

# Northamptonshire Police, Fire & Crime Panel

## Members Expenses Scheme

### 1. General

- 1.1 Members of the Northamptonshire Police, Fire & Crime Panel (“the Panel”) are able to claim expenses for activities arising from Panel membership within financial resources provided by the Home Office for this purpose.
- 1.2 Expenses will be reimbursed according to the following scheme, which will be administered by West Northamptonshire Council as the host authority for the Panel.

### 2. Travel expenses

- 2.1 Travel by private vehicles will be reimbursed at the rates set for tax allowance purposes by the Inland Revenue for business travel. Currently these are 45p per mile for the first 10,000 miles and 25p a mile thereafter and an additional 5p per mile where a passenger (another Panel member) is carried.
- 2.2 Parking fees and public transport fares will be reimbursed at cost on production of a valid ticket or receipt. In the case of travel by rail, standard class fare or actual fare paid (if less) will be reimbursed.
- 2.3 Taxi fares will only be reimbursed on production of a valid receipt and if use of public transport or the Panel member’s own car is impractical.
- 2.4 Travel expenses will be reimbursed for any journey undertaken where the Panel member was undertaking the duties set out in section 5 below. Travel expenses will only be reimbursed if claimed within four months.

### 3. Subsistence expenses

- 3.1 Subsistence expenses will be paid on production of receipts up to the following maximum rates:

|                                    |       |
|------------------------------------|-------|
| Breakfast (before 11.00am)         | £5.00 |
| Lunch (12 noon to 2.00pm)          | £7.00 |
| Tea (3.00pm to 6.00pm)             | £3.00 |
| Evening meal (ending after 7.00pm) | £9.00 |

- 3.2 Subsistence expenses will only be reimbursed if incurred where the Panel member was undertaking duties set out in section 5 below.
- 3.3 Overnight hotel accommodation must be booked through the host authority, which will ensure that accommodation is booked at the appropriate market rate. Higher rates of accommodation will only be booked where it is clearly in the Panel's interest and formal approval has been given in advance by the Monitoring Officer at the host authority. Any other reasonable and unavoidable costs related to overnight stays will be reimbursed on production of a receipt.

#### **4. Dependents' carers' expenses**

- 4.1 Panel members with care responsibilities in respect of dependent children under 16 or dependent adults certified by a doctor or social worker as needing attendance will be reimbursed, on production of valid receipts, for actual payments to a registered or professional carer. Where care was not provided by a registered or professional carer but was provided by an individual not formally resident at the Panel member's home, a maximum hourly rate of £5.50 will be payable.
- 4.2 Dependents' carers' expenses will only be reimbursed if incurred where the Panel member was undertaking duties set out in section 5 below. Claim forms must be signed by the claimant and the carer.

#### **5. Qualifying Duties**

- 5.1 Panel members may claim for travel, subsistence and dependents' carers' expenses incurred when undertaking duties matching the following descriptions:
- a) Attendance at meetings of the Panel and at meetings of any sub committees or task-and-finish groups formed by the Panel to which the Panel member is appointed.
  - b) Attendance at briefings, training and development sessions, or other pre-arranged meetings relating to the business of the Panel.
  - c) Attendance at meetings of bodies of which the Panel member is not a member, but to which the Panel member has received a specific individual invitation from the Chair (or nearest equivalent) of that body.
  - d) Attendance at events and/or meetings where the Panel member is acting on behalf of the Panel, as agreed by the Panel.
- 5.2 Substitute Panel members may claim under paragraphs 5.1 (b) - (d) above. They may claim under paragraph 5.1 (a) when they are attending a meeting as a substitute for another Panel member.