

Staffordshire Police Authority

Scheme for the Payment of Members' Allowances and Expenses 2011/12

The Staffordshire Police Authority, in exercise of the powers conferred by paragraph 25A of Schedule 2 to the Police Act 1996 hereby makes the following scheme.

1. This Scheme, which has been made having due regard to the recommendations of the Independent Panel on Police Authority Members' Allowances (from the Panel's reports published in November 2001 and July 2002) and any regulations made by the Secretary of State, from time to time, may be cited as "the Staffordshire Police Authority Members' Allowances and Expenses Scheme" and shall have effect from 1 April 2011.

2. In this Scheme:-

"member" means a member of the Staffordshire Police Authority (appointed in accordance with the Police Act 1996);

"year" means the 12 months ending with 31 March;

"independent person" means a person, other than a member of the Authority, appointed to serve on the Authority's Standards Committee (in accordance with Section 53 of the Local Government Act 2000 and The Relevant Authorities (Standards Committee) Regulations 2001);

"selection panel member" means a person, other than a member of the Authority, appointed to serve on a Selection Panel (appointed in accordance with the Police Act 1996);

"claimant's household" means a person usually residing with the claimant.

3. Approved Duties

3.1 Payment of travel and subsistence expenses shall be made in respect of the approved duties undertaken by a member, and as set out in **Schedule 1** to this Scheme, as amended from time to time by the Authority.

4. Basic Allowances

4.1 Subject to paragraph 8, the basic allowance payable to each member who is not in receipt of a special responsibility allowance, shall be £9,420 per year, (which includes a provision for the cost of using a personal computer (on-line) for Police Authority business), increased annually for inflation as provided for in paragraph 14 of this Scheme, and payable monthly in advance on the first day of each month.

5. Special Responsibility Allowances

5.1 Subject to paragraph 8 the members holding the offices specified in **Schedule 2** shall receive Special Responsibility Allowances.

5.2 (a) Special responsibility allowances shall be payable by monthly instalments in advance on the first day of each month.

(b) Subject to paragraph 8, the amount of each such allowance paid in the year shall be the amount specified against that special responsibility in **Schedule 2** to this scheme, increased annually, as provided for in paragraph 14.

(c) The amounts specified in **Schedule 2** include the basic allowance which would otherwise be payable to those members.

(d) No member shall be entitled to receive more than one special responsibility allowance.

6. Telephone Allowance

6.1 The office of Chair of the Authority will attract a telephone allowance of £12.63 per calendar month, updated from 1 April each year by the percentage increase applying in paragraph 14 of this scheme.

7. Travel and Subsistence Expenses

7.1 The amounts payable to each member in respect of hotel accommodation; subsistence expenses; meals on trains; travel expenses; and pc line rental shall be as set out in **Schedule 3** to this scheme.

7.2 It is possible for senior citizens to apply for or obtain a rail card entitling them to concessionary fares. The Authority have agreed that, where "senior citizen" members are willing to apply for and use such a card when travelling on Authority business, they will reimburse the member the cost of the rail card after the first occasion when it is used for rail travel on Authority business.

8. Renunciation and Suspension of Allowances

8.1 A member may, by notice given to the Treasurer to the Authority, elect to forego any part of his or her entitlement to an allowance or expenses under paragraphs 4 or 5 or 6 or 7 of this Scheme.

8.2 Any such notice shall specify the effective date of renunciation, and once given, the notice may not be revoked otherwise than with effect from 1 April in any year.

8.3 In the event of a member being unable to carry out his or her duties fully because of ill-health or sickness or due to the arrival of a child or children the following provisions shall apply;

- the member shall receive their full allowances for a period of three months;
- where the member is likely to be unable to contribute to the Authority's work for more than three months the Chairman of the Authority, together with the member and the Chief Executive, shall consider whether or not he/she should continue to serve on the Authority;
- taking account of the general principles above, each case shall be considered on its individual merits and the Chair shall report any outcomes to the Authority.

