

**GUIDANCE FOR INDEPENDENT MEMBERS OF POLICE MISCONDUCT  
PANELS AND POLICE APPEALS TRIBUNALS ON THE CLAIMING OF FEES  
AND EXPENSES**

**SITTINGS FEES**

1. Fees may be claimed at the following rates:

Full day, i.e. sitting of more than 4 hours (excluding meal breaks)   **£211.50**  
Half day, i.e. sitting of 4 hours or less (excluding meal breaks)   **£104.50**

The “fees” rates may be claimed for all meetings of the panel.

It is recognised that a sitting of less than 4 hours plus travel **on the same day**, may cause a member to give up a whole day for a half-day session. Members may claim for a full day’s sitting where the sitting is less than 4 hours (excluding meal breaks) and where travel on the same day as the sitting together total over 7 hours.

It is also recognised that there may be occasions when panel members suffer financial loss, for example, because of cancelled sittings. In such circumstances, where it can be demonstrated that significant financial loss has been caused, members may claim fees which will be payable at the discretion of the Police and Crime Commissioner’s Chief Executive.

**LONG SITTINGS**

2. Where the length of a panel sitting exceeds 7 hours (excluding meal breaks) a claim may be made for a long sitting. The allowance payable is 1/14 of the normal daily rate for each hour, or part thereof, in excess of 7 hours.

**PREPARATION FEES**

3. A fee may be claimed at the rate of **£15** for each hour necessarily spent in preparatory work in advance of a hearing (e.g. reading relevant papers, reports and background information). This fee may, however, only be claimed where it is necessary for the work to be undertaken on a day other than the day(s) on which the hearing takes place, except that the fee may be claimed even in these circumstances if the sittings fee is paid at the half-day rate.

## TRAINING

4. A fee of £100 may be claimed for attending the initial one-day training course and familiarisation session for new members (i.e. one fee to cover both sessions).

## TRAVELLING EXPENSES

5. Members 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.

Travel by car may be claimed at Her Majesty's Revenue and Customs (HMRC) approved rates as follows:

Up to 10,000 miles irrespective of engine capacity      **45 pence per mile**

Incidental travelling expenses e.g. 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 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 for payment of travelling time to members.

## NIGHT SUBSISTENCE

6. A night subsistence allowance may be claimed if you are absent from your normal place of resident 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 hotel costs plus all meals and incidental expenses for a period of 24 hours from the time of departure from home.

The rate payable is **£96.00**.

This rate has been made up as follows:-

- Actual receipted bed and breakfast expenditure up to a limit of **£70.00**.
- **Plus** a flat rate allowance of **£26.00**. This allowance is intended to cover dinner, lunch and local travel (for example between your hotel and the place of the hearing) and also to cover miscellaneous personal expenses. **No additional amount is payable.**

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

The Office of the Police and Crime Commissioner is able to book overnight accommodation for Members from a list of approved suppliers. Where a Member elects through choice not to stay in accommodation arranged through the Office of the Police and Crime Commissioner, room cancellation charges cannot be claimed therefore only flexible refundable room rates should be booked in the event the room is not required.

**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

7. 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 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 member who necessarily stays overnight for the purposes of a hearing 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

8. The cost of telephone calls, postage etc. necessarily incurred e.g. arranging accommodation may be claimed.

#### VAT

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

#### COMPLETION OF CLAIM FORMS

10. Blank claim forms are available from the Office of the Police and Crime Commissioner. All claims must be supported by receipts.
11. It would be helpful if members 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 - Tel No: 01924 294000.