



APPENDIX 3

FEE AND EXPENSES STRUCTURE FOR LEGALLY QUALIFIED CHAIRS

FEES

- Full day **£511.56**
- Half day **£255.50**

The fees and allowances are determined by the Police and Crime Commissioners with guidance from the Home Office. The appointment is non-salaried and is not pensionable. The Chair receives a fee for each day sat. Sittings of less than 4 hours accrue a half-day fee. Sittings of over 4 hours (excluding meal breaks) accrue a day fee.

A day fee may be claimed where the sitting is less than 4 hours, but the total sitting and travel time is over 7 hours.

Long sitting fee:

Where a hearing runs late, but not into a further day, then a long sitting allowance may be claimed. The long sitting allowance may be claimed where the length of a sitting exceeds 7 hours (excluding meal breaks). The allowance payable is 1/6 of the normal daily rate for each hour, or part thereof, in excess of 7 hours.

Cancellations:

If a hearing is cancelled more than 2 weeks before the scheduled date, no payment of fees will be made, apart from for preparatory work already undertaken.

If a hearing is cancelled between 7 and 14 days prior to the scheduled hearing date a half day's fee will be paid for each of the scheduled days up to a total of five half days fees.

If a hearing is cancelled less than 7 days before the scheduled date daily fees will be paid for each scheduled day up to 5 days.

PREPARATION AND REPORT WRITING FEES

A fee may be claimed at the rate of £85 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 misconduct hearing takes place, (except that a fee may be claimed even in these circumstances if the sitting fee is paid at the half-day rate).

The maximum preparation and report writing fees that may be claimed are £1,050 for each hearing.

TRAINING FEE

A fee of £255.50 may be claimed for attending training as may be approved by the Eastern Region Police and Crime Commissioners.

TRAVELLING EXPENSES

Chairs will be paid their travelling expenses between residence and place of duty. Any necessary travel to a sitting may be undertaken by standard class train travel. If claiming reimbursement of rail fares a receipt or the rail ticket must be provided with the claim.

Travel by car may be claimed at HMRC approved rate which is currently 45 pence per mile for the first 10,000 miles and 25 pence per mile after.

Incidental travelling expenses e.g. car parking, bus or 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 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.

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 up to £100 per night where supported by receipts for accommodation plus a flat rate allowance which need not be evidenced of £26 per night to cover incidental costs such as meals, travel to the hearing location and parking.

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 LQC 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 which 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.

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.

Where these rates cause particular difficulty in a case, for example because of short notice listing or move of location, contact the relevant OPCC to see if alternative arrangements can be approved.

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.

MISCELLANEOUS EXPENSES

The cost of postage necessarily incurred in conducting the business of the hearing will be reimbursed on provision of receipts. Recorded delivery should be used to safeguard confidentiality.

COMPLETION OF CLAIM FORMS

Blank claim forms are available from the Professional Standards Office of the Constabulary arranging the misconduct hearing. 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 Darren Horsman, Strategic Head of Policy and Public Engagement for Essex PFCC by telephoning 07967 821067 or emailing pfcc@essex.police.uk