8.4 In the event of a member being suspended because he or she has been found to have breached the Authority's Code of Conduct or because he or she is the subject of an investigation into an alleged breach of the Code of Conduct the following provisions shall apply:

- the member shall not receive any allowances whilst they are suspended from the Authority;

- if the member is subsequently exonerated, where they were the subject of an investigation, he or she shall be retrospectively remunerated for the period of the suspension;
- the Authority's Standards Committee shall report to the Authority on any such cases.

9. Independent Persons

9.1 Any person appointed as an independent person shall be paid an annual allowance of £632, updated from 1 April each year by the percentage increase applying in paragraph 14 of this scheme, yearly in advance and shall be entitled to claim travel and subsistence expenses, in accordance with paragraph 7.1 of this scheme.

10. Selection Panel Members

10.1 Any person appointed as a Selection Panel member shall be paid a daily rate allowance of £189, updated from 1 April each year by the percentage increase applying in paragraph 14 of this Scheme and shall be entitled to claim travel and subsistence expenses, in accordance with paragraph 7.1 of this Scheme.

11. Carers'/Dependants' Allowance

11.1 A member may claim a carers'/dependants' allowance of the actual hourly rate of care provision, up to a maximum of £7.57 per hour, subject to the conditions set out in 11.2.

11.2 Payment may only be claimed in respect of children aged 16 years or under and in respect of other dependants where there is medical or social work evidence that care is required (which shall be submitted to the Treasurer to the Authority); the allowance claimed should be based on actual expenditure (up to a maximum of £7.57 per hour) and claims should be accompanied by appropriate receipts; and allowances will not be payable to a member of the claimant's household.

12. Part-year Entitlement

12.1 The provisions of this paragraph shall have effect to regulate the entitlements of a member to basic, special responsibility and telephone allowances where, in the course of a year:-

- (a) this Scheme is amended; or
- (b) that person becomes or ceases to be a member; or
- (c) that member accepts or relinquishes a special responsibility for which a special responsibility allowance is payable.

12.2 In relation to basic, special responsibility and telephone allowances:-

- (a) if an amendment to this Scheme changes the amount to which a member is entitled; or
- (b) where the term of office of a member begins or ends otherwise than at the beginning or end of a year; or
- (c) where the special responsibilities of a member do not subsist throughout the year; or

(d) where the Scheme is amended as referred to in (a) above and the term of office and/or the special responsibilities of the member do not subsist throughout any part of the periods within the year distinguished by the payment of different amounts for these allowances;

then the entitlement to the allowances shall be calculated by reference to the proportion the number of days in each such period bears to the number of days in that year.

13. Administration

13.1 The Treasurer to the Authority shall maintain, on behalf of the Authority, a record of all payments made under this Scheme which shall specify in relation to each payment the name of the recipient and the amount and nature of the payment.

14. Review of Allowances and Expenses

14.1 The allowances payable under this Scheme shall be reviewed annually, from 1 April each year, based on the Police Staff Council annual reviews, and any percentage increase applied automatically from that date.

14.2 Travel and subsistence expenses shall be reviewed as set out in **Schedule 3** to this Scheme.

15. Revision or Revocation of the Scheme

15.1 This scheme may only be amended or revoked by the Authority in accordance with the provisions of Paragraph 25A of Schedule 2 to the Police Act 1996.

OX351Z
1 April 2011

Staffordshire Police Authority**Approved Duties**

For the purposes of paragraph 3 the Police Authority's Scheme for the Payment of Members' Allowances and Expenses, the following shall be regarded as approved duties:-

