

## ***HERTFORDSHIRE POLICE AUTHORITY***

### **Members' Allowance Scheme**

#### **(1) The Scheme**

It was agreed at the Resources Committee in February to freeze the Allowances for the year 2010-2011, therefore this scheme shall have effect from 8 February 2010 (and amends any previous Scheme).

#### **(2) Basic Allowance**

The basic allowance is paid pro-rata on a monthly basis to all members of the Authority.

#### **(3) Special Responsibility Allowance (SRA)**

A special responsibility allowance shall be paid to those members who hold special responsibilities. This allowance shall be paid pro-rata on a monthly basis. The Chairmanship of Working Groups, Sub-Committees and Topic Groups does not attract a Special Responsibility Allowance.

Members shall only be entitled to claim a maximum of one Special Responsibility Allowance.

Members only receive a Special Responsibility Allowance for period of time that they are appointed to that position.

#### **(4) Travel Allowances**

##### **Travel and Subsistence Allowances**

(a) members may be reimbursed for reasonable and necessary travelling expenses by public transport, including the cost of taxi fares where appropriate, in order to undertake Police Authority business. Rail travel will normally be standard class, except under exceptional circumstances.

(b) the rates for travel and subsistence generally and for conferences in particular are as specified in Schedule 2.

- (c) the event is an “approved duty” for travelling and subsistence allowances (as per Schedule 3).

**(5) Carers’ Allowances**

Allowances are payable to members towards childcare costs and the costs of caring for other dependants on the following basis:

- (a) the event is an “approved duty” for travelling and subsistence allowances (as per Schedule 3).
- (b) payment should be claimable only in respect of children aged 14 or under and in respect of other dependants, who are elderly, sick or disabled and require constant care.
- (c) the allowance should be paid against actual expenditure incurred and evidenced by receipts.
- (d) the allowance should not be payable to reimburse a member of the claimant’s household.

**(6) Reimbursement of ICT Expenditure:**

- (i) All members are entitled to be provided with Constabulary ICT equipment. This will usually comprise a PC/laptop and printer. The Authority will not provide non-Constabulary equipment.
- (ii) All members are entitled to receive paper and printer cartridges supplied by the Authority office for use on Authority business.
- (iii) All members are entitled to claim the cost of a basic broadband connection to their home, unless this cost is already met through some other reimbursement e.g. other public duty/business etc
- (iv) All members are entitled to receive a dedicated phone with answer phone installed, with all charges including rental and calls being met by the Authority. This provision is to be used on Authority business only.

**(7) Other Allowances**

i) Independent Standards Committee Members Allowances.

- (a) paragraph 25B of Part 5 107 of the Criminal Justice and Police Act 2001 makes provision for authorities to make payments to Independent Standards Committee Members.
- (b) members will be remunerated in accordance with the Office of the Commissioner for Public Appointments (OCPA) at a half-day rate as specified in Schedule 1 to this scheme. Police Authority members will not be additionally remunerated for sitting on this Committee.

ii) Outside Selection Panel Members

- (a) paragraph 25B of Part 5 107 of the Criminal Justice and Police Act 2001 makes provision for authorities to make payments to Independent Standards Committee Members.
- (b) Selection Panel members will be remunerated in accordance with the Office of the Commissioner for Public Appointments (OCPA) at a half-daily rate as specified in Schedule 1 to this scheme. Police Authority members will not be additionally remunerated for sitting on this Panel.

iii) Police Appeals Tribunal Members

- (a) Police Appeals Tribunal Members will be remunerated at the daily or half-daily rates in accordance with the amount specified by the Home Office. Police Authority members will not be additionally remunerated for sitting on these Tribunals.

iv) Independent Members of Police Misconduct Panels

Independent Members of Police Misconduct Panels will be remunerated at the daily or half-daily rates in accordance with the amount specified by the Home Office. Police Authority members will not be additionally remunerated for sitting on these Panels.

v) Independent Custody Visitors

Independents Custody Visitors will not be paid any remuneration.

vi) Diversity Engagement Forum members

Diversity Engagement Forum members will be reimbursed by means of a small token e.g. shopping voucher for each attendance at a formal meeting.

For all the above special committees or duties, travel and subsistence payments are available in line with the overall arrangements in place for members of the Authority.

v) Specific Tasks Over And Above Normal Responsibilities

From time to time, members may be called upon to carry out other duties beyond those contained within the job profiles (Schedule 5). On such occasions, those duties will be designated at a full meeting of the Authority and a decision taken as to the level and type of allowance payable.

