

DEVON AND CORNWALL POLICE AUTHORITY
SCHEME OF ALLOWANCES
(this scheme does not apply to Authority employees)
APPROVED BY THE POLICE AUTHORITY 23 APRIL 2010 (Minute P2422 REFERS)

1. Introduction

This Scheme has been adopted by the Devon and Cornwall Police Authority (“the Authority”) as its local scheme under the powers contained in the Police Act, 1996 as amended by the Criminal Justice and Police Act, 2001 and came into effect on 1 April 2010.

2. The Scheme

The Scheme provides for payment of allowances as detailed below.

3. The General Principles

3.1. It is important for police authorities to be as representative as possible of their communities and for members to be drawn from across the social spectrum. This remuneration scheme aims to enable people from all walks of life to serve on the Police Authority. Membership of the Authority should not be confined to those who can afford, or who are prepared to give, their time with little or no recompense. This scheme is aimed at making it possible for a cross section of people including those with jobs, young people, those from minority ethnic communities and those with caring responsibilities to serve on the Authority.

3.2. The allowances are intended to recognise the time commitment expected of Members to enable them to carry out their duties effectively and take account of the public service element of the role. It is important to realise whilst membership of the Police Authority is a voluntary activity individuals who have taken responsibility as members should not, as far as possible, suffer financial loss.

4. Election Not To Receive Payment

A Member may notify the Chief Executive of the Authority in writing that they elect to forego all or part of their annual allowance.

5. Up-rating of Allowances

5.1. The basic allowance will be up-dated annually in line with any pay award agreed for Police Staff (this is usually effective from 1 September).

5.2. The allowance for the Community Members who assist with Consultation will be up-dated annually in line with any pay award agreed for Police Staff (this is usually effective from 1 September).

5.3. The amounts paid to

- Members of the Selection Panel dealing with the Appointment of Independent Members of the Police Authority,
- Independent People who sit on Police Officer Misconduct Panels,
- Members who sit in Police Appeals Tribunals
- Independent Members of the Standards Committee

will be amended in accordance with relevant Home Office circulars.

6. Up-rating of Reimbursements

6.1. Car Travel. The Chief Executive will review the rates annually but unless fuel costs rise significantly the rates will remain unchanged. If in the Chief Executive's view there has been a significant change in fuel costs since the previous review the Chief Executive has delegated Authority to change the mileage rate following consultation with the Authority Chair and the Treasurer.

6.2. The Carers Allowance will be up-dated annually in line with any pay award agreed for Police Staff (this is usually effective from 1 September)

7. Payment of Allowances

The basic and special responsibility allowances are given in this scheme as the amount payable in a 12 month period. Payments are made monthly in arrears by equal instalments each month, direct to a Member's bank account.

8. Part Year Entitlements

8.1. Where a Member serves for less than a whole year any relevant allowance will be paid proportionally. Essentially, all adjustments to payments are done pro-rata to the number of days in a year.

8.2. Councillor Members will be paid from the date of notification of their representation is received and will cease being paid from the date of the next relevant election unless they resign, in which case payment will cease from the effective resignation date.

8.3. Independent Members will be paid from the effective date of their appointment and will cease being paid at the end of their term of office as stated in their appointment letter unless they resign, in which case payment will cease from the effective resignation date.

9. Suspension of Allowances

If a Member is suspended from their police authority responsibilities for any reason, they will not receive any allowance or reimbursements for the period of suspension.

10. Repayment of Allowances

Where payment of any allowance has been made in respect of any period during which the recipient was not entitled to receive the allowance the Authority may require repayment of that allowance for the period concerned.

11. Taxation

Payments made under this scheme may be subject to tax and National Insurance contributions. Each person receiving an allowance should satisfy themselves that their tax and insurance arrangements are in order.

12. Publication of Amounts Paid

In accordance with the Freedom of Information Act the Authority will publish on its website the amounts of allowances and reimbursements paid to individual members.

Allowances

13. Basic Allowance

The basic allowance is intended to recognise the time commitment of members including calls on their time at meetings with officers, dealing with correspondence, attendance at meetings, training, conferences and workshops. It is also intended to cover incidental costs such as the use of telephones, postage etc.

Members will be paid a basic annual allowance of **£9498.54** per annum.

14. Special Responsibility Allowance

14.1. A Special Responsibility Allowance will be paid to recognise the time commitment and responsibility required in certain roles

14.2. A Member may receive only one of the allowances detailed in 14.3 – 14.5 irrespective of how many eligible positions they hold; the allowance will be paid at the highest appropriate rate. The rate for the positions detailed in 14.3 –14.5 is inclusive of the basic allowance.

