

Police and Crime Commissioner for Gwent Decision	
PCCG-2013-110	Police and Crime Commissioner for Gwent Decision Session
Subject	Chief Constable Relocation Policy
Summary	To record the decision of the Police and Crime Commissioner regarding the approval of the Chief Constable Relocation Policy

DECISION

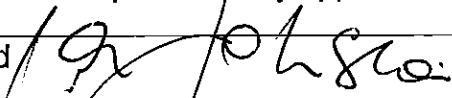
1. To facilitate the recruitment of high quality Officers to the rank of Chief Constable, a relocation package is available to the successful candidate who relocates their home to Gwent upon appointment.
2. In drawing up the package, the Police and Crime Commissioner for Gwent has given careful consideration to the current PNB salary framework, its banding and internal differentials, the recruitment packages offered by a range of other Commissioners and the salary ranges of other senior posts in the Public Sector.
3. Eligibility for the relocation package will be agreed at the interview stage and confirmed in the letter of appointment.
4. The Commissioner reserves the right to amend the provisions of this agreement at any time following consultation with the Chief Constable.

Ian Johnston QPM, Police and Crime Commissioner for Gwent

I confirm I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with my code of conduct. Any such interests are recorded below.

The above request has my approval.

Signed



Date

18.9.13

Contact Officer	
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Position	Chief Finance Officer

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Background papers	Gwent Police Authority Chief Officer Relocation Policy PNB Salary Framework Various Other Chief Constable Recruitment Packages and other Senior Public Sector Salary Ranges

Police and Crime Commissioner for Gwent

Chief Constable Relocation Package

1. Introduction

- 1.1. To facilitate the recruitment of high quality Officers to the rank of Chief Constable, a relocation package is available to the successful candidate who relocates their home to Gwent upon appointment.
- 1.2. Eligibility for the relocation package will be agreed at the interview stage and confirmed in the letter of appointment.
- 1.3. In drawing up the package, the Police and Crime Commissioner for Gwent (The Commissioner) has given careful consideration to the current PNB salary framework, its banding and internal differentials, the recruitment packages offered by a range of other Commissioners and the salary ranges of other senior posts in the Public Sector.
- 1.4. The Commissioner reserves the right to amend the provisions of this agreement at any time following consultation with the Chief Constable.

2. Allowable Relocation Expenditure

- 2.1. Where the Chief Constable relocates their home (based on the assumption that the Chief Constable was the owner of the former home) the following is payable under Police Regulations:
 - a) The reasonably incurred cost of removal including removal fees and storage costs, against estimates agreed beforehand. Three quotations must normally be obtained and reimbursement will be made on the basis of the lowest quote;
 - b) Solicitors fees and Estate Agent's fees reasonably incurred in disposing of the former home, against estimates agreed beforehand;
 - c) Up to three Family visits to view prospective houses at the prevailing HMRC rate; and
 - d) Solicitors fees, Estate Agents fees and Stamp Duty reasonably incurred in acquiring a new property, against estimates agreed beforehand.
- 2.2. Where the Chief Constable is either the owner and/or the legal tenant of two properties simultaneously the following are also payable under the Police Regulations:
 - a) Mortgage interest or rent payable in respect of the former home for the first 26 weeks following the move, which may be extended at the discretion of the Commissioner provided they are satisfied that all reasonable steps to dispose of the property are being made; and

- b) Where two properties are occupied at the same time by the Chief Constable and their spouse, any difference in Council Tax liability compared with the liability that existed on the former property for the first 26 weeks following the move. This may be extended at the discretion of the Commissioner provided they are satisfied that all reasonable steps to dispose of the property are being made.
- 2.3. Reimbursement of incidental expenses in respect of the move is allowable under Police Regulations "if the member can satisfy the Commissioner of the necessity of the expenditure". Examples include alteration and/or replacement of curtains, carpets, blinds and related fittings; relaying of floor covering; cleaning of carpets; plumbing in of washing machines; fitting of gas/electric cooker; fitting of fridge/freezer; fitting of television aerial; interior redecoration – materials and labour.
- 2.4. Following the introduction of Winsor (Part 1) recommendations, the Commissioner will reimburse tax liabilities incurred by the Chief Constable as a consequence of payments made in accordance with Police Regulations.
- 2.5. The entitlements above are to ensure that an appointed Chief Constable has local accommodation to undertake their role. Therefore, they will not apply if the Chief Constable already has permanent accommodation within the Force area; has already benefitted from the relocation package operated by the Commissioner/Police Authority; or already has permanent accommodation outside of Gwent, but in the opinion of the Commissioner, sufficiently local to fully exercise the functions of Chief Constable.