**(8) Renunciation**

A member may by notice in writing given to the Chief Executive, elect to forego any part or all of his/her entitlement to an allowance under this scheme.

**(9) Claims and Payments**

Payments in respect of basic and special responsibility allowance, will be made automatically in the current month.

A claim for:

- travelling and subsistence allowances
- carers' allowances
- independent standards committee allowances
- selection panel allowances
- police appeals tribunal allowances
- independent members of police misconduct panels allowances

under this scheme shall be made within two months of the date on which the duty for which entitlement to the allowance arises is carried out and the items in the first two bullet points above should normally be accompanied by appropriate receipts. The Chief Executive may authorise a payment where the allowance is not claimed within the period specified in the Scheme (after consultation if thought fit), but will not normally authorise

payments more than two months after the end of the financial year.

Any claim shall include, or be accompanied by, a statement by the member claiming the allowance(s) that he/she has not made and will not make any other claim in respect of the matter to which the claim relates.

The normal method of payment for any claim shall be the BACS (Bankers Automated Clearing System) method. Tax and National Insurance deductions will be made in accordance with legal requirements on all allowances.

#### **(10) Record of Payments**

The Chief Executive will keep a record of payments, which will be available, at all reasonable times, for public inspection (free of charge).

#### **(11) Publicity**

Details of this scheme or any amended scheme will be publicised on the Authority website.

At the end of each financial year, details of allowances paid to members will be publicised on the website.

#### **(12) Annual Review of Allowances**

Allowances will be reviewed automatically on an annual basis.

Allowances in Schedule 1 will be updated annually from the start of the financial year in April using the January Average Earnings Index figure (excluding bonuses).

The increases for Travel & Subsistence payments will be in line with increases determined for the equivalent scheme within Hertfordshire County Council.

## Schedule 1

### Schedule to Scheme of Members' Allowances

#### (1) General

|                                 |           |
|---------------------------------|-----------|
| Basic Allowance for all Members | £5,000 pa |
|---------------------------------|-----------|

#### (2) Special Responsibility Allowance (in addition to the Basic Allowance)

|                                                          |            |
|----------------------------------------------------------|------------|
| Chair of Full Authority                                  | £17,500 pa |
| Vice-Chair of Full Authority                             | £12,500 pa |
| Committee Chair                                          | £10,000 pa |
| Member with Police Authority Lead (PAL) Responsibilities | £5,000 pa  |

**Note:**

Members are only entitled to claim one Special Responsibility Allowance.

#### (3) Carers' Allowance

Reasonable hourly rate not exceeding the actual sums paid.

#### (4) Independent Standards Committee Members

£125 per half-day

#### (5) Outside Selection Panel Members

£125 per half-day

## Schedule 2

### Travel and Subsistence Expenses

#### 1. Travel Expenses

Members may be reimbursed for reasonable and necessary traveling expenses by public transport, including the cost of taxi fares where appropriate, in order to undertake Police Authority business. If travelling by rail, members are entitled to travel first class.

The rates for travel by a member's own private motor vehicle or one belonging to a member of his/her family or otherwise provided for his/her use, are as follows:

For the use of a motor vehicle of cylinder capacity:

| <b>Capacity</b>      | <b>Rate (pence per mile)</b> |
|----------------------|------------------------------|
| Not exceeding 1100cc | 30.98p                       |
| 1101cc and above     | 40.00p                       |

- (i) The rates set out above shall apply to the first 5,000 miles claimed by a member in the year. Thereafter a standard rate of 26.13 pence per mile will be paid.
- (ii) If a passenger is carried on any journey an additional 3.0 pence per mile will be paid in respect of each passenger up to a maximum of four.
- (iii) For the use of a bicycle a rate of 8.5 pence per mile will be paid.

#### 2. Subsistence Allowances

- i) Except for conferences as set out below, the rate of subsistence allowance shall not exceed:

##### Daily Subsistence Allowances

For absence from the usual place of residence, not involving an absence overnight:

- (i) of more than 4 but not more than 8 hours      £6.77
- (ii) of more than 8 but not more than 12 hours      £9.44
- (iii) of more than 12 hours      £17.82

Subsistence Allowances are not payable for meetings where the Authority has provided a meal, or where members have signed for lunch in the County Council canteen.

