

Police & Crime Commissioner Nottinghamshire



Chief Constable Relocation and Benefits Package

CHIEF CONSTABLE

RELOCATION & BENEFITS PACKAGE

1. Introduction

- 1.1 These provisions only apply to the Chief Constable for Nottinghamshire appointed under section 38 (1) Police Reform and Social Responsibility Act 2011.
- 1.2 The Police & Crime Commissioner reserves the right to amend the provisions of this agreement at any time but following consultation with the Chief Constable.
- 1.3 The provisions do apply to the Chief Constable who is working part time.
- 1.4 The attention of the Chief Constable is drawn to the fact that the HM Revenue and 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

- 2.1 To facilitate the recruitment of a high quality Officer to the rank of Chief Constable, a relocation package is available to successful candidates who decide 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:
 - The reasonably incurred cost of removal including removal fees and storage costs, against estimates agreed beforehand,
 - Solicitors fees and Estate Agents fees reasonably incurred in disposing of former home, against estimates agreed beforehand,
 - Solicitors fees, Estate Agents fees and Stamp Duty reasonably incurred in acquiring a new property, against estimates agreed beforehand,
 - Up to three family visits to view prospective houses at the approved mileage 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.

- 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 and Crime Commissioner provided they are satisfied that all reasonable steps to dispose of the property are being made.
- 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 and Crime Commissioner provided they are satisfied that all reasonable steps to dispose of the property are being made.
- 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 Full reimbursement of the reasonable costs (removal, estates agent and legal) of sale of the former home will be made by the Police and 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.

2.6 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 Police and Crime Commissioner 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.

2.7 Personal tax liability will be incurred on amounts received above current Inland Revenue limits 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 at their own cost.

- 2.8 These entitlements 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 and Crime Commissioner. Payment is dependent on the accommodation to which the Chief Constable is moving, temporarily or permanently, being within the force area. Assistance to an existing Chief Constable in Nottinghamshire is subject to the specific approval of the Police and 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 and Crime Commissioner as follows: up to 2 years - 100%; over 2 years and up to 4 years 50%. Where the Police and 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.

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 and Crime Commissioner. Quotations for the security work should be provided to the Police and Crime Commissioner for approval prior to expenditure being incurred.

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 and Crime Commissioner approval prior to expenditure being incurred.

5. Professional Subscriptions

- 5.1 The Nottinghamshire Office of the Police & Crime Commissioner will pay for the annual CPOSA premium to the extent that this is applicable to professional duties only. The Chief Constable will be responsible for paying the proactive S38 cover of CPOSA insurance and the subscription fee.

6. Other expenses

- 6.1 The following provisions will be made to the Chief Constable:

- 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).

7. Car Allowance

7.1 **£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 and Crime Commissioner and the Chief Constable confirming that this is operationally necessary, the Chief Constables personal car may be fitted with covert 'blues and twos' at the expense of the Police and 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) Any vehicles purchased by the allowance should be fitted with hands free mobile telephone facilities as part of the specification.
- (v) For the avoidance of doubt the Police and Crime Commissioner will not be responsible for speeding/parking fines or any other financial penalties incurred.