

Surrey Police Authority Members' Allowance Scheme 2009/10

Members' Allowances Scheme

The Surrey Police Authority, in exercise of the powers conferred by the Police Act 1996 as amended by the Criminal Police and Justice Act 2001 and section 94 of the Police Reform Act 2002, hereby makes the following scheme.

1. The Scheme

This scheme updates the Members' Allowance Scheme 2008/09 currently in place. It may be cited as the Surrey Police Authority Members' Allowances Scheme and shall have effect from 1st April 2009 to 31st March 2010.

2. Definitions

In this scheme,

- "Chief Executive" means the Chief Executive to Surrey Police Authority
- "Independent Representative" means a person who is not a Member, but who is selected to sit on either of the Standards Committee, the Independent Members' Selection Panel, or as an Independent Member of a Police Misconduct Tribunal.
- "Member" means a member of Surrey Police Authority.
- "Custody Visitor" means anyone who is currently a member of the Independent Custody Visitor Scheme operated by Surrey Police Authority.
- "Scheme Year" means the period of 12 months ending on 31st March 2010.

3. Basic Allowance

A basic allowance shall be payable to each Member. The basic allowance payable for the period from 1st April 2009 to 31st March 2010 will be at the rate of £10,243 per annum. This will be payable on a pro rata basis for any Member joining or leaving the Authority during the scheme's duration, consistent with paragraph 6. Thereafter the basic allowance will be at such annual rate as shall be determined and approved by the Authority in accordance with paragraph 14.

4. Special Responsibility Allowances

4.1 For each scheme year, a special responsibility allowance shall be paid to those Members who carry the special responsibilities specified below. A special responsibility allowance shall be paid in addition to the basic allowance, but no Member can claim more than one special responsibility allowance at any one time.

4.2 Each such allowance will be at the rate specified against that special responsibility for the period from 1st April 2009 to 31st March 2010. This will be payable on a pro rata basis for any Member joining or leaving the Authority, or taking on or relinquishing a special responsibility throughout the year, consistent with paragraph 6. Thereafter the basic allowance will be at such annual rate as shall be recommended by the Standards Committee in accordance with paragraph 14.

Chairman of Surrey Police Authority	£12,247 per annum
Vice Chairman of Surrey Police Authority	£6,123 per annum
Panel Chairmen	£4,117 per annum
Committee Chairmen	£3,009 per annum

5. Provision of ICT and Related Equipment

- 5.1 The Chairman and Vice-Chairman shall be provided with a mobile phone, laptop, printer, PDA, fax machine and necessary stationery to fulfil their roles, should they request them. These remain the property of the Authority and must be returned at the end of term of office.
- 5.2 All members shall be given access to a PC, printer and relevant software together with broadband internet access or reimbursement of the cost where it is already installed for personal use (should they not already be provided with such equipment through another role). Members who already have access to broadband will be entitled to claim a contribution towards the cost up to a maximum of £15.45 per month and will be asked to provide proof of payment.

6. Part Year Entitlements

- 6.1 The provisions of this paragraph shall have effect to regulate the entitlements of a Member to basic and special responsibility allowances where, in the course of a year,
- a person becomes, or ceases to be, a Member, or
 - this scheme is amended, or
 - a Member accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.
- 6.2 In this paragraph “daily rate” means the amount of the annual basic or special responsibility allowance appertaining on the day for which the daily rate is calculated, divided by the number of days in that scheme year.

- 6.3 Where a Member holds office for any period of less than a scheme year, the basic allowance payable to the Member during that scheme year shall be the daily rate multiplied by the number of days that the Member is in office during that scheme year.
- 6.4 Where an amendment to this Scheme changes the basic or special responsibility allowances payable to any Member during a scheme year, the allowance payable shall be the sum of (a) the daily rate multiplied by the number of days during which the allowance appertaining at the beginning of the scheme year is payable and (b) the daily rate multiplied by the number of days that any amended allowance is payable during that scheme year.
- 6.5 Where a Member is, during a period of less than a scheme year, entitled to a Special Responsibility Allowance, that Member's entitlement shall be to the daily rate of the Special Responsibility Allowance multiplied by the number of days that the Member holds that special responsibility during that scheme year.

7. Absence

- 7.1 The provisions of this paragraph shall have effect to regulate the entitlements of a Member to basic and special responsibility allowances where, they are unable to fulfil their role due to:
- ill-health or long term sickness;
 - the arrival of a child;
 - suspension due to a breach, or alleged breach of conduct codes.

Where a Member is unable to fulfil their role due to ill-health, long term sickness or the arrival of a child, that Member shall be entitled to receive payment of the full allowance commensurate with their role on the Authority

for a period of three months. Members should inform the Secretariat of the likely duration of their absence and seek approval from the Chief Executive. Should the circumstances require a more lengthy absence, consideration should be given as to whether that Member should continue to serve on the Authority. Such cases shall be considered by the Standards Committee on a case by case basis, in a manner consistent with human rights principles and the relevant sections of the Police Act 1996.

