Police Crime and Victims' Commissioner

Allowances Scheme

Background

Paragraph 3 of Schedule 1 to the Police Reform and Social Responsibility Act 2011 ('the 2011 Act') provides that a 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 the commissioner's functions, which are of the kinds and amounts determined by the Secretary of State for the Home Office.

Based upon the determination made by the Secretary of State for the Home Office Durham Police and Crime Commissioner has agreed the following scheme:

Definition of Authorised allowances

The Commissioner accepts that the purpose of authorised allowances is to reimburse expenses incurred by him in carrying out his duties, they are not to provide a general gratuity for undertaking the role.

In addition to the allowances the Commissioner is paid a salary determined by the Secretary of State on the advice of the senior salaries review board. In then case of Durham this amounts to £70,000 per annum.

The allowances determined by the Secretary of State for the purposes of paragraph 3 of Schedule 1 to the 2011 Act are allowances in respect of:

- travel expenses
- subsistence expenses
- exceptional expenses

which are reasonably incurred by the PCC in the exercise of his functions

The amounts of such allowances are set out in the table overleaf.

Type of expense	Key restriction	Rates
Train	In course of business	Reimbursed up to standard class rates
Mileage allowances	Only if necessary	As per HMRC rates detailed below

	First 10,000 miles in any tax year	Above 10,000
Cars and vans	45p	25p
Motorcycles	24p	24p
Cycles	20p	20p

Type of expense	Key restriction	Rates
Taxis	Only where public transport not available	Cost of taxi fare
Foreign travel	Prior authority from chief executive and for business purposes	Economy class for flights
Hotel accommodation	Business purposes and agreed in advance Value for money and best use of public funds - lower priced suitable accommodation	No explicit limitation on star standard of hotel accommodation
Subsistence (UK and foreign)	Only paid for evening meals and, where applicable, breakfast (not lunch)	Breakfast £10 Dinner £30
Exceptional expenses not falling within any of the other types	Reasonable incurred in carrying out business of the Commissioner	As approved by the chief executive

Chief Executive approval

The commissioner's chief executive will put in place arrangements to monitor all of the commissioner's claims for expenses for verification and auditing purposes.

Any claims for exceptional expenses incurred by the commissioner in the exercise of the commissioner's functions will require the approval of the commissioner's chief executive. In considering whether to grant this approval the chief executive shall take into account the following factors:

a.   whether there are exceptional circumstances warranting additional support
b.   whether the Commissioner could reasonably have been expected to take any action to avoid the circumstances which gave rise to the expenditure or liability
c.   whether the Commissioner's performance of their Commissioner functions will be significantly impaired by a refusal of the claim

Publication of Allowances

Under paragraph 1(d) of the Schedule to the Elected Local Policing Bodies (Specified Information) Order 2011, the PCC is required to publish the allowances paid to him in respect of expenses incurred by him in the exercise of the his functions.

The information to be published should be a breakdown of their expenses including:

- their name, force area, financial year, month, date, claim reference numbers, expense type (e.g. travel, accommodation), short description, details, amount claimed, amount reimbursed, amount not reimbursed, and the reason why a claim was not reimbursed

- for travel and subsistence claims: date, place of origin, place of destination, category of journey, class of travel, mileage, length of hotel stay, category of hotel stay