



# NOTTINGHAMSHIRE POLICE & CRIME COMMISSIONER

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**Registered Owner:** Nottinghamshire Police & Crime Commissioner

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## Table of Contents

SECTION 1	VERSION CONTROL .....	2
SECTION 2	BACKGROUND .....	2
SECTION 3	AIMS / OBJECTIVES.....	2
SECTION 4	DETAILS.....	3

## SECTION 1 VERSION CONTROL

Version No.	Date	Post Holder/Author	Post	Reason for Issue
1	Aug 2022	Gillian Holder	PCC CFO	Absence of such a policy

## SECTION 2 BACKGROUND

To comply with the principles of good governance and the statutory regulations currently on Police and Crime Commissioners under the Police Reform Act 2002 and for elected Police & Crime Commissioners in the Police Reform & Social Responsibility Act 2011.

## SECTION 3 AIMS / OBJECTIVES

- To provide transparency on the interview expenses that will be met by The Nottinghamshire Office of the Police and Crime Commissioner (NOPCC) for candidates for interview for the role of Chief Constable (CC).
- To help ensure fairness and consistency to candidates.
- To have a written policy that ensures decisions are not made on an ad-hoc basis.

## **SECTION 4 DETAILS**

### **Contents**

1. Introduction
2. Purpose of this Policy
3. Definition of a CC Candidate for Interview
4. Payment of Expenses
5. Risk Management
6. Health & Safety
7. Data Protection
8. Equal Opportunities and Diversity

## 1. Introduction

The Nottinghamshire Office of the Police and Crime Commissioner (NOPCC) recognises the importance of candidates for interview being able to perform at their best. To that end the NOPCC would wish to support them by reimbursing or contributing towards reasonable travel, subsistence and accommodation costs.

## 2. Purpose of this Policy

- To provide transparency on the interview expenses that will be met by The Nottinghamshire Office of the Police and Crime Commissioner (NOPCC) for CC candidates for interview.
- To help ensure fairness and consistency to candidates.
- To have a written policy that ensures decisions are not made on an ad-hoc basis.

## 3. Definition of a CC Candidate for Interview

A 'CC candidate for interview' is defined as someone who has been shortlisted for the role of Chief Constable and invited to take part in interviews/panels/assessments. They are external to the Nottinghamshire Force or, employed by the Nottinghamshire Force and are required to travel to a site that is not their normal place of work.

The successful candidate will be required to attend a confirmation hearing with the Police and Crime Panel, this policy includes expenses incurred attending that event.

## PROCEDURES

### 4. Payment of Expenses

Candidates should choose the most cost effective means available to them, to ensure that the cost is reasonable. Criteria are set out below.

#### ***What expenses can be claimed***

##### **Travel within the UK**

The NOPCC will reimburse/contribute towards travel expenses incurred within the UK or from the point of entry into the UK.

- Travel by own vehicle on journeys solely for the purpose of attending interviews/panels/assessments. Mileage can be claimed at 25p per mile. Journey start and end information must be provided.
- Parking costs, on production of receipts.
- 2<sup>nd</sup> class train and economy air travel, on production of receipts.
- Taxi and bus fares, on production of receipts.

##### **Travel from outside the UK**

- The NOPCC will reimburse 30% of the cost of a standard economy class return airfare up to a value of £500.

## **Accommodation & Subsistence**

- For candidates who normally reside more than 50 miles from Nottinghamshire Police Headquarters, a contribution of up to £120 per day for hotel accommodation and subsistence can be claimed on production of receipts. The number of days applicable to be agreed prior to claiming and will be dependent on the schedule of the interviews/panels/assessments.

## ***What expenses cannot be claimed***

- Any fines.
- Travel upgrades, excess baggage, optional extras.

## **Process for claiming**

All claims to be made in writing/electronically with supporting evidence as described above. Payment will be made by BACS.

## **5. Risk Management**

n/a

## **6. Health and Safety**

n/a

## **7. Data Protection (GDPR)**

n/a

## **8. Equal Opportunities and Diversity**

n/a