7.2 Where a Member is suspended as a result of a breach of the Code of Conduct or an alleged breach of the Code of Conduct, no allowance shall be payable to that Member from the moment of their suspension. Should the Member be subsequently exonerated, the allowances that would have been payable to that Member shall be made available to them.

7.3 Should a Member fail to carry out their duties for longer than 3 months without the prior written agreement of the Chief Executive, their absence will be reported to the Standards Committee and their allowances stopped. The Standards Committee should consider whether the Secretary of State should be asked to remove the Member from the Authority. Such cases shall be considered by the Standards Committee on a case by case basis in a manner consistent with human rights principles and the relevant sections of the Police Act 1996.

8. Attendance Allowance

8.1 Independent Representatives sitting on the Standards Committee and the Independent Members' Selection Panel will be entitled to claim an attendance allowance at a rate of £20.60 per hour. The Allowance can be claimed for hours spent on Committee or Panel business but excludes travelling time. Attendance allowance shall not be paid to any Member, with the exception of those serving on independent misconduct tribunals. Members serving on

Police Appeals Tribunals shall be paid in accordance with the latest Home Office rates for tribunal members. Where the Chairman of the Standards Committee is an Independent Member of the Standards Committee, s/he will be entitled to claim a Chair's allowance equivalent to the allowance paid to Chairs of Committees.

- 8.2 Custody Visitor Co-ordinators who are currently a member of the Independent Custody Visitor Scheme will be entitled to claim a fixed allowance at a rate of £422 per annum. This allowance covers the time taken for writing notes of the meeting, producing rotas, organising meetings and associated photocopying and distribution.
- 8.3 Independent Advisors sitting on the Independent Advisory Group's Partnership Group or Divisional Independent Advisory Groups will be entitled to claim expenses for meetings to a maximum rate of £15.45 per hour. IAG Members may also claim travel expenses at the rate agreed for Authority Members but may not claim travelling time or reading time. The Authority will fund 6 to 8 meetings of each IAG a year for up to 15 attendees for two hours; and training evenings for the full IAG.
- 8.4 The Authority will agree each year a budget for each IAG. The allowance to be paid to IAG Members will be at the discretion of the IAG Chairman who will be responsible for deciding with the IAG how the IAG budget should be spent each year. The IAG Chairmen will be required to seek formal approval of their budget from the Authority's Chief Executive at the start of the year. Each year's allocation will be subject to the Chief Executive's satisfaction with the previous year's expenditure and the continuing satisfaction of the Authority and Force with the role that the IAG is playing.
- 8.5 IAG Members called at night for their advice on a critical incident or who attend Gold Groups can be paid at the rate of £15.45 per hour. This is in addition to their meeting allowance.

9. Renunciation

A Member may by notice in writing given to the Chief Executive elect to forego any part of his entitlement to an allowance under this scheme.

10. Payment of Allowances and Expenses

Payments shall be made in respect of basic and special responsibility allowances by equal monthly instalments. Tax and National Insurance deductions will be made in accordance with legal requirements on all allowances.

Claims for travelling and subsistence expenses should be submitted to the Chief Executive within three months of the duty for which the expense has been claimed. Claims received after the expiry of this period will only be paid in exceptional circumstances at the discretion of the Treasurer to the Police Authority. Original receipts should be provided to support travel and subsistence claims.

The Authority has agreed that travel and subsistence expenses will **not** be paid for the following:

- Members' surgeries
- Political activities
- Social Functions
- Attendance at meetings of an outside body to which the member is appointed where the activities are too remote from the functions of the Police Authority
- Charity events – unless at the discretion of the Chief Executive

11. Travel Expenses Scheme

Payable on production of original receipts and in respect of **ACTUAL EXPENDITURE** incurred for approved duties (as set out in paragraph 13):-

- 11.1 Members, Independent Representatives, Custody Visitors and Independent Advisors may be reimbursed for reasonable and necessary travelling expenses by public transport, including the cost of taxi fares where appropriate, in order to undertake Authority business. If travelling by rail, Members, Independent Representatives and Custody Visitors are entitled to travel first class. Air travel shall be permitted if this can be demonstrated to be the most cost effective option, having considered the full costs associated with other forms of transport.
- 11.2 The rate for travel by a Member's, Independent Representative's, Custody Visitor's and Independent Advisor's own motor car is 40 pence per mile and motor cycle is 30 pence per mile.
- 11.3 The rates set out in paragraph 11.2 above shall apply to the first 10,000 miles claimed by a Member, Independent Representative, Custody Visitor or Independent Advisors in the financial year. Thereafter a standard rate of 25 pence per mile will be paid.
- 11.4 Bicycle allowance will be paid to Members, Independent Representatives, Custody Visitors and Independent Advisors at 20 pence per mile.

