

**POLICE AND CRIME COMMISSIONER (PCC) FOR LINCOLNSHIRE
REQUEST FOR DECISION**

REF: 2012/003

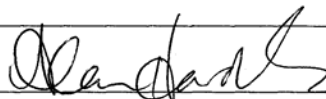
DATE: 22 November 2012

SUBJECT		EXPENSES SCHEME	
REPORT BY	CHIEF EXECUTIVE		
CONTACT OFFICER	John King, Corporate Administration Officer, OPCC Tel 01522 947227		
EXECUTIVE SUMMARY AND PURPOSE OF REPORT			
To consider a draft Expenses Scheme for the Police and Crime Commissioner and Deputy Police and Crime Commissioner.			
RECOMMENDATION	<i>That the Expenses Scheme attached at Appendix 1 be adopted.</i>		

POLICE AND CRIME COMMISSIONER FOR LINCOLNSHIRE

I hereby approve the recommendation above, having considered the content of this report.

Signature:



Date: 22/11/12

A. NON-CONFIDENTIAL FACTS AND ADVICE TO THE PCC

A1. INTRODUCTION AND BACKGROUND

- 1.1 Police and Crime Commissioners are entitled to claim allowances in respect of expenses incurred in the exercise of their functions under Schedule 1 (3) of the Police Reform and Social Responsibility Act 2011.
- 1.2 In 2012 the Home Secretary exercised her power to set the expenses/allowances that Commissioners may claim. This action has been taken to ensure consistency in the expenses regime and to avoid tying Commissioners into local authority mechanisms for setting and agreeing expenses locally.

Local Expenses Scheme
- 1.3 A draft Expenses Scheme has been prepared which reflects the standard reimbursement rates set by the Home Secretary. The Scheme will apply to both the Commissioner and to the deputy Commissioner, if appointed. A copy of the Scheme is attached for consideration at Appendix 1. If approved, the Scheme will take effect from 22 November 2012.

Publication

- 1.4 Section 1 of the Elected Local Policing Bodies (Specified Information) Order 2011 requires the publication of allowances paid to Commissioners and their deputies. These will be published on the Commissioner's website on a quarterly basis.

A2. LINKS TO POLICE AND CRIME PLAN AND PCC'S STRATEGIES/PRIORITIES

None.

B. FINANCIAL CONSIDERATIONS

As set out in the draft Expenses Scheme attached at Appendix 1.

C. LEGAL AND HUMAN RIGHTS CONSIDERATIONS

[this should include the legal powers the PCC has for making the decision]

As set out in the report.

D. PERSONNEL AND EQUALITIES ISSUES

None.

E. REVIEW ARRANGEMENTS

None planned.

F. RISK MANAGEMENT

None.

H. PUBLIC ACCESS TO INFORMATION

Information in this form along with any supporting material is subject to the Freedom of Information Act 2000 and other legislation. Part 1 of this form will be made available on the PCC's website within one working day of approval. However, if release by that date would compromise the implementation of the decision being approved, publication may be deferred. An explanation for any deferment must be provided below, together with a date for publication.

Is the publication of this form to be deferred? No

If Yes, for what reason:

Until what date:

Any facts/advice/recommendations that should not be made automatically available on request should not be included in Part 1 but instead on the separate part 2 form.

Is there a part 2 form? No

If Yes, for what reason:

ORIGINATING OFFICER DECLARATION

	Tick to confirm
Originating Officer: The Chief Executive recommends this proposal for the reasons outlined above.	√
Financial advice: The PCC's Chief Finance Officer has been consulted on this proposal. The CC's Chief Finance Officer has been consulted on this proposal.	√
	-
Monitoring Officer: The PCC's Monitoring Officer has been consulted on this proposal	√
Chief Constable: The Chief Constable has been consulted on this proposal	-

OFFICER APPROVAL

Chief Executive

I have been consulted about the proposal and confirm that financial, legal and equalities advice has been taken into account in the preparation of this report. Consultation outlined above has also taken place. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner for Lincolnshire.

Signature:



Date: 22/11/12

Office of the Police and Crime Commissioner for Lincolnshire

EXPENSES SCHEME

1. REGULATORY FRAMEWORK

- 1.1 Police and Crime Commissioners are entitled to be paid a salary determined by the Secretary of State under Schedule 1 (2) of the Police Reform and Social Responsibility Act ("the Act").
- 1.2 Police and Crime Commissioners are entitled to claim allowances in respect of expenses incurred in the exercise of their functions under Schedule 1 (3) of the Act. The payment of expenses incurred by the Commissioner in the performance of his/her official duties has been determined by the Home Secretary.

2. DEFINITIONS

- 2.1 In this Scheme:
 - (a) 'Commissioner' means the Police and Crime Commissioner or the Deputy Police and Crime Commissioner for Lincolnshire appointed by virtue of Sections (1) and (18) of the Act.
 - (b) 'Financial Year' means the twelve months ending with 31 March.
 - (c) 'OPCC' means the Office of the Police and Crime Commissioner for Lincolnshire.

3. PERIOD OF OPERATION

- 3.1 This Scheme came into effect on 22 November 2012.

