



# **POLICE AND CRIME COMMISSIONER FOR DERBYSHIRE**

## **GUIDANCE ON FEES, EXPENSES ETC. FOR MEMBERS AND CHAIRS OF DISCIPLINE PANELS**

### **EXTERNAL POLICY**

## Control Sheet

<b>Policy Title</b>	Derbyshire OPCC Guidance on Fees, Expenses etc for Members and Chairs of Disciplinary Panels
<b>Responsible Officer</b>	OPCC's Head of Governance and Compliance
<b>Security Classification</b>	External
<b>Disclosable under FOIA</b>	Yes
<b>Policy implementation date</b>	July 2019 (Last reviewed November 2022)
<b>Next review date</b>	November 2025

### Policy Details

<b>Revision date</b>	<b>Changes</b>
August 2022	Updates made to LQ and non-LQ chair fees for both Police Appeal Tribunal and Police Misconduct Hearings to reflect Home Office fee change.
November 2022	Front cover sheet and general review of document. Updated the next review date to every three years instead of annually as decision taken by Monitoring Officer that the policy does not need to be reviewed annually - MR



## Index list

<b>Topic</b>	<b>Page</b>
1) Introduction	Page 4
2) Standards	Page 5
3) Eligibility	Page 5
4) Claiming of Fees and Expenses	Page 6
5) APPENDIX 1 – Legally Qualified Chairs	Page 6
6) APPENDIX 2 – Independent Members	Page 9
7) APPENDIX 3 – QC Chairs	Page 12
8) APPENDIX 4 – Independent Members	Page 17
9) Policy Review	Page 19
10) Claims Form	Page 20
11) BACS Form	Page 24

## **Guidance on Fees, Expenses and General Standards for Members and Chairs of Derbyshire Police and Crime Commissioner Discipline Panels**

### **Introduction**

1. This document sets out the Fee rates and Expenses which may be claimed by those engaged by the Police and Crime Commissioner for Derbyshire to sit as members (including Chairs) of Police Disciplinary Panels. It outlines the types of expenses payable and circumstances in which they may be claimed and sets out any restrictions or limits on payments claimed.
2. A copy of this Guidance will be provided to all members of Derbyshire Police Disciplinary Panels and by agreeing to sit on such a panel each member will be taken to have read and agreed to adhere to these terms.
3. The persons to which this Guidance applies are:
  - i. Legally Qualified Chairs of Police Misconduct Panels held under any of the Police Conduct Regulations (including the 2012 Regulations as amended by the 2015 Regulations, previous equivalent Regulations under which a Panel could be held and future Regulations which may be enacted to supersede or amend the 2012 Regulations).
  - ii. Independent Members of Police Misconduct Panels held under any of the Police Conduct Regulations (including the 2012 Regulations as amended by the 2015 Regulations, previous equivalent Regulations under which a Panel could be held and future Regulations which may be enacted to supersede or amend the 2012 Regulations).
  - iii. Chairs of Police Appeals Tribunals (including those held under the Police Appeals Tribunals Rules 2012 as amended by the 2015 Rules, previous equivalent Rules under which a Police Appeals Tribunal could be held and future Rules which may be enacted to supersede or amend the 2012 Rules).
  - iv. Independent Members of Police Appeals Tribunals (including those held under the Police Appeals Tribunals Rules 2012 as amended by the 2015 Rules, previous equivalent Rules under which a Police Appeals Tribunal could be held and future Rules which may be enacted to supersede or amend the 2012 Rules).

## Standards

4. Although they may not necessarily be a holder of public office, all those serving as members of Derbyshire Police and Crime Commissioner Police Disciplinary Panels will be expected to adhere to the 7 Principles of Public Life at all times during, and in all dealings in, their work for the Derbyshire Constabulary and the Derbyshire Police and Crime Commissioner.

The principles are:

**Selflessness:** Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

**Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

**Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership:** Holders of public office should promote and support these principles by leadership and example.

## Eligibility

5. When accepting instructions to serve on a Police Disciplinary Panel it will be taken that a member remains eligible for the role on the Panel for which they are instructed, in accordance with the provisions under which they were appointed. Should their circumstances alter such that they become ineligible for the role then it is the responsibility of the individual to make the Police and Crime Commissioner for Derbyshire aware of that change prior to their agreeing to participate in a Police Disciplinary Panel.