#### Night Subsistence Allowances

For absence overnight from the usual place of residence - £79.82

For an absence overnight in the Greater London area - £91.04  
This allowance shall be deemed to cover a continuous period of absence of 24 hours.

For the purposes of the above paragraph, Greater London means the City of London, the London Boroughs of Camden, Greenwich, Hackney, Hammersmith & Fulham, Islington, Kensington & Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.

#### Meals on Trains

When main meals (i.e. full breakfast, lunch or dinner) are taken on trains during a period for which there is entitlement to day subsistence, the reasonable cost of meals (including VAT) may be reimbursed in full, within the limits specified below. Where the cost of meals taken on trains is reimbursed, the daily rate of subsistence allowance for that period of duty shall not exceed the maximum payable if the period of absence from the usual place of residence was reduced by 4 hours in respect of each meal taken.

- (i) absence of more than 4 but no more than 8 hours, the cost of one main meal.
- (ii) absence of more than 8, but no more than 12 hours, the cost of two main meals.
- (iii) absence of more than 12 hours, the cost of three main meals.

#### Conferences

If attendance at a conference has been approved by the Authority, all conference expenses will be met, including fees and accommodation provided by the organisers. If members need to make their own arrangements because accommodation is not provided by the organisers, then all reasonable hotel and meal costs will be reimbursed.

## Schedule 3

### Payment of full allowances

The duties in this section have been approved for the payment of travel and subsistence expenses.

- a. Attendance at a meeting of the Authority;
  - b. Attendance at a meeting of any Committee of the Authority;
  - c. Attendance at a meeting of any Working Group or other group of members authorised by the Authority or a Committee of the Authority;
  - d. Attendance at a meeting of an Association of Police Authorities of which the Authority is a member and to which the member has been appointed by the Authority to represent the Police Authority;
  - e. Attendance at a meeting of Bodies or Authorities to which the member has been appointed by the Authority or a Committee;
  - f. Attendance at any other meeting or event authorised by the Authority or a Committee thereof;
  - g. Other work necessarily undertaken by the member on Police Authority business.
1. Members' Allowances shall not be paid if such payments would be contrary to any enactment.
  2. Members' Allowances are subject to tax and national insurance deductions.

## **Schedule 4**

### **No allowances payable**

The duties in this section are those where the Authority has decided that no travel or subsistence allowance will be paid. The duties are generally those for which either no allowance may be paid by law or that have activities too remote from the functions of the authority.

#### **Law Prevents Payment**

- (i) Members' surgeries
- (ii) Political activities

#### **Outside the Scope of Approved Duties**

- (i) Social functions

## Schedule 5

### Job Profiles

#### Police Authority Member

##### Role

- To ensure that there is an effective and efficient police service for the Hertfordshire Police area.
- To ensure that local communities receive best value in local policing services.
- To set the strategic direction for the force and exercise effective oversight of service performance.
- To represent the interests of all those who live in, work in, or visit the Hertfordshire Police area and to ensure that the views of local people are reflected in the nature and style of local policing.
- To ensure that policing services are provided fairly and in a way which does not discriminate against any group or individual.
- To participate constructively in the good governance of both the authority and service as a whole.

##### Responsibilities

- To carry out collectively all statutory and locally determined requirements of a police authority member, including participation in the formulation of policy, decision-making and other activities of the full authority (such as determining the budget and precept, determining local policing priorities, agreeing the annual policing/best value plan and other strategies). A list of police authority statutory responsibilities is contained within Schedule 6.
- To participate effectively as a member of any committee, panel, working group or other authority forum to which the member is appointed.
- To comply with all relevant codes of conduct and maintain the highest standards of conduct and ethics.

- To maintain an up-to-date knowledge and awareness of national and local policing issues.
- To maintain a good working knowledge of Hertfordshire Constabulary policies and practices, and to establish good working relationships with officers.
- To rigorously scrutinise, challenge and monitor all aspects of service performance.
- To participate fully in local consultative arrangements and engage in communication and dialogue with local people about local policing services.
- To represent the views of the police authority within local communities and the views of local communities to the authority.
- To participate actively in any outside body or forum on which the member is appointed to represent the authority.
- To promote equality of opportunity and work to eliminate unlawful discrimination both internally within the service and in the provision of policing services.
- To attend local, regional and national seminars/conferences/briefings, if nominated by the authority.
- To participate in inspections and audits of the service, as appropriate.