- Meetings of the Police Authority.
- Meetings of Committees, Sub-Committees, Panels etc of the Authority.
- Meetings of Members of the Authority to select their member of the Selection Panel and to appoint Independent Members (or Member).
- Any other meeting convened by the Authority (or the Chair or Vice-Chair in cases of urgency) to which Councillor or Independent Members are invited.
- Meetings between the Chair and/or the Vice-Chair of the Authority and the Chairs and/or Vice-Chairs of the Authority's Committees and officers of the Police Authority or the Force or other police authorities or forces to discuss Police Authority business.
- Meetings between other members of the Police Authority and officers of the Police Authority or the Force to discuss Police Authority business, at the specific direction of the Authority, or at the specific or general direction of the Chair.
- Meetings attended by members in their capacity as "Lead Members" for the policy/strategy areas approved by the Authority from time to time.
- Meetings of Police Authority Community Consultation Committees and related activities.
- Attendance at meetings and conferences of the Association of Police Authorities (including plenary meetings and Policy Groups) by the appointed members or their substitutes.
- Attendance at meetings of, and other events organised by, the Independent Custody Visiting Association by the appointed members or their substitutes.
- Attendance at HM Inspector's Annual Inspections and meetings related to Inspections.
- Attendance at commendation parades and long service awards.
- Meetings organised by the Authority with Secretaries and/or Ministers of State and/or other junior Ministers and/or Officials on Police Authority business.
- Meetings organised by the Authority with Staffordshire Members of Parliament.
- Annual APA and ACPO Conferences – Chair and Vice-Chair and/or their nominees.
- Attendance by the Chair (or his nominee) at Regional meetings of Chairs and Chief Executives.

- Attendance at Staffordshire County Council's Community Safety Panel by the appointed member or his/her substitute.
- Attendance at Responsible Authority Groups of Community Safety Partnerships meetings and groups.
- Attendances as Members and Directors of "Partners Assuring a Safer Staffordshire Ltd" (two members of Police Authority – currently Chair and Vice-Chair).
- Attendance at any other meetings, groups, seminars, conferences, courses or visits on Police Authority matters, subject to the approval of the Police Authority (or the Chair or Vice-Chair in the case of urgency) for attendance at individual events.
- Meetings of bodies (other than those specified above) to which the Police Authority has resolved to make appointments or nominations.
- Carrying out any other duty approved by the Authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the Authority's functions.

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1 April 2011

Staffordshire Police Authority

Special Responsibility Allowances

	£ per annum
<ul style="list-style-type: none"> • Chair of Police Authority 	27,076
<ul style="list-style-type: none"> • Vice-Chair of Police Authority 	22,692
<ul style="list-style-type: none"> • Chairs of Police Authority's Committees (ie. the Audit, Governance and Risk, the Custody Visiting and Volunteers Committee, the Ethical and Professional Standards Committee, the People Policy and Development Committee and the Performance, Citizen Focus and Resources Committee) • Chairs of the Authority's Standards Committee where that person is an Independent Person serving on that Committee 	14,491 1,052
<ul style="list-style-type: none"> • Vice – Chairs of Police Authority's Committees (ie.) (the Audit, Governance and Risk, the Custody Visiting and Volunteers Committee, the Ethical and Professional Standards Committee, the People Policy and Development Committee and the Performance, Citizen Focus and Resources Committee) 	11,966

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Staffordshire Police Authority

Travel and Subsistence Expenses

Hotel Accommodation

Wherever practicable hotel accommodation shall be booked and paid for by the Authority.

Exceptionally, and in urgent circumstances only, members may book hotel accommodation and be reimbursed for actual receipted expenditure, up to £150 per night.

Subsistence Rates (in addition to hotel accommodation)

Day (up to 12 hours)	£12
Day (over 12 hours/less than 24 hours)	£22
Overnight (24 hours)	£32

Review

The accommodation and subsistence rates to be reviewed annually in line with the appropriate rate of inflation – as advised by the Treasurer to the Authority.

Meals on trains Actual receipted expenditure.

Travel

Rail First Class.

Taxi Actual receipted expenditure.

Motor vehicle Inland Revenue Approved Rates:
Currently for all car sizes

- Up to 10,000 miles **45 pence** a mile
- Over 10,000 miles **25 pence** a miles

Bicycle rates **20 pence** a mile

Review

The motor vehicle and bicycle rates to be reviewed annually in line with the Inland Revenue Approved Rates – as advised by the Treasurer to the Authority.

Personal Computer (PC) line rental

Actual rental charge (second or additional line specifically for Police Authority PC only).

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1 April 2011