## Claiming of Fees and Expenses

6. Fees and Expenses can be claimed in accordance with the appendices attached to this guidance. It is the responsibility of the member to submit their claim on the prescribed form (which will be provided to them upon instruction) in a timely manner and in any event within 4 weeks of the conclusion of the hearing (or if no hearing takes place then within 4 weeks of the decision being taken that there shall be no hearing or of the withdrawal of the case).
7. It should be noted that where rates are prescribed or recommended in Home Office Guidance for particular roles, the Office of the Police and Crime Commissioner for Derbyshire aims to reflect that guidance in the rates payable. Rates may be altered at the discretion of the Police and Crime Commissioner for Derbyshire and any changes will be reflected in this guidance or future amended versions thereof.

### Appendices:

- Appendix 1** - applies to Legally Qualified Chairs of Police Misconduct Panels
- Appendix 2** - applies to Independent Members of Police Misconduct Panels
- Appendix 3** - applies to QC Chairs of Police Appeals Tribunals
- Appendix 3a** - applies to non-QC Chairs of Police Appeals Tribunals
- Appendix 4** - applies to Independent Members of Police Appeals Tribunals

## Guidance on Fees, Expenses and General Standards for Members and Chairs of Derbyshire Police and Crime Commissioner Discipline Panels

### Appendix 1 – Legally Qualified Chairs of Police Misconduct Panels

#### Hearing Fees

- i. Hearing Fees may be claimed at the following rates;

A daily sitting of more than 4 hours (excl meal breaks) constitutes a Full Day **£511.56** A sitting of 4 hours or less (excl meal breaks) constitutes a Half Day **£255.78** The "fees" rates may be claimed for all meetings of or in relation to the hearing (eg a pre-hearing meeting).

It is recognised that a sitting of less than 4 hours, and when taking travelling time into account on the same day, may cause a Chair to give up a whole day for a half days' session. Chairs may claim for a full days' sitting where the sitting is less than 4 hours (excluding meal breaks) and where hearing time and travel on the same day as the hearing together total over 7 hours.

## Preparation and Report Writing Fees

- ii. A fee may be claimed at the rate of **£73.50** for each hour necessarily spent in preparatory work or report writing. In exceptional cases this may be waived with the prior written consent of the Chief Operating Officer for the Office of the Police and Crime Commissioner. This fee may, however, only be claimed where it is necessary for the work to be undertaken on a day other than the day on which the Tribunal Hearing takes place, (except that a fee may be claimed even in these circumstances if the tribunal fee is paid at the half-day rate).

## Expenses

- iii. The following paragraphs set out the circumstances in which expenses may be claimed. It should be borne in mind that, as a Public Authority, the Office of the Police and Crime Commissioner has a responsibility to ensure that all expenditure is kept to a minimum and that fees and expenses claimed and paid are reasonable and proportionate. The payment of expenses is intended to ensure that recipients are reimbursed for expenditure necessarily incurred so that they are not left out-of-pocket rather than to impart financial benefit. All claims for expenses incurred must be evidenced by production of receipts (save for flat rate overnight allowances where specified in this document).

## Travelling Expenses

- iv. Chairs may be paid their travelling expenses between residence and place of duty. Any necessary travel to a tribunal sitting by train must be undertaken by standard class train travel. If claiming reimbursement of rail fares either a receipt or a photocopy of the ticket must be provided.

Travel by car may be claimed at the HMRC rate applicable at date of travel, which at the time of preparation of this document is **45 pence per mile**. Travel should be undertaken by the shortest available route.

Incidental travelling expenses e.g. bus/tube fares, may also be claimed on provision of receipts. Taxi fares may be reimbursed only 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 reasons given in writing and included in, or attached to, the claim form. 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 whilst travelling or whilst undertaking hearing duties.

There is no provision for payment of travelling time, save for the circumstances set out in paragraph i above.



### **Miscellaneous Expenses**

- v. Postage and telephone calls etc necessarily dispensed in respect of the determination of the hearing may be claimed upon provision of documentary evidence. Where it is necessary for papers to be dispatched this should be done by registered post or special delivery to preserve the confidentiality of papers. Evidence of the cost should be provided with any claim.

