



OFFICE OF THE POLICE & CRIME COMMISSIONER FOR NORFOLK

ORIGINATOR: Mark Stokes (Chief Executive)

DECISION NO. 2014/01

REASON FOR SUBMISSION: FOR DECISION

SUBMITTED TO: Police & Crime Commissioner

SUBJECT: Travel & Subsistence Expenditure Scheme

SUMMARY:

Paragraph 3 of Schedule 1 of the Police Reform and Social Responsibility Act 2011 ("The Act") provides that the Police and Crime Commissioner (PCC) is to be paid authorised allowances.

"Authorised allowances" means allowances in respect of expenses incurred by the Commissioner in the exercise of his functions, which are the types and amounts as determined by the Secretary of State.

The purpose of authorised allowances is to reimburse expenses incurred by the PCC in carrying out their duties, and not provide a general gratuity for undertaking the role.

This notice sets out the requirement to approve a revised scheme.

RECOMMENDATION:

To approve the implementation of the attached revised Travel & Subsistence Expenditure Scheme.

APPROVAL BY: POLICE & CRIME COMMISSIONER

The attached Scheme has my approval.

Signature

Date 19/02/2014

DETAIL OF THE SUBMISSION

1. KEY ISSUES FOR CONSIDERATION:

- The scheme is written and approved in accordance with Home Office Guidance
- The scheme will be updated if HMRC issue further guidance.

2. FINANCIAL IMPLICATIONS:

- The updated scheme is not expected to increase costs.

3. OTHER IMPLICATIONS AND RISKS:

- The policy for the payment of travelling (mileage) to Constabulary and OPCC staff is under review (December 2013). There may be implications for this scheme when that review concludes.

PUBLIC ACCESS TO INFORMATION: *Information contained within this submission is subject to the Freedom of Information Act 2000 and wherever possible will be made available on the OPCC website. Submissions should be labelled as 'Not Protectively Marked' unless any of the material is 'restricted' or 'confidential'. Where information contained within the submission is 'restricted' or 'confidential' it should be highlighted, along with the reason why.*

ORIGINATOR CHECKLIST (MUST BE COMPLETED)	PLEASE STATE 'YES' OR 'NO'
Has legal advice been sought on this submission?	N
Has the PCC's Chief Finance Officer been consulted?	Y
Have equality, diversity and human rights implications been considered including equality analysis, as appropriate?	Y
Have human resource implications been considered?	Y
Is the recommendation consistent with the objectives in the Police and Crime Plan?	N/A
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	Y
Has communications advice been sought on areas of likely media interest and how they might be managed?	Y
In relation to the above, have all relevant issues been highlighted in the 'other implications and risks' section of the submission?	Y

APPROVAL TO SUBMIT TO THE DECISION-MAKER (this approval is required only for submissions to PCC and DPCC).

Chief Executive

I am satisfied that relevant advice has been taken into account in the preparation of the report and that this is an appropriate request to be submitted to the PCC.

Signature:



Date 19/02/2024



OFFICE OF THE POLICE & CRIME COMMISSIONER FOR NORFOLK

Travel and Subsistence Expenditure Scheme (Revised: February 2014)

Introduction

Paragraph 3 of Schedule 1 of the Police Reform and Social Responsibility Act 2011 (“The Act”) provides that the Police and Crime Commissioner (PCC) is to be paid authorised allowances. “Authorised allowances” means allowances in respect of expenses incurred by the Commissioner in the exercise of his functions, which are the types and amounts as determined by the Secretary of State.

The purpose of authorised allowances is to reimburse expenses incurred by the PCC in carrying out their duties, and not provide a general gratuity for undertaking the role. The Commissioner is paid a salary as determined by the Secretary of State, which for Norfolk is £70,000. A Deputy Commissioner (if appointed) will be paid 80% of this, which equates to £56,000 per annum.

The types of allowances that the PCC is able to claim are in respect of:

Travel Expenses
Subsistence Expenses
Exceptional Expenses

which are reasonably incurred by the PCC in the exercise of their functions.

The PCC should always take into account whether any particular journey is necessary and to the most cost-effective way to undertake it. In particular, whatever means of transport is used, consideration should be given to whether potential savings to public funds could be made through the use of concessionary fares such as travel cards/Oyster cards, season tickets, advance purchase or off-peak travel etc.

