

POLICE & CRIME COMMISSIONER FOR GWENT ALLOWANCES AND EXPENSES POLICY

1. Introduction

- 1.1 This Allowance and Expenses Policy applies to the Police and Crime Commissioner (Commissioner) and Deputy Police and Crime Commissioner (Deputy Commissioner). All references to the Commissioner therefore apply to the Deputy Commissioner.
- 1.2 The Staff of the Office of the Police and Crime Commissioner (OPCC) and External Members and Volunteers reimbursed by the OPCC are subject to a separate policy and procedure.

2. Policy - Police and Crime Commissioner and Deputy Police & Crime Commissioner

2.1 Basis

- 2.1.1 Paragraph 3 of Schedule 1 to the Police Reform and Social Responsibility Act 2011 ('the 2011 Act') provides that a Police and Crime Commissioner 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. A determination under paragraph 3 may make different provision for different cases.

2.2 Authorised Allowances and Expenses

- 2.2.1 The purpose of authorised allowances is to reimburse expenses incurred by Commissioners in carrying out their duties, not to provide a general gratuity for undertaking the role. Commissioners are paid a salary determined by the Secretary of State on the advice of the senior salaries review board.
- 2.2.2 The kinds of 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:
 - a) Travel expenses;
 - b) Subsistence expenses; and
 - c) Exceptional expenses,reasonably incurred by a Commissioner in the exercise of the Commissioner's functions.

2.2.3 The amounts of such allowances determined by the Secretary of State are set out in the below table:

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
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	Reasonably incurred in carrying out business of the authority	As approved by the Chief Executive

2.3 Submission and Approval

2.3.1 The Commissioner's Chief Executive should subject all of the Commissioner's claims for expenses to rigorous verification and auditing.

2.3.2 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; and
- c) Whether the Commissioner's performance of their Commissioner functions will be significantly impaired by a refusal of the claim

2.4 Publication of Allowances and Expenses

2.4.1 Under paragraph 1(d) of the Schedule to the Elected Local Policing Bodies (Specified Information) Order 2011, Commissioners are required to publish the allowances paid to them in respect of expenses incurred by them in the exercise of the Commissioner's functions.

2.4.2 Commissioners should publish a breakdown of their expenses including:

- a) 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; and
- b) For travel and subsistence claims: date, place of origin, place of destination, category of journey, class of travel, mileage, length of hotel stay and category of hotel stay.

POLICE & CRIME COMMISSIONER FOR GWENT ALLOWANCES AND EXPENSES PROCEDURE

1. Introduction

- 1.1 This Allowance and Expenses Procedure applies to the Police and Crime Commissioner (Commissioner) and Deputy Police and Crime Commissioner (Deputy Commissioner). All references to the Commissioner therefore apply to the Deputy Commissioner.
- 1.2 The Staff of the Office of the Police and Crime Commissioner (OPCC) and External Members and Volunteers reimbursed by the OPCC are subject to a separate policy and procedure.

2. Procedure - Police and Crime Commissioner and Deputy Police & Crime Commissioner

2.1 Basis

- 2.1.1 Paragraph 3 of Schedule 1 to the Police Reform and Social Responsibility Act 2011 ('the 2011 Act') provides that a Police and Crime Commissioner 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. A determination under paragraph 3 may make different provision for different cases
- 2.1.2 This procedure also relies upon the specific requirements of Financial Regulations and Financial Procedures in relation to expenses.

