

Nottinghamshire Police and Crime Commissioner**Notice of Decision**

Nottinghamshire

POLICE & CRIME COMMISSIONER

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| Date Received*: | 06.03.14 |
| Ref*: | 2014.009 |

*to be inserted by Office of PCC

TITLE: Re-imbursements and Allowances**EXECUTIVE SUMMARY:**

The attached document formalises re-imbursement's and allowances into one core document. The payments made currently refer to several documents and can therefore be subject to error. This covers those not included within terms of employment or contractual appointment such as custody visitors, audit and scrutiny panel members and misconduct panel members.

It is suggested that this scheme comes into effect from 01.04.14.

INFORMATION IN SUPPORT OF DECISION: (e.g report or business case)

Re-imbursements
and Allowances.docx

Is any of the supporting information classified as non public or confidential information?**

No

Yes

DECISION:

The Commissioner is requested to approve the new scheme as attached with a start date of 1st April 2014.

DECLARATION:

I confirm that I do not have any disclosable pecuniary interests in this decision and I take the decision in compliance with the Code of Conduct for the Nottinghamshire Office of the Police and Crime Commissioner. Any interests are indicated below:

The above request has my approval.

Signature:

Nottinghamshire Police and Crime Commissioner

Date:

14/3/14

OFFICER APPROVAL

I have been consulted about the proposal and confirm that the appropriate advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.

Signature:

Chief Executive

Date:

11th March 2014



Nottinghamshire

POLICE & CRIME COMMISSIONER

Re-imbursements and allowances policy

December 2013

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1. Introduction

- 1.1 This policy sets out the payments to be made to individuals other than staff, police officers and the Police and Crime Commissioner; as they are covered within policies relating to terms and condition of employment or appointment.
- 1.2 Specifically, this relates to travel costs re-imbursed to all volunteers, members of the public giving evidence at scrutiny meetings, members of Misconduct Hearings, members of Police Appeal Tribunals and members of the Audit and Scrutiny Panel.
- 1.3 This document also includes payments made in relation to attendance for members of Misconduct Hearings, members of Police Appeal Tribunals and members of the Audit & Scrutiny Panel.
- 1.4 Re-imbursments and payments will be validated and only made in relation to the provision of a service on behalf of the Police & Crime Commissioner. Receipts should be provided where applicable.
- 1.5 All claimants are required to provide their National Insurance number and date of birth for HMRC purposes.
- 1.6 Each claimant is responsible for their own financial data and any required declarations to the HMRC.

2 Travel expenses

- 2.1 For all those that assist the Office of the Police & Crime Commissioner in the delivery of service they should do so and not be out of pocket for any travel expenses incurred in fulfilling those duties.
- 2.2 Where public transport costs are incurred these will be re-imbursed in full on providing the relevant receipts and completion of a claim form.
- 2.3 Mileage will be re-imbursed for mileage incurred travelling to and from any venue in relation to the work being undertaken. Mileage will be re-imbursed at the HMRC vehicle rate, currently 45p per mile.
- 2.4 The vehicle, for which mileage is being claimed must be taxed, have appropriate insurance and a valid MOT certificate (where applicable) at the time the journeys were made. Evidence of this may be requested for audit purposes.

- 2.5 All claims for travel expenses must have 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.
- 2.6 In certain circumstances, the Office of the Police & Crime Commissioner may approve in advance the use of taxis. This will be approved in advance and booked through the Office of the Police & Crime Commissioner.

3 Other expenses

- 3.1 For the volunteers, public providing evidence and member of the Audit & Scrutiny Panel, there may be other expenses incurred in relation to their duties, such as attendance at training events and conference. This would include costs relating to travel (e.g. train or mini bus), overnight accommodation and where appropriate for subsistence such as meals.
- 3.2 In all cases these costs must be approved in advance by the Office of the Police & Crime Commissioner. The Office of the Police & Crime Commissioner should also make relevant bookings in relation to travel and overnight accommodation. In all instances it should be possible to demonstrate value for money.
- 3.3 Claims for subsistence relating to meals are limited to the amounts detailed below. Receipts to support this expenditure should **always** be provided. There will be **no** re-imbursement in relation to alcoholic drinks.

| Meals | £ |
|---|-------|
| Breakfast | 7.49 |
| Lunch | 8.30 |
| Dinner | 14.00 |
| Beverage with meal | 1.99 |
| These are all the VAT inclusive amounts | |

- 3.4 Other costs may include the provision of childcare. As volunteers do not receive any payment in respect of the time they provide, re-imbursement of childcare costs is permitted. This should be approved in advance and an invoice or receipt from a registered child care provider must accompany any claim.

4 Attendance Allowances

- 4.1 The Nottinghamshire Office of the Police & Crime Commissioner makes attendance allowance payments to members participating in Misconduct Hearings and Police Appeal Tribunals.
- 4.2 These allowances are payment to carry out the duties required in the attendance of the Hearing or Tribunal and is intended to be fully inclusive in relation to any incidental costs that may be incurred (such as food, drink and child care).
- 4.3 In relation to Misconduct hearings and Police Appeals Tribunals there is also a payment in relation to the reading of papers and other materials (e.g. viewing video evidence) prior to the meeting taking place.
- 4.4 Claims for attendance allowances and reading time can be submitted together with travel expenses on the same form and providing the same 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.
- 4.5 Members of Misconduct Hearings and Appeal Tribunals are eligible to claim the following rates for the actual time taken for the hearing/tribunal:

| | |
|-------------------------------|-----------------------------------|
| | £ |
| Half Day rate (up to 4 Hours) | 88 |
| Full Day rate | 176 |
| Reading preparation time | 10 per hour (up to a max of £100) |

The claim forms must be completed in full giving exact times and duration.

6. Annual Allowances

- 6.1 Members of the Audit and Scrutiny Panel are paid an annual allowance for their time for attending Panel meetings and training. The rate for this is £900 per annum and this is paid monthly through the payroll system.