4. SALARY

- 4.1 The salary level recommended by the Senior Salaries Review Body and approved by the Home Secretary for the Police and Crime Commissioner for Lincolnshire is currently £65,000 per annum.
- 4.2 The salary for the Deputy Police and Crime Commissioner will be determined by the Police and Crime Commissioner.

5. PENSION

- 5.1 Police and Crime Commissioners will have access to the Local Government Pension Scheme, if they wish to opt in.
- 5.2 The Deputy Police and Crime Commissioner will be automatically enrolled into the Local Government Pension Scheme, but will have the option to opt out.

6. TRAVEL EXPENSES

(a) Public Transport

- 6.1 The Commissioner will be reimbursed actual travel expenses incurred when using public transport in the performance of official duties.

Notes:

- Rail tickets will have an equivalent value up to and including the cost of a Standard class open return on the route booked. Tickets will normally be booked and paid for in advance to minimise costs. The Commissioner will provide details of any discount or concessionary entitlement available to them.
- Taxis will only be used when public transport is not a reasonable or practical alternative.

(b) Mileage Allowance

- 6.2 The Commissioner will claim Her Majesty's Revenue and Customs (HMRC) approved mileage allowances for the performance of official duties whilst using their own private motor vehicle/motor cycle/bicycle.

Current mileage rates: (wef 2011/2012)

Motor Vehicle	- up to 10,000 miles a year 45p/mile - over 10,000 miles a year 25p/mile
Motor Cycle	Payable at the Inland Revenue approved rate of 24p/mile
Bicycle	Payable at the Inland Revenue approved rate of 20p/mile

(c) Passenger Allowance

The Commissioner may claim a rate of up to 5p per mile, per passenger, for the carriage of employees in the performance of official duties.

Notes:

- Rates of mileage allowance are PAYE tax and national insurance contributions (NIC) free.
- Rates are set nationally and are subject to periodic review by HMRC.
- Travel to/from home to normal place of work does not qualify for the payment of a mileage allowance.

7. SUBSISTENCE

(a) Overnight Accommodation

- 7.1 Overnight accommodation will normally be booked in advance for the Commissioner by the OPCC. The costs will either be:
- paid directly by the OPCC to the hotel; or
 - reimbursed to the Commissioner for actual receipted expenditure
- 7.2 Hotel accommodation will not be booked unless prior agreement is obtained from the Chief Executive.

(b) Meals/Refreshments

- 7.3 The Commissioner may claim for the cost of meals/refreshments, where receipted, up to the following specified limits:

Breakfast: - up to £10.00
Evening Meal: - up to £30.00

- 7.4 The cost of any alcohol purchased will not be reimbursed. The above rates are not to be claimed when the Commissioner is attending meetings at police headquarters or other locations within the police estate. In such circumstances, appropriate refreshments will be provided.

(c) Overseas Allowances

- 7.5 Overseas travel expenses will only be reimbursed where agreed in advance by the Chief Executive.

Variations to these provisions in exceptional circumstances should be discussed wherever possible in advance with the Chief Executive.

8. CHIEF EXECUTIVE APPROVAL

- 8.1 The Commissioner's Chief Executive should subject all of the Commissioner's claims for expenses to rigorous verification and auditing.

- 8.2 Any claims for exceptional expenses incurred by the Commissioner in the exercise of the Commissioner's functions will require the approval of the Commissioner's Chief Executive. In considering whether to grant this approval the Chief Executive shall take into account the following factors:
- (a) whether there are exceptional circumstances warranting additional support
 - (b) whether the Commissioner could reasonably have been expected to take any action to avoid the circumstances which gave rise to the expenditure or liability
 - (c) whether the Commissioner's performance of their Commissioner functions will be significantly impaired by a refusal of the claim

9. PAYMENT ARRANGEMENTS

- 9.1 Salary will be paid over 12 monthly instalments into Commissioner's bank or building society accounts. Claims for the payment of Travel and Subsistence expenses under this Scheme must be made in writing on the prescribed form within two months of the official duty in respect of which the entitlement arises.
- 9.2 Payments are made on the 16th of each month (or the preceding working day if the 16th falls on a Saturday, Sunday or Public Holiday). Claims must be received by no later than the 23rd day of each month in order to be included within the payroll run for the month.

10. RENUNCIATION

- 10.1 The Commissioner may, by notice in writing to the Chief Executive, elect to forego all or any part of his/her entitlement to a Salary and/or allowances. Any sum that the Commissioner decides to renounce will remain available for use for other purposes.

11. PUBLICATION

- 11.1 Under paragraph 1(d) of the Schedule to the Elected Local Policing Bodies (Specified Information) Order 2011, Police and Crime Commissioners are required to publish the allowances paid to them and to their deputies in respect of expenses incurred by the Commissioner or deputy in the exercise of the Commissioner's functions.
- 11.2 Police and Crime Commissioners and their deputies should publish a breakdown of their expenses including:
- their name, force area, financial year, month, date, claim reference numbers, expense type (e.g. travel, accommodation), short description, details, amount claimed, amount reimbursed, amount not reimbursed, and the reason why a claim was not reimbursed

- for travel and subsistence claims: date, place of origin, place of destination, category of journey, class of travel, mileage, length of stay, category of hotel stay

12. VARIATION OF SCHEME

- 12.1 Any amendments to the standard reimbursement rates must be approved by the Home Secretary and will be published before they take effect.

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