3. Expenditure Limits

- 3.1. Full reimbursement of the reasonable costs associated with the sale of the former home will be made by the Commissioner. Paragraphs 2.1 a), b), c) and 2.2 refer.
- 3.2. Additional costs associated with the purchase of a new property in Gwent are also reimbursed. However, in the case of Solicitors fees, Estate Agents fees and Stamp Duty (paragraph 2.1 d)) the payment made will be subject to a maximum ceiling of an amount equivalent to the stamp duty payable on the actual sale price of the former home, plus an additional 10%, or £20,000. Whichever is the lower. In the event that the Chief Constable has no such property, then the figure will be determined by the Commissioner, with the maximum amount payable being £15,000.
- 3.3. Incidental expenses in respect of the move (paragraph 2.3 refers) will be limited to £2,000.

4. Taxation liability

- 4.1. A personal tax liability will be incurred on amounts received above current HMRC limits of £8,000. Payments of any tax due will be the responsibility of the Chief Constable.

- 4.2. The £8,000 HMRC exemption applies until the end of the tax year following the tax year in which the Chief Constable is recruited.

5. Submission, Authorisation and Scrutiny of Financial Records

- 5.1. The Chief Constable must follow procurement procedures and obtain three quotations for removal fees, storage costs etc., unless prior approval has been obtained from the Commissioner.
- 5.2. The Chief Constable is required to provide details of expenditure in advance of expenditure being incurred. The list of incidental expenses will be scrutinised by the Commissioner and Chief Finance Officer (PCC). All payments made under this scheme will be listed on either the Commissioner's or Force's website (as appropriate) in accordance with the Elected Local Policing Bodies (Specified Information) Order 2011 (as amended).
- 5.3. Invoices in relation to valid relocation expenses should be paid by the Chief Constable. Expense claim forms with copies of the paid VAT invoices should be forwarded to the Chief Finance Officer (PCC) for authorisation. The claim will then be passed for payment and every effort will be made to reimburse the Chief Constable within 10 working days of the expense claim being submitted. Reimbursement will be processed through the Payroll System to ensure the correct treatment for the reimbursement of taxation liability is undertaken.
- 5.4. VAT receipts should be provided for all expenditure incurred. VAT will be recovered where appropriate by the Commissioner or Force (as appropriate).
- 5.5. Relocation expenses will be reported in the annual Statement of Accounts as required by the Accounts and Audit (Wales) (Amendment) Regulations 2010. Details of relocation expenditure will be provided to members of the public via Freedom of Information requests and/or public scrutiny of the Statement of Accounts.

6. Discretionary expenditure

- 6.1. Rental of a property - The Commissioner will rent a property of a reasonable standard for the Chief Constable for up to 39 weeks to facilitate them finding a new home. In exceptional circumstances, this can be extended at the discretion of the Commissioner. To avoid the question of double funding, the Chief Constable will continue to remain liable for Council Tax, rent or mortgage payments on his/her home for that period. The position will be reviewed at the end of 26 weeks.

7. Timescale for claiming relocation expenses

- 7.1. The Chief Constable will be expected to reclaim all relocation expenses within 12 months from their date of commencement, other than in exceptional circumstances where prior approval must be granted by the Commissioner for a longer period to apply.

8. Repayment of expenses and allowances

- 8.1. If the Chief Constable leaves Gwent Police within 4 years of the allowance being made available, the payments except in so far as these are a legal entitlement, will be reimbursed to the Commissioner as follows: Up to 2 years – 100%; over 2 years and up to 4 years 50%.