



APPENDIX 3

<u>FEE AND EXPENSES STRUCTURE FOR LEGALLY QUALIFIED CHAIRS</u>
<p>FEES</p> <ul style="list-style-type: none"> • Full day ie sittings of more than 4 hours (excluding meal breaks) £366 • Half day ie sittings of 4 hours or less (excluding meal breaks) £181 <p>The “fees” rates may be claimed only for sitting on a misconduct panel, hearing or a misconduct pre-hearing.</p>
<p>PREPARATION AND REPORT WRITING FEES</p> <p>A fee may be claimed at the rate of £52.50 for each hour necessarily spent in preparatory work or report writing. This fee, may, however only be claimed where it is necessary for the work to be undertaken on a day other than the day on which the PCR proceeding takes place, (except that a fee may be claimed even in these circumstances if the PCR proceeding fee is paid at the half-day rate).</p> <p>The maximum preparation and report writing fees that may be claimed are £750 for each PCR proceeding.</p>
<p>TRAINING FEE</p> <p>A fee of £100 may be claimed for attending training as may be approved by the Eastern Region Police and Crime Commissioners.</p>
<p>TRAVELLING EXPENSES</p> <p>Chairs may be paid their travelling expenses between residence and place of duty. Any necessary travel to a panel sitting may be undertaken by standard class train travel. If claiming reimbursement of rail fares you must either provide a receipt or enter on the claim the rail ticket and date and place of issue.</p> <p>Travel by car may be claimed at Her Majesty’s Revenue and Customs (HMRC) approved rates as follows:</p> <ul style="list-style-type: none"> • Up to 10,000 miles irrespective of engine capacity 45 pence per mile. <p>Incidental travelling expenses eg bus/tube fares, may also be claimed. Taxi fares may be reimbursed only in the following circumstances: for journeys for which there is no other suitable method of public transport, or where heavy luggage has to be transported to or from the place of departure or arrival. A receipt for travel by taxi must be provided and full reasons must be given in writing and included or attached to the</p>

claim form. Full details of each step of the journey should be shown. Travelling allowances are designed to meet expenses incurred and are in no sense a form of remuneration. Please note that no liability can be accepted in the event of any accident, damage, injury or death.

There is no provision of payment of travelling time.

NIGHT SUBSISTENCE

A night subsistence allowance may be claimed if you are absent from your normal place of residence for a period of 24 hours or more and necessarily incur expenditure on accommodation, meals and incidental travel (see above) which is additional to what would have been incurred at home. This allowance is therefore intended to cover the hotels costs plus all meals and incidental expenses for a period of 24 hours from the time of departure from home.

The rate payable is **£96**.

This rate has been made up as follows:

- Actual receipted bed and breakfast expenditure up to a limit of **£70**.
- **Plus** a flat rate allowance of **£26**. This allowance is intended to cover dinner, lunch and local travel (for example between your hotel and the place of the PCR proceeding) and also to cover miscellaneous personal expenses. **No additional amount is payable.**

Chairs who stay free of charge with friends or relatives may claim the flat rate allowance of **£26** to cover dinner, lunch and local travel.

All claims must be vouched by a receipt for the cost of bed and breakfast which should be attached to your claim form. If they are not, only the flat rate allowance of **£26** will be payable.

DAY SUBSISTENCE

Where an overnight stay is not necessary, an allowance may be claimed for the necessary costs spent on meals (day subsistence). The allowance is based on the period during which the member is absent from home. The rates are:

- Absence of more than 5 hours and less than 10 hours **£4.25**
- Absence of more than 10 hours **£9.30**

This is a flat rate allowance that may be claimed whether the cost of meals was more, or less, than the actual amount of expenditure. It is not necessary for receipts to be provided. The allowance should not, of course, be claimed if a meal is provided free of charge.

Day subsistence allowances will not be paid concurrently with night subsistence allowances. However, a Chair who necessarily stays overnight for the purposes of a PCR proceeding may attract a day subsistence allowance when he is absent from home for more than 5 hours or more than 10 hours after a complete period of 24 hours attracting night subsistence allowance has expired.

The sole purpose of subsistence allowances is the reimbursement of extra expenditure necessarily incurred and they are in no sense a payment of services.

MISCELLANEOUS EXPENSES

The cost of telephoned calls etc necessarily incurred eg arranging accommodation may be claimed.

VAT

VAT may be claimed by those members registered for the purposes of VAT. In these cases the VAT registration should be shown.

COMPLETION OF CLAIM FORMS

Blank claim forms are available from the Professional Standards Office of the Constabulary arranging the PCR proceedings. Completed claims should be returned to that office.

It would be helpful if Chairs could clearly separate on the claim forms the actual times spent on travel and on a sitting.

If you have any queries about these expenses, please contact the Office of the Police and Crime Commissioner for Cambridgeshire, tel: 0300 333 3456.