### **Subsistence**

- vi. Wherever possible hearings will be timed to avoid the necessity for overnight stays. If a hearing runs to two or more days then Chairs may, if they reside more than 50 miles from the hearing venue, claim reimbursement for the cost of overnight accommodation up to a maximum of **£126 per night**. This rate is made up as follows:
- Actual receipted bed and breakfast expenditure up to a limit of **£100**
  - Plus a flat rate allowance of **£26**. This allowance is intended to cover dinner and local travel (for example between hotel and the hearing venue) and also to cover miscellaneous expenses. No additional amount is payable.

Overnight accommodation expenses will not be paid for the night prior to the start of a hearing.

An overnight accommodation claim may not be made if a long sitting allowance has been claimed.

### **Long Sitting Allowance**

- vii. Where a hearing runs late, but not into a further day, then a long sitting allowance may be claimed. The long sitting allowance may be claimed where the length of a tribunal sitting exceeds 7 hours (excluding meal breaks). The allowance payable is **1/6** of the normal daily rate for each hour, or part thereof, in excess of 7 hours.

### **VAT**

- viii. VAT may be claimed by those Chairs registered for the purposes of VAT. In these cases the VAT registration number should be shown on the completed claim form.

### **Completion of Claim Forms**

- ix. All claims must be submitted on a completed claim form which must be signed. Chairs who wish to submit an invoice may include a copy of this with the completed claim form but an invoice without a completed and signed claim form does not constitute an eligible claim.

Any queries about the provision of or completion of claim forms should be addressed to the Office of the Police & Crime Commissioner for Derbyshire at Butterley Hall, Ripley, Derbyshire DE5 3RS or email to [pccoffice@derbyshire.pnn.police.uk](mailto:pccoffice@derbyshire.pnn.police.uk)

## Guidance on Fees, Expenses and General Standards for Members and Chairs of Derbyshire Police and Crime Commissioner Discipline Panels

### Appendix 2 – Independent Members of Police Misconduct Panels

#### Hearing Fees

- i. Hearing Fees may be claimed at the following rates;

A daily sitting of more than 4 hours (excl meal breaks) constitutes a Full Day **£211.50** A sitting of 4 hours or less (excl meal breaks) constitutes a Half Day **£104.50** The "fees" rates may be claimed for all meetings of or in relation to the hearing (eg a pre-hearing meeting).

It is recognised that a sitting of less than 4 hours, and when taking travelling time into account on the same day, may cause a Member to give up a whole day for a half days' session. Members may claim for a full days' sitting where the sitting is less than 4 hours (excluding meal breaks) and where hearing time and travel on the same day as the hearing together total over 7 hours.

#### Preparation and Report Writing Fees

- ii. A fee may be claimed at the rate of **£15** for each hour necessarily spent in preparatory work or report writing. This fee may, however, only be claimed where it is necessary for the work to be undertaken on a day other than the day on which the Tribunal Hearing takes place, (except that a fee may be claimed even in these circumstances if the tribunal fee is paid at the half-day rate).

#### Expenses

- iii. The following paragraphs set out the circumstances in which expenses may be claimed. It should be borne in mind that, as a Public Authority, the Office of the Police and Crime Commissioner has a responsibility to ensure that all expenditure is kept to a minimum and that fees and expenses claimed and paid are reasonable and proportionate. The payment of expenses is intended to ensure that recipients are reimbursed for expenditure necessarily incurred so that they are not left out-of-pocket rather than to impart financial benefit. All claims for expenses incurred must be evidenced by production of receipts (save for flat rate overnight allowances where specified in this document).

#### Travelling Expenses

- iv. Members may be paid their travelling expenses between residence and place of duty. Any necessary travel to a tribunal sitting by train must be undertaken by standard class train travel. If claiming reimbursement of rail fares either a receipt or a photocopy of the ticket must be provided.

Travel by car may be claimed at the HMRC rate applicable at date of travel, which at the time of preparation of this document is **45 pence per mile**. Travel should be undertaken by the shortest route.

Incidental travelling expenses e.g. bus/tube fares, may also be claimed on provision of receipts. Taxi fares may be reimbursed only 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 reasons given in writing and included in, or attached to, the claim form. 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 whilst travelling or whilst undertaking hearing duties.

There is no provision for payment of travelling time, save for the circumstances set out in paragraph i above.