12 Other Expenses

Payable to Members, Independent Representatives, Custody Visitors and Independent Advisors in the case of an absence from the usual place of residence on production of original receipts and in respect of **ACTUAL EXPENDITURE** incurred for approved duties:-

- Hotel Accommodation
- Hotel accommodation to be booked by the Authority and either
- Paid directly by the Authority; or Members reimbursed for actual receipted expenditure

12.1 **Subsistence**

Payable on production of original receipts and in respect of **ACTUAL EXPENDITURE** incurred for approved duties:-

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| a) | Day (up to 12 hours) | up to £10.30* |
| | * or members may claim up to £7.21 without receipts | |
| b) | Day (over 12 hours/less than 24 hours) | up to £20.60 |
| c) | Overnight (period of 24 hours) | up to £30.90 |

Subsistence allowance is not payable for meetings where appropriate refreshments are provided.

12.2 **Carers' Allowance**

Payable on production of original receipts and in respect of **ACTUAL EXPENDITURE** incurred for approved duties:-

- a) Members, Independent Representatives, Custody Visitors or Independent Advisors may claim a carers' allowance where they incur additional expenditure on childcare, or for a sick or dependent partner or relative to enable them to fulfil their duties by attending a meeting / activity and is to reimburse actual costs incurred.
- b) Meetings / activities that qualify for the allowance will be those for which a Member, Independent Representative, Custody Visitor or Independent Advisor is entitled to claim travel expenses.
- c) Members, Independent Representatives, Custody Visitors or Independent Advisors may claim an allowance for the period of the qualifying meeting/activity and the travelling time to and from their home and the meeting/activity.

- d) Allowances for childcare shall be restricted to children aged under fourteen years who would be normally expected to reside at the Member's, Independent Representative's, Custody Visitor's or Independent Advisor's home at the time of the claim.
- e) It is the responsibility of the Member, Independent Representative, Custody Visitor or Independent Advisor employing the carer to ensure that s/he is suitably qualified to provide the care required.
- f) Payments to Members, Independent Representatives, Custody Visitors or Independent Advisors will reimburse actual expenditure (evidenced by receipts) up to a maximum hourly rate set by the Authority.

The maximum hourly rate from 1st April 2009 to 31st March 2010 is £7.21.

13. Approved Duties

Travel and subsistence expenses (where appropriate refreshments are not provided) will be paid, in accordance with the scheme under paragraph 11 above, for the following approved duties:

- a) Attendance at meetings of the Police Authority and at any of its appointed committees, sub-committees, panels, working parties/groups or other meetings authorised by the Authority or any committee or sub-committee of the Authority;
- b) Attendance at meetings of local authorities within the Surrey area, on Police Authority business, Neighbourhood Panels, CDRPs, Forums or undertaking independent custody visits to custody centres;

- c) Attendance at meetings, occasions or events by the Chairman or the Vice Chairman of the Authority in their capacity as Chairman or Vice-Chairman for purposes directly connected with the functions of the Authority;
- d) Attendance at meetings, occasions or events organised by a bona fide outside body (within the area of the Police Authority) which directly relates to Authority functions when the member concerned is representing the Authority;
- e) Attendance at briefing meetings called by the Chief Executive;
- f) Attendance at formal presentations and business functions organised by the Chief Executive, the Treasurer or the Chief Constable, which directly relate to Police Authority functions and which are so designated by the Chief Executive;
- g) Attendance at meetings of the Association of Police Authorities including their policy groups or other networks, groupings or conferences;
- h) Attendance at a conference or seminar or other event convened by an organisation other than the Police Authority provided that attendance has been authorised in advance by the Police Authority, a committee, sub-committee or working group/party or by the Chief Executive to the Authority under his/her delegated power;
- i) Attendance at meetings or events directly related to the individual member's divisional interest, functional areas or operational priority areas, including those meetings convened at the instigation of Surrey Police, as set out in the Members' Handbook.

14. Review of Allowances

In March 2008, the Authority agreed that the rate of members' allowances should be index-linked to the Consumer Price Index (CPI). Allowances across the board (with the exception of inland revenue approved mileage rates) would be increased in future years in line with the CPI, as it stands in the April at the commencement of that scheme year. However, in light of the current financial situation facing Surrey Police, that allowances would not be uplifted for the year 2009/10. The Remuneration Panel, comprising members of the Standards Committee, will continue to have oversight of the scheme and review it at appropriate intervals to ensure it compares with other police authorities and Surrey remains broadly in line with its peers.

Revised March 2009