

## MEMBERS' ALLOWANCES SCHEME

### 1. Introduction

- 1.1 The Cambridgeshire Police Authority's Members' Allowances Scheme was agreed by the Police Authority after consideration of an independent national assessment of the payment of allowances to Police Authorities, undertaken in 2004 by an independent panel commissioned by the Association of Police Authorities (APA). The new allowance scheme moves away from one related to payments on an hourly rate based on attendance at meetings, to one of basic lump sum allowances linked to a role profile for each Member which is annually monitored and appraised. The aim of the new scheme is to attract and encourage a high calibre of Members from all backgrounds to join the Authority.
- 1.2 The Criminal Justice and Police Act 2001 stated that from 1 December 2001 the previous statutory member allowances scheme could be scrapped and that all Police Authorities must decide their own allowances scheme to be in effect by 1 April 2002. Therefore, the new Scheme as agreed by the Cambridgeshire Police Authority, is as follows:
- 1.3 In July 2005, the Way Forward Panel commissioned an Independent Review of Allowances. The recommendations from the Review were discussed and agreed at the Finance and Resources Committee on 10<sup>th</sup> November 2005.
- 1.4 The Police Authority's Scheme provides for payment of: -
- a *Basic Allowance* (BA)
  - a *Special Responsibility Allowance* (SRA) for Members undertaking 'special duties' as defined by the Authority
- 1.5 The deregulation of Members' travel and expenses payments came into effect from 1 October 2002. The Cambridgeshire Police Authority considered the second report of the Independent Panel, which recommended a suggested National Framework and agreed to adopt the Travel and Subsistence Expenses Scheme (to be up-rated annually in line with inflation) as set out at Appendix B.
- 1.6 At a meeting on 16 April 2007 the Police Authority agreed the following changes to the scheme:
- a) The removal of the Category C Chairmanship allowance for the Ethical Standards Committee and its replacement with the daily or half daily ad hoc rate, as appropriate.
  - b) The change of Category for the Chair of the Human Resources and Training Panel from Category C to Category B.
  - c) Notes of guidance relating to the use of ad hoc allowances and the responsibilities of a 'basic member' as set below.

These decisions are reflected below.

## **2. General Points**

2.1 The term “Member” in these notes means a Police Authority Member by virtue of being:

- a Magistrate appointed to the Authority, or
- a Councillor appointed to the Authority; or
- an Independent Member appointed to the Authority.

Details of job profiles for the various roles of the Authority are attached at Appendix C.

2.2 Any Member may choose not to accept part or all of an allowance to which he/she is entitled under this scheme. Such a decision should be notified by the Member to the Chief Executive of the Authority in writing.

2.3 All enquiries relating to Members’ allowances should be made to the Office Manager on 01480 425997.

2.4 All claims and enquiries should be forwarded to:

Cambridgeshire Police Authority  
Hinchingsbrooke Park  
Huntingdon  
Cambridgeshire  
PE29 6NP

## **3. Basic Allowance (BA)**

3.1 BA is: -

- payable to all Members other than those in receipt of a stand alone Special Responsibility Allowance,
- currently a sum of £8,124 per annum (to increase in line with police support staff pay awards), will be payable in equal monthly instalments. It is paid automatically, therefore, Members do not need to claim it.

### **3.2 Definition of BA**

The BA recompenses Members for time devoted to their work on Authority business and is intended to cover: -

- a) Attendance at, and full participation in, each full meeting of the Authority and each Authority Seminar,
- b) Membership of, and full participation in, at least a) TWO Committees and ONE Panel, or b) TWO Panels and ONE Committee, or c) THREE Panels of the Authority. (For this purpose Scrutiny and Audit Committee and the Performance Panel and Professional Standards Committee and the Custody Visitors’ Panel each count as ONE allocation);
- c) Liaison with at least ONE Sector and regular attendance at, at least, TWO Neighbourhood Policing Meetings each year;

- d) Acting as a Lead Member in any particular area when specifically required by the Authority;
- e) Communicating personal engagement in Authority business by a) preparing a succinct written report highlighting key issues for submission within 10 days of the event or meeting attended to the Media and Communications Officer. The Officer will collate such reports for publication for the information of all members in the next available Newsletter, or b) providing regular reports on the activity to the relevant Committee or Panel as defined;
- f) Attendance by specific request of the Authority at conferences, training events and Constabulary Boards (including travelling time to and from such meetings);
- g) Reading and general preparatory work;
- h) Responding promptly to correspondence and e-mails;
- i) Any other duties at the request of or approved by the Authority.

3.3 Where the Member's term of office begins or ends at any time other than the start or end of the financial year, they will be entitled to the appropriate proportion of the annual allowance.

