Chief Constable has exercised the option to receive the car allowance, any decision to opt for car provision cannot be made 'in year' and would need to be made in advance of the annual anniversary of the allowance being paid; save that where the Chief Constable is transferred from another force and wishes to exercise the option of a car being provided. A lease or hire car will be provided, whilst waiting for a car to be delivered.
- (vii) The car is to be chosen by the Chief Constable from a recommended range from the PITO framework (Police or civilian specification products) and in consultation with the Force's Fleet Manager. Choices outside this range will be subject to the approval of the Fleet Manager and the Police & Crime Commissioner.

- (viii) For the avoidance of doubt sports cars, two door models and convertibles are unlikely to be approved.
- (ix) The Police & Crime Commissioner would encourage the Chief Constable to consider the environmental impact of the vehicle chosen and would be prepared to consider purchase of a vehicle with a reduced environmental impact outside the range referred to above were this to be suggested.
- (x) The Police & Crime Commissioner will also give consideration to the payment of a higher mileage allowance equivalent to the HM Revenue & Custom approved mileage rate in those circumstances.
- (xi) VAT will not be recoverable on the vehicle purchase.
- (xii) On termination of their contract of employment the Chief Constable will be required to surrender the vehicle with immediate effect.
- (xiii) The vehicle will be replaced every three years. Replacement every three years will allow the residual value of the cars to be optimised.
- (xiv) If the Chief Constable wishes the car to be fitted with 'extras' which take the value ceiling above £35,000 this is permissible providing that the Chief Constable pays 100% of the cost, there is no reasonable prospect of the 'extras' reducing the overall value of the vehicle and that the Police & Crime Commissioner gains the residual value including the value of any 'extras' when the car is disposed of.
- (xv) Subject to the approval of the Police & Crime Commissioner and the Chief Constable confirming that this is operationally advantageous, the Chief Constables personal car may be fitted with covert 'blues and twos', which provide additional operational benefits, at the expense of the Police & Crime Commissioner. This is not part of the value ceiling. Such provision will however be subject to the Chief Constable holding an up to date permit and the provision will be subject to review.
- (xvi) Vehicles will be fitted with hands free mobile telephone facilities, which are not part of the value ceiling, where this is not provided as standard by the manufacturer.

6.3 Maintenance costs (provided vehicles only)

- (i) The Police & Crime Commissioner will be responsible for all maintenance, comprehensive insurance in the UK of the Commissioner (**not including** European travel and or additional drivers), roadside assistance and vehicle excise licence.

- (ii) The addition comprehensive insurance cover for the Chief Constable's partner will be considered provided that there is no material additional cost. The written consent of the Police & Crime Commissioner is required in advance and the Police & Crime Commissioner may require additional details of the driver proposed prior to agreement.
- (iii) For the avoidance of doubt the Police & Crime Commissioner will not be responsible for speeding/parking fines of any other penalties incurred.
- (iv) Any towing of a caravan or similar must be done in accordance with legal requirements.
- (v) Any collision or incident, which is reportable under the Road Traffic Acts, must be notified immediately at the roadside to a local police force. Any consequent accident report form must be given to the Nottinghamshire Force Vehicle Fleet Manager as soon as practicable. Any damage not covered by the aforementioned must be reported to the Vehicle Fleet Manager as soon as practicable. Accident repairs must be authorised by the Vehicle Fleet Manager.
- (vi) The Chief Constable will be responsible for payment of any excess payment due under the insurance, where in the view of the Police & Crime Commissioner at his/her absolute discretion, the damage has occurred as a result of the negligence of the Chief Constable or their partner.
- (vii) In any period where as a result of an accident the provided car is unavailable and where not covered by the insurance policy the Police & Crime Commissioner will be responsible for the reasonable costs of hiring a suitable alternative vehicle.
- (viii) If the vehicle is to be driven by other drivers and/or outside the UK the Chief Constable will be required to provide satisfactory proof of fully comprehensive insurance for these purposes. In the event of a claim arising under this paragraph the Chief Constable will be responsible for the payment of any excess.

6.4 Fuel Costs (Provided Cars only)

- (i) The Chief Constable will be responsible for the purchase of fuel and it is recommended that they claim business mileage back at a rate of 8.953 pence per mile for Police Officers (petrol only element of national essential rate as at May 2010).
- (ii) Business mileage in this context will be calculated from their approved base.