

SCHEME OF MEMBERS' ALLOWANCES AND EXPENSES

Notes of Guidance

1. The enclosed Scheme of Members' Allowances was adopted by the Sussex Police Authority on 20 December 2001 for implementation with effect from 1 April 2002, as amended by the Police Authority on 3 October 2002 in relation to members' expenses.
2. The Scheme specifies in Annex I those duties expected to be carried out by members.
 - (a) *Basic and Special Responsibility Allowances*
3. The Treasurer will pay members either the Basic Allowance (BA) or the Special Responsibility Allowance (SRA) as set out in the Scheme in equal monthly payments on the 20th day of the month to which the Allowance relates. Payments will be made direct into Members' bank accounts.
 - (b) *Subsistence and Travel Expenses*
4. At its meeting on 3 October 2002, the Authority agreed to adopt a local expenses scheme to come into effect on 1 November 2002 (the date that the scheme was published).
5. Claims for subsistence and travel for approved duties within the Scheme need to be completed and sent to the Chief Executive at County Hall, Lewes for certification and passing to the Treasurer for payment.
6. The rates are set out in paragraph 7 of the Scheme.
7. These expenses will also be paid on the 20th of each month subject to claims being received by the Treasurer by the 5th day of the month following the period of the claim. This means claims need to be submitted to the Chief Executive promptly at the end of each month, if they are to be paid on the 20th of the month.

JOHN GODFREY
Chief Executive

RICHARD HORNBY
Treasurer

SUSSEX POLICE AUTHORITY

SCHEME OF MEMBERS' ALLOWANCES AND EXPENSES

1. Introduction

- 1.1 The Scheme of Members' Allowances (including expenses at rates set by the Home Office) was adopted by the Sussex Police Authority ("the Authority") as its local scheme under Section 107 Criminal Justice and Police Act 2001. At its meeting on 3 October 2002, the Authority agreed to adopt a local expenses scheme under Section 94 Police Reform Act 2002, for paying members' expenses, to come into effect on 1 November 2002 (the date the Scheme was published) and to amend the Allowances Scheme accordingly.
- 1.2 The Authority agreed to adopt a scheme of basic allowances payable to members of the Authority and Special Responsibility Allowances payable to the Chairman of the Authority, the Vice-Chairman of the Authority and Chairmen of Committees and specified Working Groups of the Authority, as set out in this scheme.
- 1.3 Members receiving the Special Responsibility Allowance cannot also claim the basic allowance. If a member is eligible for more than one Special Responsibility Allowance, that member may only claim one such allowance which would normally be the higher allowance (which in itself includes the basic allowances).
- 1.4 There is no requirement that members should claim the allowances and this scheme allows members to elect not to receive the payment or to receive a lesser amount if that is what the member wants (see paragraph 11 below).
- 1.5 The Local Expenses Scheme set out under paragraph 7 below is based on the national framework recommended by the Independent Panel set up to consider members' allowances and expenses.

2. Basic Allowance

- 2.1 Every member of the Authority is entitled to a basic allowance of £8,591 per annum (with effect from 1 April 2009) except for those members receiving Special Responsibility Allowances under paragraph 3 below (the basic allowance being incorporated into the Special Responsibility Allowance).
- 2.2 All members are expected to sign a declaration to undertake the full range of duties set out in Annex 1 to this scheme which has been endorsed by the Police Authority. The Police Authority may add to or amend Annex 1 at any time.
- 2.3 The basic allowance is to cover direct costs (other than travel and subsistence) incurred by members in carrying out their duties including telephone calls, postage, IT and other equipment provided by members.

3. **Special Responsibility Allowance**

3.1 Special Responsibility Allowances will be paid as follows:-

<i>Appointment</i>	<i>£ per annum (from 1 April 2009)</i>
(1) Chairman of the Police Authority	23,614
(2) Vice-Chairman of the Police Authority	17,177
(3) Chairmen of the following :-	9,817
Corporate Governance Committee	9,817
Professional Standards Committee	9,817
Neighbourhood Policing Scrutiny Committee	9,817
Protective Services Scrutiny Committee	9,817
Resources Scrutiny Committee	9,817
Chief Officer Appointments and Remuneration Committee	9,817
Standards Committee	9,817

* This Committee is normally chaired by the Chairman of the Authority and so no additional payment would be made. If it was chaired by another member who was not in receipt of a Special Responsibility Allowance, then the allowance would be £9,817.