3.4 Stationery, commensurate with Members' duties, will be provided upon request.

#### **4. Special Responsibility Allowance (SRA)**

4.1 A Special Responsibility Allowance will be paid to Members who have clearly defined special responsibilities allocated on the basis of degree of responsibility and upon a perceived call on Members' time, as agreed by the Authority:-

<b>Chairman</b>	£19,497#
<b>Vice Chairman</b>	£14,624#
<b>Chairmen of Committees/Panels</b> (see Appendix A)	£9,749-£12,729#

# - denotes stand alone allowance.

<b>Ad-hoc roles</b> (see Appendix A)	£150 per day/£75 per half day**
<b>Police Appeal Tribunals (PATs)</b> (daily rate)	£187 (93.50 half day)
<b>Carer's/Dependents "allowance"</b>	No hourly/daily maximum prescribed

4.2 \*\*A "half-day" is defined as no less than 2 hours and no more than 4 hours and a "day" is defined as 4 or more hours (both including travelling time).

4.3 To cater for changes in circumstance that occur during the year and to ensure that no individual cases of exceptional hardship are experienced, the Chief Executive, Treasurer and Chairman (where not personally affected) can approve changes in SRAs for individual Members as considered appropriate. Any such changes must be reported to the first available Finance and Resources Committee/Authority meeting.

## **5. Carer's/Dependent's Allowance**

5.1 Reasonable, receipted expenditure incurred by Members (a) in providing child care arrangements and (b) on professional care for elderly, sick or dependent relatives to facilitate their attendance at approved duties of the Authority is provided at the discretion of the Chief Executive.

## **6. Travelling/Subsistence Expenses (See Appendix B)**

- This allowance can be claimed when carrying out duties on behalf of the Authority.
- Receipts should be submitted to support expenditure claims as this will enable the Authority to reclaim the appropriate element of VAT.
- A sum of £250 per annum shall be paid in equal instalments in respect of computer consumables, to those members who are not provided such support from a nominating authority.

## **7. Claims**

### **7.1 How to claim**

- BA and SRA are paid *automatically* after completion of initial details.
- Travel and Subsistence Allowances must be *claimed* on the Members E-claim Form.
- E-claims *must be submitted monthly* - late claims may result in late payment. Approval of the Chief Executive/Treasurer (in consultation with the Authority) is required where claims are older than 3 months.
- Allowances must not be claimed where the Member is entitled to receive payment from another body.

### **7.2 Payment of claims**

- Payments are made through Cambridgeshire Constabulary's computerised payroll system to assist the deduction of income tax and national insurance.
- 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.

### **7.3 Partial Year Entitlement**

A Member who begins or ends a term of office or an SRA post during the course of the financial year is entitled to an appropriate proportion of the BA or SRA for that year.

#### 7.4 **Tax and National Insurance**

- BA and SRAs are taxable and are subject to national insurance.
- Members can request a PAYE code from the inland revenue for the taxing of payments. If no other tax code is supplied Members will be taxed at the current basic rate.
- For further information please contact the Office Manager.

#### 7.5 **Unemployment benefit and Statutory Sick Pay**

- Members who are unemployed do not lose entitlements to unemployment benefit as a result of receiving BA or SRA, even though these allowances on average may exceed the daily earnings rule.
- Members are regarded under the Social Security and Housing Benefits Act 1982 as “employees” entitled to receive sick pay for the first 28 weeks of sickness a year.
- If Members wish to pursue claims for sickness benefit, the period of sickness should be in excess of 3 consecutive days, and the Treasurer must be given prompt notification of sickness.

#### 7.6 **Financial Restrictions**

The Authority regularly reviews expenditure on Member’s Allowances to ensure the budget is not overspent. In order to assist with the maintenance of the budget, Members are requested to submit claims monthly, no matter how small.

## COMMITTEE/PANEL CHAIRMEN CATEGORIES

<b>Category A</b>	<b>£12,729#</b>
<b>Category B</b>	<b>£11,104#</b>
<b>Category C</b>	<b>£9,749#</b>

# - Stand alone allowance

### **Category A**

Finance and Resources Committee  
Scrutiny and Audit Committee  
Professional Standards Committee

### **Category B**

Citizen Focus Panel  
HR & Training Panel

### **Category C**

Capital Panel  
Custody Visitors Panel

### **Ad-Hoc Roles**

Attendance by Lay Independent Members at meetings of the Ethical Standards Committee. To include an additional allowance of twice the daily/half daily rate to recognise any necessary preparatory/additional work undertaken by the Lay Chairman.

Selectors appointed by the Home Office to the Independent Member Selection Panel.

Selected Members of the Appointments Standing Group chosen to form specific Appointment Panels and payable when such Panels actually sit.

Selected Members of the Appeals Standing Group sitting on Police Appeal Tribunals. (Note: this role attracts the Home Office determined allowance shown at paragraph 4.1)

Attendance at:

- APA Policy and Network Group meetings
- Crime and Disorder Partnership (CDRP) and Community Safety Partnership (CSP) meetings.
- Other external meetings when attendance representing the Police Authority has been specifically authorised by the Chief Executive and the Chairman.

Any other role expressly agreed by the Cambridgeshire Police Authority or Finance and Resources Committee as being appropriate to such an allowance, or agreed by the Chairman, Chief Executive and Treasurer to the Police Authority, subject to reporting to the Finance and Resources Committee.

## TRAVEL AND SUBSISTENCE EXPENSES SCHEME

### Hotel Accommodation

Hotel accommodation to be booked by/through the Authority and either

- \* **paid directly** by the authority; or
- \* **Members reimbursed** for actual receipted expenditure.