Travel Expenses – Use of Private Vehicles (the February 2014 revision is effective from 22nd November 2012)

Private cars, motorcycles or bicycles may be used as an alternative to public transport where there is a specific need or it is cost-effective to do so. A PCC undertaking a journey by private vehicle will be reimbursed in accordance with the HMRC rates as set out below:

These rates are valid from 22nd November 2012

Car Mileage Rate	To cover business travel by private motor car	45 p for first 10,000 miles 25 p thereafter
Motorcycle Mileage	To cover business travel by private motorcycle	24p per mile
Bicycle Mileage	To cover business travel by bicycle	20p as per HMRC

Taxi fares will only be reimbursed when a journey is necessary because no other reasonable method of transport is available for all or part of the journey; or within a reasonable timescale.

All journeys starting from the PCC's home directly to the Wymondham campus and return are private.

Where the first business is conducted by the PCC at a location other than the Wymondham campus, full mileage for the day is allowed (regardless of the location of subsequent meetings).

Where the first meeting of the day is held at Wymondham campus and a subsequent meeting is held at an alternative location, the total miles claimed for that day shall be reduced by the PCC's normal home to office commute.

This policy is subject to any future HMRC guidance.

Travel Expenses - Public Transport

Train tickets will only be permissible in the course of business. Tickets will usually be purchased through the Executive Assistant/Office Support Team. However, the PCC is able to buy a ticket of any class, but reimbursement will be limited to the rate of a standard class ticket available at the time of booking.

Consideration should be given to value for money when purchasing tickets which they may need to change at short notice. In the interest of saving money for the taxpayer, discretion should be exercised and balance low cost, generally inflexible, tickets against the probability of cancellations and the charges they will incur.

Where the PCC obtains a railcard or season ticket which allows savings to be made on future purchases of rail tickets, reimbursement of the cost of the railcard may be claimed.

Foreign travel is permissible for business purposes but prior authority should be sought from the Chief Executive. All flights will be booked as economy class.

Subsistence Expenses

The PCC may claim Subsistence Expense (i.e. meals and the cost of any overnight hotel stay where they have travelled as part of their PCC functions, and it would be unreasonable to return to their residence (subject to approval in advance by the Chief Executive)). Hotels are to be booked by the Executive Assistant/Office Support Team.

Whilst there is no explicit limitation on the standard of hotel accommodation booked, the hotels booked need to reflect value for money and best use of public funds (i.e. the use of lower priced suitable accommodation).

In the event that the PCC's spouse/partner accompanies them on any trips (in an unofficial capacity), the PCC should reimburse public funds any additional charges made as a result of the spouse/partner accompanying them for that visit. In the cases of official functions whereby the PCC's spouse/partner has been invited to accompany them (e.g. Civic event), no reimbursement would be necessary.

Subsistence rates (for evening meals and, where applicable, breakfast only) have been set as follows:

Breakfast	£10
Dinner	£30

No claims for lunch are permissible.

Exceptional Expenses

Should the PCC incur any expenses that do not fall within any other categories contained within this scheme (e.g. Carers Allowance) and they have been reasonably incurred in carrying out their role, these will be subject to the approval of the Chief Executive as to whether these are claimable or not.

Telephone Allowance

Should the PCC continue to use their personal mobile phone to carry out official business calls as opposed to being provided with a new mobile/Blackberry (which would be supported and paid for from within existing budget), the Chief Executive, under delegated decisions, and in conjunction with the Chief Finance Officer, have agreed to the payment of a monthly telephone allowance to the PCC of £25 commensurate with approximately a 1/3rd of the PCC's monthly call costs.

This will be reviewed in May 2016 (the next election) and subsequently every 4 years.

Administration of the Scheme

All claims must be supported by receipts (where applicable) and submitted on a monthly basis using the form attached at Appendix 1. The Office Manager will provide regular email reminders to the PCC when claims are due.

All claims will be subject to rigorous verification and auditing by the Chief Executive.