### **Miscellaneous Expenses**

- v. Postage and telephone calls etc necessarily dispensed in respect of the determination of the hearing may be claimed upon provision of documentary evidence. Where it is necessary for papers to be dispatched this should be done by registered post or special delivery to preserve the confidentiality of papers. Evidence of the cost should be provided with any claim.

### **Subsistence**

- vi. Wherever possible hearings will be timed to avoid the necessity for overnight stays. If a hearing runs to two or more days then Members may, if they reside more than 50 miles from the hearing venue, claim reimbursement for the cost of overnight accommodation up to a maximum of **£126 per night**. This rate is made up as follows:
  - Actual receipted bed and breakfast expenditure up to a limit of **£100**
  - Plus a flat rate allowance of **£26**. This allowance is intended to cover dinner and local travel (for example between hotel and the hearing venue) and also to cover miscellaneous expenses. No additional amount is payable.

Overnight accommodation expenses will not be paid for the night prior to the start of a hearing.

An overnight accommodation claim may not be made if a long sitting allowance has been claimed.

### **Long Sitting Allowance**

- vii. Where a hearing runs late, but not into a further day, then a long sitting allowance may be claimed. The long sitting allowance may be claimed where the length of a tribunal sitting exceeds 7 hours

(excluding meal breaks). The allowance payable is **1/14** of the normal daily rate for each hour, or part thereof, in excess of 7 hours.

#### **VAT**

viii. VAT may be claimed by those Members registered for the purposes of VAT. In these cases the VAT registration number should be shown on the completed claim form.

**Completion of Claim Forms** ix. All claims must be submitted on a completed claim form which must be signed.

Any queries about the provision of or completion of claim forms should be addressed to the Office of the Police & Crime Commissioner for Derbyshire at Butterley Hall, Ripley, Derbyshire DE5 3RS or email to [pccoffice@derbyshire.pnn.police.uk](mailto:pccoffice@derbyshire.pnn.police.uk)

## Guidance on Fees, Expenses and General Standards for Members and Chairs of Derbyshire Police and Crime Commissioner Discipline Panels

### Appendix 3 – QC Chairs of Police Appeals Tribunals

#### Hearing Fees

- i. Hearing Fees may be claimed at the following rates;

A daily sitting of more than 4 hours (excl meal breaks) constitutes a Full Day **£511.56** A sitting of 4 hours or less (excl meal breaks) constitutes a Half Day **£255.78** The "fees" rates may be claimed for all meetings of or in relation to the hearing (eg a pre-hearing meeting).

It is recognised that a sitting of less than 4 hours, and when taking travelling time into account on the same day, may cause a Chair to give up a whole day for a half days' session. Chairs may claim for a full days' sitting where the sitting is less than 4 hours (excluding meal breaks) and where hearing time and travel on the same day as the hearing together total over 7 hours.

#### Preparation and Report Writing Fees

- ii. A fee may be claimed at the rate of **£85.00** for each hour necessarily spent in preparatory work or report writing. This fee may, however, only be claimed where it is necessary for the work to be undertaken on a day other than the day on which the Tribunal Hearing takes place, (except that a fee may be claimed even in these circumstances if the tribunal fee is paid at the half-day rate).

#### Expenses

- iii. The following paragraphs set out the circumstances in which expenses may be claimed. It should be borne in mind that, as a Public Authority, the Office of the Police and Crime Commissioner has a responsibility to ensure that all expenditure is kept to a minimum and that fees and expenses claimed and paid are reasonable and proportionate. The payment of expenses is intended to ensure that recipients are reimbursed for expenditure necessarily incurred so that they are not left out-of-pocket rather than to impart financial benefit. All claims for expenses incurred must be evidenced by production of receipts (save for flat rate overnight allowances where specified in this document).

## **Travelling Expenses**

- iv. Chairs may be paid their travelling expenses between residence and place of duty. Any necessary travel to a tribunal sitting by train must be undertaken by standard class train travel. If claiming reimbursement of rail fares either a receipt or a photocopy of the ticket must be provided.

Travel by car may be claimed at the HMRC rate applicable at date of travel, which at the time of preparation of this document is **45 pence per mile**. Travel should be undertaken by the shortest available route.

Incidental travelling expenses e.g. bus/tube fares, may also be claimed on provision of receipts. Taxi fares may be reimbursed only 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 reasons given in writing and included in, or attached to, the claim form. 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 whilst travelling or whilst undertaking hearing duties.