14.3. Committee Chairmen

Committee Chairmen will be paid an annual allowance of 1.66 x the basic allowance. This payment will apply to the Chairmen of the following Committees:

- Human Resources
- Resources
- Corporate Governance
- Local Policing & Confidence
- Protective Services
- Professional Standards and Complaints Monitoring

Or

Any other Committee that the Authority sets up and for which the Strategic Planning & Co-Ordination Committee agrees that the payment of the enhanced allowance is appropriate. (Any such decision should be made in a formal meeting of the Committee in open session.)

Note: The Chairman of the Standards Committee does not receive an enhanced allowance.

14.4. Vice-Chairman

The Vice-Chairman of the Authority will be paid an annual allowance of 2.5 x the basic allowance

14.5. Chairman

The Chairman of the Authority will be paid an annual allowance of 3 x the basic allowance.

14.6. Police Appeals Tribunals

When Members of the Authority sit on a Police Appeals Tribunal they will be paid fees at the rates set by the Home Office for Police Appeals Tribunal Members (that is the rate paid to members of Police Appeals Tribunals other than the Chair).

14.7. Ad Hoc Panels and Exceptionally Onerous Tasks

From time to time ad hoc panels are set up or there is an exceptionally onerous task to be undertaken by one or more Members. In these circumstances the Chairs' Committee may decide

- a) that an ad hoc payment should be made and

b) the amount of the payment.

Any such decision should be made in a formal meeting of the Committee in open session.

15. Selection Panel (Authority Members and Other Appointees) Dealing with the Appointment of Independent Members of the Police Authority

All Members of the Selection Panel will be paid at the fees rate set by the Home Office for Police Appeals Tribunal Members. This includes an amount for preparation and report writing, attendance at meetings of the Selection Panel attendance at training and conferences as agreed with the Chief Executive, or on any other occasion when they are acting in their official capacity.. Reimbursement for travelling and subsistence will also be payable in accordance with sections 17 and 18 of this scheme.

16. Payment to People other than Police Authority Members

16.1. Independent Members of the Standards Committee

Independent members of the Standards Committee will be paid at the fees rate set by the Home Office for Police Appeals Tribunal Members. This includes an amount for preparation and report writing, attendance at meetings of the Standards Committee, attendance at training and conferences as agreed with the Chief Executive, or on any other occasion when they are acting in their official capacity. Reimbursement for travelling and subsistence will also be payable in accordance with sections 17 and 18 of this scheme.

16.2. Independent People Who Sit on Police Officer Misconduct Hearings

Independent people who sit on police officer misconduct hearings will be paid at the fees rate set by the Home Office for Police Appeals Tribunal Members. This includes an amount for preparation and report writing, attendance at hearings and attendance at training and conferences as agreed with the Chief Executive. Reimbursement for travelling and subsistence will also be payable in accordance with sections 17 and 18 of this scheme.

16.3. Community Members who Assist with Consultation

Individuals, other than members or employees of the Authority, invited to assist the Authority in its consultation duties will be paid £25.65per session.

Reimbursements

17. Travel

Members are encouraged to use the most practical, economic and sustainable method of travel available for the journey to be undertaken. Use of rail and bus passes is strongly encouraged. The Police Authority office will book public transport for Members when requested to do so.

17.1. Car

The rates detailed below will be paid when a persons' own car is used for travel on authority business:

Per Mile for the first 8,500 miles	Per Mile after 8,500 miles
50.5 pence	13.1 pence

Anyone using their car on Authority business is responsible for ensuring that they have appropriate insurance cover.

17.2. Passenger Allowance

A supplement to the car allowance will be paid for each passenger carried as follows: 3pence per mile for the first passenger and 2pence per mile for 2nd and subsequent passengers.

17.3. Rail

The cost of rail travel will be reimbursed at the amount paid, provided that evidence is available to show that this was the most economic option for the date and time of travel.

18. Subsistence And Accommodation

Accommodation and subsistence will be booked by the Police Authority office for Members whenever possible. If this is not possible all reasonable costs will be reimbursed provided a receipt is provided.

In relation to claims for subsistence the following points should be noted:

- If a meal is provided without charge by the Authority, or any other body, as part of an approved duty, no subsequent claim for subsistence can be made.
- Receipts should be submitted wherever possible to support expenditure claims and allow the Authority to reclaim the appropriate element of VAT.

19. Carers/Dependants Allowance

19.1. An Authority member who needs to engage the services of a carer for a dependant relative or child to enable him or her to attend Police Authority business shall be entitled to claim the actual evidenced cost incurred subject to a maximum of £102.58 per day per carer.

For an allowance to be payable the dependent being cared for must be in one of the following groups:

- Under 16 years of age

- A person with a mental or physical disability
- A person with a learning disability who must not be left unsupervised.

19.2. The Chief Executive, in consultation with the Chairman, has authority to vary these arrangements in exceptional circumstances