Under Paragraph 1(d) of the Schedule to the Elected Local Policing Bodies (Specified Information) Order 2011, the Police and Crime Commissioner is required to publish the allowances paid to them and to their Deputies in respect of expenses incurred by the Commissioner or Deputy in exercise of the Commissioner's functions. The Senior Support Services Officer will be responsible for the recording of such information as outlined within the Order and the subsequent publishing thereof.



**NORFOLK CONSTABULARY CLAIM FOR MILEAGE & EXPENSES
PLEASE SUBMIT CLAIMS ON A REGULAR BASIS (at Least 4 Weekly)**

Pay Number

--	--	--	--	--	--

NAME: (Please complete in block caps)	HOME ADDRESS: (Requirement of HMRC)
RANK / POST HELD:	
DISTRICT / DEPT:	
USUAL PLACE OF DUTY:	TYPE OF USER: ESSENTIAL / CASUAL / TRAINING (Please indicate your User type) Please use a separate form for each USER TYPE
VEHICLE REGISTRATION NUMBER:	VEHICLE MAKE, MODEL AND CC: (Must match as per Form V5) Please use a separate form for a different car

TO BE COMPLETED BY PERSON MAKING CLAIM FOR EXPENSES AND/OR MILEAGE

All claimants and authorising officers must ensure that they comply fully with the requirements set out within financial instructions. All mileage whether taxable, non taxable or locally agreed transport rate is to be claimed on this form. Taxable mileage is that claimed in respect of home to usual place of duty and return travel outside of normal working hours to carry out official duties.

TOTAL NUMBER OF MILES CLAIMED:	=	
NUMBER OF MILES RELATED TO JOURNEYS FROM/TO HOME (TAXABLE)	=	
DIFFERENCE:	=	

Where I am claiming reimbursement of mileage expenses for use of my private motor vehicle, I certify that I have a valid full driving licence, a valid MOT certificate (where appropriate), a valid vehicle excise licence and a valid certificate of insurance which covers me for business use. I also confirm that to the best of my knowledge, my vehicle is in roadworthy condition, and **I certify that all details contained within this form are correct.**

_____ Date _____
 Claimant Signature

Claims for the reimbursement of expenses are permitted provided they are:-

- | | |
|---|---|
| 1. Additional to what would otherwise have been incurred | 2. Necessary and Reasonable |
| 3. Supported by receipts unless purchased via a vending machine | 4. As a result of authorised activities |
| 5. All mileage claims are supported with a petrol receipt. | |

Officers and staff are required to provide their own meals whilst performing their rostered duty.

TO BE COMPLETED BY SUPERVISOR AND AUTHORISING OFFICER

In all circumstances, the claim form must be signed by an **AUTHORISED SIGNATORY**, or forms will be returned to claimant. Where an authorised signatory **is not able** to certify the details of the claim, the form must be signed by a **SECOND SIGNATORY** (supervisor). For audit purposes, where a form has not been signed by a second signatory, it is assumed that the authorising officer has also certified the details of the claim.

_____ Date _____
 Supervisors Signature Print Name

_____ Date _____
 Authorised Signatory Print Name

DATES e.g. 01/01/09	TIME From/ To	PLEASE INCLUDE: Location of journey start/finish /purpose of journey / place(s) visited or reason for expenses claimed.	Major Incident Code (if applies)	EXPENSES:		MILEAGE:		Other e.g. Medical Exps, Telephone, Out of Pocket etc.	Receipt Attachd
				Travel e.g. Rail Fares, Bus Fares, Car Parking Fees etc	Meals e.g. Breakfast, Lunch etc or if Subsistence	No. of Miles Claimed	£		
					£			£	Y/N
					£			£	Y/N
					£			£	Y/N
					£			£	Y/N
					£			£	Y/N
					£			£	Y/N
					£			£	Y/N
					£			£	Y/N
TOTALS					£			£	Y/N

FOR FINANCE USE ONLY – PLEASE DO NOT COMPLETE RECEIPTS MUST BE ATTACHED TO THIS FORM

EXPENSES CODING		MILEAGE CODING	
ELEMENT	AMOUNT	MILES	ACCOUNTANCY CODE

EXPENSES CODING		MILEAGE CODING	
ELEMENT	VAT AMOUNT	USER TYPE	ACCOUNTANCY CODE