### Subsistence Rates

<b>Day</b>	(up to 12 hours)	<b>£10</b>
<b>Day</b>	(over 12 hours/less than 24 hours)	<b>£20</b>
<b>Overnight</b>	(24hours)	<b>£30</b>

Up-rated annually in line with inflation.

**Meals on trains**      Actual receipted expenditure

### Travel

**Rail**                      First Class, unless otherwise stated (to include an underground pass)

**Taxi**                        Actual receipted expenditure

**Motor Vehicles**      Inland Revenue Approved Rates

Currently for all car sizes

\* Up to 10,000 miles      **40 pence** a mile

\* Over 10,000 miles      **25 pence** a mile

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

## JOB PROFILES

### Police Authority Member

#### Role

- To ensure that there is an effective and efficient Police Force for the area.
- To ensure that local communities receive best value in local policing services.
- To oversee the strategic direction for the Force and exercise effective oversight of Force performance.
- To represent the interests of all those who live in, work in, or visit the Police Authority area and to ensure that the views of local people are reflected in the nature and style of local policing.
- To ensure that policing services are provided fairly and in a way which does not discriminate against any group or individual.
- To participate constructively in the good governance of both the Authority and the Force.

#### Responsibilities

1. To carry out collectively all statutory and locally determined requirements of a Police Authority Member, including participation in the formulation of policy, decision-making and other activities of the full Authority (such as determining the budget and precept, determining local policing priorities, agreeing the annual policing/best value plan and other strategies). A list of Police Authority statutory responsibilities is at Appendix A.
2. To participate effectively as a member of any committee, panel, taskgroup or other authority forum to which the Member is appointed,
3. To participate in best value reviews, as nominated by the Authority.
4. To comply with all relevant codes of conduct and maintain the highest standards of conduct and ethics.
5. To maintain an up-to-date knowledge and awareness of national and local policing issues.
6. To maintain a good working knowledge of Force policies and practices and to establish good working relationships with officers of both the Authority and the Force.
7. To rigorously scrutinise, challenge and monitor all aspects of Force performance.
8. To participate fully in local consultative arrangements and actively engage in communication and dialogue with local people about local policing services.
9. To represent the views of the Police Authority within local communities and the views of local communities to the Authority.

10. To participate actively in any outside body or forum on which the Member is appointed to represent the Authority.
11. To be involved in the appointment, discipline or dismissal of senior officers, as appropriate.
12. To monitor the way in which complaints are dealt with by the Force and deal with complaints against Chief Officers.
13. To promote equality of opportunity and work to eliminate unlawful discrimination both internally within the Authority and Force and in the provision of policing services.
14. To attend local, regional and national conferences/seminars/briefings, if nominated by the Authority.
15. To answer questions at Council meetings, if nominated to do so by the Authority.
16. To ensure that an effective Independent Custody Visiting Scheme is maintained.
17. To participate in inspections and audits of the Force and the Authority.

### **Chairman Of Major Committees Or Panels/Lead Member**

#### **Role**

- To fulfil the basic responsibilities of a Police Authority Member and to chair a major committee, panel or similar of the Authority or act as a lead member for a particular portfolio.

#### **Additional Responsibilities**

1. To lead the work of a major committee of the Authority.
2. To act as the Authority's lead member and spokesperson on the areas within the committee's remit.
3. To develop and maintain up-to-date knowledge and specialist expertise in the area for which responsible.
4. To liaise closely with Authority and Force staff in developing and managing the work of the committee.
5. To contribute to national policy development, national events or APA networks or initiatives on the areas for which responsible.

## **Vice-Chairman**

### **Role**

- To fulfil the basic responsibilities of a Police Authority Member and to hold the office of Vice Chairman of the Authority.

### **Additional Responsibilities**

1. To deputise for the Chairman when necessary.
2. To liaise closely with the Chairman and assist him/her in overseeing conduct of the Authority's business as described in the Chairman's job profile.
3. To represent the Authority on the APA, if nominated to do so.

## **Chairman Of The Authority**

### **Role**

- To fulfil the basic responsibilities of a Police Authority Member and hold the office of Chairman of the Authority.

### **Additional Responsibilities**

1. To provide leadership, ensuring that the Authority works as a coherent and corporate body.
2. To preside at Authority meetings, applying standing orders and ensure that Members have a fair opportunity to participate in debates.
3. To represent the Authority to the press and outside organisations.
4. To oversee co-ordination of Police Authority business at Member level and develop, review and monitor implementation of the policies and strategies of the Police Authority.
5. To liaise with the Chief Executive, Treasurer and Chief Constable to facilitate Authority business.
6. To hold regular strategic meetings with the Chief Constable.
7. To undertake performance review of the Members of the Chief Officer Team.
8. To appoint the Police Authority's officers and staff and ensure that arrangements are in place for effective management of officers and staff.
9. To ensure that Authority Members receive the support and training they need to carry out their functions effectively.
10. To represent the Authority on the Association of Police Authorities.
11. To attend regional networks and national tripartite gatherings, as required.