

## REMUNERATION 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 any Deputy Police and Crime Commissioner for Leicestershire 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 Leicestershire.

### 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 Leicestershire is currently £75,000 per annum.
- 4.2 The salary for any 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, should 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.

- Should the PCC wish to travel 1<sup>st</sup> class the difference in price will be paid by the PCC. If the PCC pays for the ticket direct they will determine the standard rate in place at the time of booking so that they can be reimbursed the appropriate amount.
- 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: (w.e.f 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. Whilst there is no explicit limitation on the standard of hotel accommodation, the PCC should aspire to provide value for money and the best use of public funds. 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 Force estate.

(c) Overseas Allowances

- 7.5 Overseas travel expenses will only be reimbursed where agreed in advance by the Chief Executive.
- Flight tickets will have an equivalent value up to and including the cost of an Economy class return on the route booked. Tickets will normally be booked and paid for in advance to minimise costs.
  - Should the PCC wish to travel 1<sup>st</sup> or Business class the difference in price will be paid by the PCC. If the PCC pays for the ticket direct they will determine the Economy rate in place at the time of booking so that they can be reimbursed the appropriate amount.

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

**8. CARER'S ALLOWANCE**

- 8.1 The Commissioner may claim a carer's allowance where he/she has incurred expenditure on engaging a carer for a dependant in order to carry out approved duties, subject to the following:-

For an allowance to be payable the dependant being cared for must be in one of the following groups:

- a child under 16 years of age;
- an elderly person with dependent needs;
- a person with a physical or mental disability;

and must live with the PCC as part of his/her family and must not be able to be left unsupervised.

- 8.2 A carer (i.e. the person being paid to act as carer while the Commissioner is carrying out his/her duties) is defined as someone who does not normally live with the Commissioner as part of their family and is not part of the extended family.
- 8.3 Reasonable carer's costs incurred can be claimed upon the provision of receipts.
- 8.4 The claim should be included on the Commissioners' claim form, with a receipt from the carer attached.
- 8.5 The Inland Revenue view the payment of carer's costs as a taxable benefit, so any payments will be subject to tax and national insurance deductions.

**9. CHIEF EXECUTIVE APPROVAL**

- 9.1 The Commissioner's Chief Executive should subject all of the Commissioner's claims for expenses to rigorous verification and auditing.
- 9.2 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

## **10. PAYMENT ARRANGEMENTS**

10.1 Salary will be paid over 12 monthly instalments into the Commissioner's bank or building society account. 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.

10.2 Payments are normally made on the penultimate working day of each month. Claims must normally be received by no later than the 15<sup>th</sup> day of each month in order to be included within the payroll run for the month.

## **11. RENUNCIATION**

11.1 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.

## **12. PUBLICATION**

12.1 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.

12.2 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 (e.g. 1<sup>st</sup> class travel will only be reimbursed for the amount that Standard class would have cost)
- 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

## **13. VARIATION OF SCHEME**

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

13.2 Any variation to the Scheme will be reported to the Police and Crime Panel at the earliest opportunity.

13.3 The mileage allowances mentioned in this Scheme will be updated in line with Her Majesty's Revenue and Customs approved mileage allowances.