There is no provision for payment of travelling time, save for the circumstances set out in paragraph i above.

## **Miscellaneous Expenses**

- v. Postage and telephone calls etc necessarily dispensed in respect of the determination of the hearing may be claimed upon provision of documentary evidence. Where it is necessary for papers to be dispatched this should be done by registered post or special delivery to preserve the confidentiality of papers. Evidence of the cost should be provided with any claim.

## **Subsistence**

- vi. Wherever possible hearings will be timed to avoid the necessity for overnight stays. If a hearing runs to two or more days then Chairs may, if they reside more than 50 miles from the hearing venue, claim reimbursement for the cost of overnight accommodation up to a maximum of **£126 per night**. This rate is made up as follows:
- Actual receipted bed and breakfast expenditure up to a limit of **£100**
  - Plus a flat rate allowance of **£26**. This allowance is intended to cover dinner and local travel (for example between hotel and the hearing venue) and also to cover miscellaneous expenses. No additional amount is payable.

Overnight accommodation expenses will not be paid for the night prior to the start of a hearing.

An overnight accommodation claim may not be made if a long sitting allowance has been claimed.

### **Long Sitting Allowance**

- vii. Where a hearing runs late, but not into a further day, then a long sitting allowance may be claimed. The long sitting allowance may be claimed where the length of a tribunal sitting exceeds 7 hours (excluding meal breaks). The allowance payable is **1/6** of the normal daily rate for each hour, or part thereof, in excess of 7 hours.

### **VAT**

- viii. VAT may be claimed by those Chairs registered for the purposes of VAT. In these cases the VAT registration number should be shown on the completed claim form.

### **Completion of Claim Forms**

- ix. All claims must be submitted on a completed claim form which must be signed. Chairs who wish to submit an invoice may include a copy of this with the completed claim form but an invoice without a completed and signed claim form does not constitute an eligible claim.

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## Guidance on Fees, Expenses and General Standards for Members and Chairs of Derbyshire Police and Crime Commissioner Discipline Panels

### Appendix 3a – Non-QC Chairs of Police Appeals Tribunals

#### Hearing Fees

- i. Hearing Fees may be claimed at the following rates;

A daily sitting of more than 4 hours (excl meal breaks) constitutes a Full Day **£511.56** A sitting of 4 hours or less (excl meal breaks) constitutes a Half Day **£255.78** The "fees" rates may be claimed for all meetings of or in relation to the hearing (eg a pre-hearing meeting).

It is recognised that a sitting of less than 4 hours, and when taking travelling time into account on the same day, may cause a Chair to give up a whole day for a half days' session. Chairs may claim for a full days' sitting where the sitting is less than 4 hours (excluding meal breaks) and where hearing time and travel on the same day as the hearing together total over 7 hours.

#### Preparation and Report Writing Fees

- ii. A fee may be claimed at the rate of **£85.00** for each hour necessarily spent in preparatory work or report writing. This fee may, however, only be claimed where it is necessary for the work to be undertaken on a day other than the day on which the Tribunal Hearing takes place, (except that a fee may be claimed even in these circumstances if the tribunal fee is paid at the half-day rate).

#### Expenses

- iii. The following paragraphs set out the circumstances in which expenses may be claimed. It should be borne in mind that, as a Public Authority, the Office of the Police and Crime Commissioner has a responsibility to ensure that all expenditure is kept to a minimum and that fees and expenses claimed and paid are reasonable and proportionate. The payment of expenses is intended to ensure that recipients are reimbursed for expenditure necessarily incurred so that they are not left out-of-pocket rather than to impart financial benefit. All claims for expenses incurred must be evidenced by production of receipts (save for flat rate overnight allowances where specified in this document).



## Travelling Expenses

- iv. Chairs may be paid their travelling expenses between residence and place of duty. Any necessary travel to a tribunal sitting by train must be undertaken by standard class train travel. If claiming reimbursement of rail fares either a receipt or a photocopy of the ticket must be provided.

Travel by car may be claimed at the HMRC rate applicable at date of travel, which at the time of preparation of this document is **45 pence per mile**. Travel should be undertaken by the shortest available route.

Incidental travelling expenses e.g. bus/tube fares, may also be claimed on provision of receipts. Taxi fares may be reimbursed only 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 reasons given in writing and included in, or attached to, the claim form. 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 whilst travelling or whilst undertaking hearing duties.