4. **Other Payments under the Scheme**

- 4.1 Independent Members of Standards Committees will be paid £158 per day.
- 4.2 Members of the Selection Panel considering applications received from people wishing to be appointed as independent members of the Authority will be paid £158 per day.
- 4.3 Members of police authorities who serve on the Police Appeals Tribunals will be paid at the same daily rate set by the Home Office for other tribunal members.
- 4.4 Independent Members of Police Misconduct Panels will be paid £158 per day.
- 4.5 This Scheme assumes that normal Association of Police Authorities duties are covered in the basic allowances.

5. **Payment of Carers' / "Dependants" Allowances**

- 5.1 The payment of this allowance should not exceed £7.35 an hour. Payment is claimable in respect of children aged 16 or under and in respect of other dependants where there is medical or social work evidence that care is required.
- 5.2 The allowance will be paid against actual expenditure evidenced by receipts.
- 5.3 The allowance will not be payable to a member of the claimant's household.

6. **Index Linking**

6.1 This scheme is index-linked to Police Support Staff Council cost of living increases so that the rates of allowances referred to are automatically updated each year.

7. **Local Expenses Scheme**

7.1 The Authority agreed at its meeting on 3 October 2002 to adopt a local expenses scheme under Section 94 Police Reform Act 2002, in line with the national framework recommended by the Independent Panel as follows:

Members may be reimbursed their expenses incurred in undertaking the approved duties set out under paragraph 8 below on the following basis:

(a) **Hotel Accommodation**

Hotel accommodation to be booked by the Authority and either

- **Paid directly** by the Authority; or
- **Members reimbursed** for actual receipted expenditure

(b) **Subsistence Rates**

Day (up to 12 hours) **£10.87**

Day (over 12 hours/less than 24 hours) **£26.09**

Overnight (24 hours) **£32.57**

Subsistence rates will be amended annually in line with inflation

(c) **Meals on trains** Actual receipted expenditure

(c) **Travel**

Rail Second Class (First Class may be authorised in certain circumstances)

Taxi Actual receipted expenditure

Motor vehicle Inland Revenue Approved Rates
Currently for all car sizes

- up to 10,000 miles **40 pence** a mile
- over 10,000 miles **25 pence** a mile

Vehicle mileage rates will be amended in line with Inland Revenue recommended rates

Bicycle rates **7 pence** a mile

8. **Approved Duties**

8.1 Travel and subsistence expenses will be paid, in accordance with the scheme under paragraph 7.1 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 Brighton and Hove City, East Sussex and West Sussex County areas, Forums and undertaking independent custody visits to custody centres;
- (c) Attendance at meetings, occasions or events by the Chairman or the Vice-Chairman of the Police 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 Authority) which directly relates to Police 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 networkings or groupings;
- (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 Authority, a committee, subcommittee or working group/party or by the Chief Executive to the Authority under his delegated power;
- (i) Attendance at meetings or events directly related to the individual members' divisional interest, functional areas or operational priority areas as set out in the Members' Handbook.

9. **Amendments to the Allowances and Expenses Scheme**

9.1 Amendments to the allowances part of the scheme may be made in accordance with the following delegation approved by the Police Authority:-

“The Chief Executive to the Police Authority is authorised, after consultation with the Treasurer to the Authority, and with the Chairman of the Authority, to

implement revised rates for members' allowances and to approve duties by members for the payment of travelling and subsistence expenses and to amend the Members' Allowances Scheme accordingly."

- 9.2 With regard to the expenses part of the scheme, the Authority has agreed to amend subsistence rates and vehicle mileage rates on the basis set out under paragraph 7.1 above.

10. **Payment of Allowances and Expenses**

- 10.1 Basic and Special Responsibility Allowances will be paid on the twentieth day of the month to which they relate. Travel and subsistence expenses will also be paid on the twentieth of each month, subject to receipt of a claim by the fifth day of the month following the period of the claim.

- 10.2 Claims for travelling and subsistence expenses should be submitted to the Chief Executive within two 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. Claims submitted by the fifth of the month will be processed for payment on the twentieth day of the month.

- 10.3 If a member becomes or ceases to be eligible for a basic or special responsibility allowance during the course of a year, the entitlement will be adjusted by reference to the number of days for which entitlement existed relative to the number of days in that year.

11. **Election not to receive payment of allowances**

- 11.1 Members who do not wish to receive payment of allowances or receive a lesser amount than the appropriate amount specified in this scheme should notify the Chief Executive to the Police Authority in writing. Any entitlement up to and including the day before the election is received will be paid in accordance with the details under paragraph 10 (Payments) above.

12. **No Expenses Payable**

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

- (1) Members' surgeries;
- (2) Political activities;
- (3) Social functions;
- (4) Voluntary attendance at committee, panel or working party meetings;

- (5) 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.

12.2 Subsistence allowances are not payable for meetings where light refreshments/lunch has been provided by the Authority.

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