



EXPENSES SCHEME FOR THE
POLICE AND CRIME COMMISSIONER AND
DEPUTY POLICE AND CRIME COMMISSIONER

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 £66,300 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.