



SCHEME OF ALLOWANCES

FOR JOINT AUDIT COMMITTEE  
INDEPENDENT MEMBERS

EFFECTIVE FROM **22 NOVEMBER 2012**

**AVON & SOMERSET POLICE & CRIME COMMISSIONER**  
**SCHEME OF ALLOWANCES FOR INDEPENDENT MEMBERS**  
**– wef 22 November 2012**

**1 INTRODUCTION**

- 1.1 The Police & Crime Commissioner’s Scheme provides for payment of allowances and expenses as per the Commissioner for Public Appointments rates.

**2 GENERAL POINTS**

- 2.1 The term “Independent Member” in these notes means an Independent Member for the Police & Crime Commissioner’s Chief Constable Appointment process.
- 2.2 Claim forms should be submitted after each Appointments Panel meeting or associated meeting.

- 2.4 All enquiries relating to members allowances/expenses should be made to the Administration Officers, **tel: 01275 816377**.

- 2.5 All claims and enquiries should be forwarded to:

Chief Financial Officer (CFO)  
Avon & Somerset Police & Crime Commissioner  
Police HQ  
Portishead  
BS20 8JJ

**3 ALLOWANCE**

- 3.1 The remuneration rates are:

£500.00 per day;  
£250.00 per half day;  
£125.00 per quarter day

- 3.2 The allowance will be paid for preparation work and attendance at Joint Audit Committee meetings. The allowance can also be claimed for training as agreed by the Chair and Office of the Police & Crime Commissioner (OPCC) CFO.

- 3.3 Where members do additional work or personal development where an allowance/expense claim is to be submitted, relating to the Joint Audit Committee role, a request should be submitted to the Chair/OPCC CFO

stating the purpose of the work to be undertaken and giving an indicative time/cost. The Chair/CFO will then consider this request in the light of the available budget and respond to the request in advance of the work being undertaken.

#### **4 TRAVELLING ALLOWANCES (see Annex A)**

- Travelling allowances can be claimed when attending Appointments Panel meetings and associated meetings.
- Travelling expenses should only be claimed once for each journey to and from the Member's home.

##### **4.1 Rail**

- For rail travel, members are encouraged to make use of the cheapest appropriate fare available for the journey depending on the circumstances at that time. Members will be reimbursed at standard equivalent rates for journeys. If members know in advance that they are travelling on a certain date they are to arrange for the cheapest fare available, either by arranging it themselves, or by contacting the Administration Officers.

##### **4.2 Private Motor Vehicle**

- a mileage allowance may be claimed where a member uses his/her own motor vehicle;
- all mileage claims must be supported by VAT petrol receipts dated before the mileage was undertaken. The office team and the Chief Financial Officer will monitor claims and raise the issue with members where this is not the case.

##### **4.3 Other – only if supported by valid receipts**

- reimbursement of taxi fares may be made in appropriate circumstances
- reimbursement can be claimed for expenditure on tolls, ferries, parking, etc.
- public transport costs, including taxis, will be reimbursed at actual cost.

#### **5 Payment of Claims**

Police & Crime Commissioner, Scheme of Allowances, member Audit Committee 2012

- Payments are made through Somerset County Council's computerised pay system.
- Payment can be made direct to a bank or building society account on request; this is encouraged for reasons of security and reliability of payment and usually enables the payment to be drawn on immediately.

**Mark Simmonds**

***Chief Financial Officer to the Police & Crime Commissioner***

## ANNEX A

### TRAVEL AND SUBSISTENCE EXPENSES FOR POLICE & CRIME COMMISSIONER – APPOINTMENT PANEL – INDEPENDENT MEMBER

#### Travel

**Rail**                      Cheapest appropriate fare, standard class or equivalent rate

**Taxi**                      Actual receipted expenditure

**Bicycle rates**        **7 pence a mile**

#### **Payable from 22 November 2012**

The rate for travel by a member's own private motor vehicle, or one belonging to a member of his/her family or otherwise provided for his/her use, are as follows:

#### **Rates:**

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

\*currently for all car sizes

The Mileage rate will track changes announced from time to time by HMRC to the Fixed Profit Car Scheme rate.