There is no provision for payment of travelling time, save for the circumstances set out in paragraph i above.

## Miscellaneous Expenses

- v. Postage and telephone calls etc necessarily dispensed in respect of the determination of the hearing may be claimed upon provision of documentary evidence. Where it is necessary for papers to be dispatched this should be done by registered post or special delivery to preserve the confidentiality of papers. Evidence of the cost should be provided with any claim.

## Subsistence

- vi. Wherever possible hearings will be timed to avoid the necessity for overnight stays. If a hearing runs to two or more days then Chairs may, if they reside more than 50 miles from the hearing venue, claim reimbursement for the cost of overnight accommodation up to a maximum of **£126 per night**. This rate is made up as follows:
- Actual receipted bed and breakfast expenditure up to a limit of **£100**
  - Plus a flat rate allowance of **£26**. This allowance is intended to cover dinner and local travel (for example between hotel and the hearing venue) and also to cover miscellaneous expenses. No additional amount is payable.

Overnight accommodation expenses will not be paid for the night prior to the start of a hearing.

An overnight accommodation claim may not be made if a long sitting allowance has been claimed.

### **Long Sitting Allowance**

- vii. Where a hearing runs late, but not into a further day, then a long sitting allowance may be claimed. The long sitting allowance may be claimed where the length of a tribunal sitting exceeds 7 hours (excluding meal breaks). The allowance payable is **1/6** of the normal daily rate for each hour, or part thereof, in excess of 7 hours.

### **VAT**

- viii. VAT may be claimed by those Chairs registered for the purposes of VAT. In these cases the VAT registration number should be shown on the completed claim form.

### **Completion of Claim Forms**

- ix. All claims must be submitted on a completed claim form which must be signed. Chairs who wish to submit an invoice may include a copy of this with the completed claim form but an invoice without a completed and signed claim form does not constitute an eligible claim.

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## **Guidance on Fees, Expenses and General Standards for Members and Chairs of Derbyshire Police and Crime Commissioner Discipline Panels**

### **Appendix 4 – Independent Members of Police Appeals Tribunals**

#### **Hearing Fees**

- i. Hearing Fees may be claimed at the following rates;

A daily sitting of more than 4 hours (excl meal breaks) constitutes a Full Day **£211.50** A sitting of 4 hours or less (excl meal breaks) constitutes a Half Day **£104.50** The "fees" rates may be claimed for all meetings of or in relation to the hearing (eg a pre-hearing meeting).

It is recognised that a sitting of less than 4 hours, and when taking travelling time into account on the same day, may cause a Member to give up a whole day for a half days' session. Members may claim for a full days' sitting where the sitting is less than 4 hours (excluding meal breaks) and where hearing time and travel on the same day as the hearing together total over 7 hours.

#### **Preparation and Report Writing Fees**

- ii. A fee may be claimed at the rate of **£15** for each hour necessarily spent in preparatory work or report writing. This fee may, however, only be claimed where it is necessary for the work to be undertaken on a day other than the day on which the Tribunal Hearing takes place, (except that a fee may be claimed even in these circumstances if the tribunal fee is paid at the half-day rate).

#### **Expenses**

- iii. The following paragraphs set out the circumstances in which expenses may be claimed. It should be borne in mind that, as a Public Authority, the Office of the Police and Crime Commissioner has a responsibility to ensure that all expenditure is kept to a minimum and that fees and expenses claimed and paid are reasonable and proportionate. The payment of expenses is intended to ensure that recipients are reimbursed for expenditure necessarily incurred so that they are not left out-of-pocket rather than to impart financial benefit. All claims for expenses incurred must be evidenced by production of receipts (save for flat rate overnight allowances where specified in this document).

#### **Travelling Expenses**

- iv. Members may be paid their travelling expenses between residence and place of duty. Any necessary travel to a tribunal sitting by train must be undertaken by standard class train travel. If claiming reimbursement of rail fares either a receipt or a photocopy of the ticket must be provided.

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### **Miscellaneous Expenses**

- v. Postage and telephone calls etc necessarily dispensed in respect of the determination of the hearing may be claimed upon provision of documentary evidence. Where it is necessary for papers to be dispatched this should be done by registered post or special delivery to preserve the confidentiality of papers. Evidence of the cost should be provided with any claim.