2.2 Authorised Allowances and Expenses - Principles

- 2.2.1 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.
- 2.2.2 The reimbursement of allowances and expenses will be based upon the following overarching principles:
 - a) Only claims for travel and subsistence relating to expenses incurred in performing the functions of your role will be paid;
 - b) Only actual expenditure incurred will be reclaimed.
 - c) The costs of travelling to and from your 'permanent working base' will not be paid;

- d) There will always be due regard to whether a journey is necessary and the most practical, cost effective and sustainable way to travel has been selected – for example car sharing or the use of the OPCC pool car (1 GAX). When a private vehicle is used, business insurance and a valid MOT (where applicable) must be in place;
- e) Mileage claims will be reimbursed at the prevailing Her Majesty's Revenue and Customs (HMRC) rate for the particular vehicle used and will also be dependent upon the total mileage claimed within a particular financial year;
- f) When a taxi is used, a note should be provided to the Chief Executive clarifying the reason for taking the taxi;
- g) In relation to hotel stays, there will always be due regard to whether an overnight stay is necessary and, if so, the most cost effective accommodation has been selected;
- h) All allowance and expense claims must be supported by an original receipt;
- i) Reimbursement for all allowance and expense claims must be submitted within the timescales specified by this procedure;
- j) Amounts reimbursed must normally be paid with salaries, and only in exceptional circumstances should they be reimbursed in cash;
- k) Allowances and expenses cannot be claimed for :
 - i. Alcoholic drinks;
 - ii. Newspapers;
 - iii. Laundry;
 - iv. Journeys made relating to the business of a political party;
 - v. Journeys made for the purposes of electioneering;
 - vi. Journeys for which funding is available from another source.
 - vii. The carrying of passengers; and
 - viii. Penalties, fines and traffic offences.

2.3 Submission and Approval

2.3.1 With the exception of mileage allowances, travel and accommodation must be booked by the Business and Finance Officer (or their line manager in their absence) via Option a) below; unless there are exceptional circumstances, meaning that Options b) and c) below are the most appropriate route.

2.3.2 Allowances and Expenses can be incurred, or paid for in one of three ways:

- a) The Business and Finance Officer may pay the expense via the Commissioner's purchasing card (or if unavailable, the Chief Executive's purchasing card);
- b) The Commissioner may pay the expense via his own purchasing card without routing through the Business and Finance Officer; or
- c) The Commissioner may personally pay the expense and be subsequently reimbursed.

2.3.3 Pay expense via purchasing card

- a) The overarching financial procedure regarding purchasing cards can be found at the following link:

http://intranet/finance_admin/finance/purchasingcards/

- b) Purchasing cards should be kept safe and secure at all times, ideally kept in the OPCC safe when not required. If this proves impractical, then details of each card must be kept in the OPCC safe, in order to facilitate the efficient booking of travel and accommodation by the Business Support Officer. All itemised VAT receipts must be retained by the respective card holder and submitted to the Business and Finance Officer by month-end to consolidate and reconcile accordingly. A 'Transaction Log' of all purchasing card expenditure will be created at the end of each month and submitted to the Finance Department along with all associated receipts. Copies of this paperwork will be retained within the OPCC; and
- c) Any expenditure outside of normal procedures must be approved by the Chief Executive or Chief Finance Officer prior to purchase. Where possible, approval must be sought in advance of expenditure.

2.3.4 Pay Expense Personally

- a) The Commissioner must ensure that he retains all original receipts for any transactions made and submit them to his Executive Assistant to process; and
- b) Expenses must be submitted within 3 months of them being incurred via a 'hard-copy' expenses form. This will be undertaken by his Executive Assistant and forwarded to the Finance Department for payment. Claims

older than 3 months must be countersigned by the OPCC Chief Finance Officer before submission to the Finance Department.

- 2.3.5 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. The Commissioner's claims for allowances and expenses will be signed by the Chief Executive. The Commissioner's purchasing card transactions are also authorised by the Chief Executive.

2.4 Publication of Allowances and Expenses

- 2.4.1 Under paragraph 1(d) of the Schedule to the Elected Local Policing Bodies (Specified Information) Order 2011, the Commissioner is required to publish the allowances paid to him in respect of expenses incurred by him in the exercise of the his functions.
- 2.4.2 This information will be provided to the Information Officer for publication to the website on a monthly basis or every 3 months as a minimum.