### **Subsistence**

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Overnight accommodation expenses will not be paid for the night prior to the start of a hearing.

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### **Long Sitting Allowance**

- vii. Where a hearing runs late, but not into a further day, then a long sitting allowance may be claimed. The long sitting allowance may be claimed where the length of a tribunal sitting exceeds 7 hours

(excluding meal breaks). The allowance payable is **1/12** of the normal daily rate for each hour, or part thereof, in excess of 7 hours.

## **VAT**

- viii. VAT may be claimed by those Members registered for the purposes of VAT. In these cases, the VAT registration number should be shown on the completed claim form.

## **Completion of Claim Forms**

- ix. All claims must be submitted on a completed claim form which must be signed. Members who wish to submit an invoice may include a copy of this with the completed claim form but an invoice without a completed and signed claim form does not constitute an eligible claim.

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## **Policy Review**

This policy will be reviewed every three years however, it will be updated as necessary to reflect best practice and to ensure compliance with changes in any relevant legislations.

**Police and Crime Commissioner for Derbyshire**  
**Police Disciplinary Panels and Police Appeals Tribunal Hearings**  
**Members Allowance Claims Form**

Account of fees and expenses incurred in connection with attending Police Discipline Panels and Police Appeals Tribunals or Meetings or Training. Please ensure that you are using up-to-date fee guidance.

---

**1. Claimant**

Name: Title:                      Initials:                      Surname:

Address (to which payment should be made):

\_\_\_\_\_

\_\_\_\_\_

VAT Registration No (if applicable): \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

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**2. Name of Case/Appellant Name:**

\_\_\_\_\_

**I certify** that the journeys, expenses and fees detailed in this claim have been actually and necessarily undertaken and incurred by me solely on the Public Service and that the amount of the claim is in accordance with the Police and Crime Commissioner for Derbyshire Fees and Expenses Guidance/published Home Office Guidance where applicable.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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**3. Type of Panel and Position Held on Panel**

**Please refer to Derbyshire OPCC Guidance on fees and expenses. The relevant appendices are listed below.**

- Police Disciplinary Panel Chair (See Appendix 1)
  - Police Disciplinary Panel Independent Member (See Appendix 2)
  - Police Appeals Tribunal QC Chair (See Appendix 3)
  - Police Appeals Tribunal Non – QC Chair (See Appendix 3a)
  - Police Appeals Tribunal Independent Member (See Appendix 4)
- 4. Fees**

**Meetings/Hearings**

Venue:							
Date	Start Time	Finish Time	No. of Hours Hearing (excl. meal breaks)*	No. of Hours Travelling	Rate Day/Half	£	p
Sub-total							

**Incidental Fees**

Description	Date	No. of Hours	Rate Per Hour	£	p
Preparation/Reading Time					
Tribunal Report Writing					
Sub-total					

\* Please note that if a full day is claimed because of extensive travelling time and not because of the number of hours meeting held, it should be indicated clearly on the Claim Form.

**Travelling** - please attach receipts for all travelling expenses. In particular, please see Guidance for Travel by Rail and Taxi.

Date	Depart Time	Arrival Time	From	To	Means and Class of Travel	Travel by Car Only		£	p
						Miles	Rate Per Mile		





Please sign and send form to: The Head of Governance and Compliance, Office of the Police and Crime Commissioner for Derbyshire, Butterley Hall, Ripley, Derbyshire, DE5 3RS.

For any queries, please email [pccoffice@derbyshire.pnn.police.uk](mailto:pccoffice@derbyshire.pnn.police.uk) or call the Derbyshire OPCC on 0300 1226000

<b>For Office Use Only</b>	
Calculations Checked:	
Calculations Verified:	
Authorised for Payment:	



**Derbyshire  
Police and Crime  
Commissioner**

*Protecting Communities,  
Fighting Crime*

Supplier ID

## **BACS Payments**

We have changed our method of payment from cheque to BACS.

Please provide the following details to allow our records to be updated and for future payments to be paid by BACS:

Print Name and Address

Bank Account Number:

Sort Code:

Email address for remittance advices:

Telephone Number:

Please sign and date:

Please send the completed form in the enclosed pre-paid envelope...

*Office of the Police and Crime Commissioner for Derbyshire,  
Butterley Hall, Ripley, Derbyshire, DE5 3RS*