



## **MEMBERS' ALLOWANCES AND EXPENSES**

Effective from 1 September 2008  
(Further updates clarified by the KPA Remuneration Sub-Committee on 17 August 2009)

# KENT POLICE AUTHORITY

## MEMBERS' ALLOWANCES AND EXPENSES SCHEME

### 1. ANNUAL ALLOWANCE

£s			
	*Basic Allowance	Special Responsibility Allowance	Total
Chair	9,234	20,000 (100%)	29,234
Vice-Chair	9,234	10,000 (50%)	19,234
Committee Chair	9,234	6,000 (30%)	15,234
Member	9,234	-	9,234
<i>(*Basic allowance increased by 2.6% wef 01/09/09 in line with Kent Police PSE pay award)</i>			

All rates to be 'pegged' to the Kent Police PSE Pay Award in future years until the next formal review. Members are expected to:

- Meet attendance requirements for KPA meetings, committees and groups.
- Notify the KPA Secretariat of KPA related diary commitments.
- Complete the Annual report forms and review by the Authority Chair.
- Participate in and contribute to KPA Member learning and development events.

#### 2a. DAILY ALLOWANCE – Selection Panel and Standards Committee

As agreed by the Kent Police Authority the daily allowance for non-Authority Independent Members on the Selection Panel and Standards Committee is £212.00 (£106.00 per half day) and £15 per hour for reading.

#### 2b. DAILY ALLOWANCE – Police Misconduct Appeals Tribunals

As prescribed by the Home Office for Members of Police Misconduct Appeals Tribunals, fees may be claimed at the following rates:

Full day i.e. sittings of more than 4 hours (excluding meal breaks) **£211.50**

Half day i.e. sittings of 4 hours or less (excluding meal breaks) **£104.50**

The "fees" rates may be claimed for all meetings of the tribunal.

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 half day's session. Wherever possible we will, therefore, seek to appoint those members closest to where the hearing will take place. Where this is not possible, 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.

Kent Police Authority Members participating in these bodies can claim the daily rate in addition to their allowance. For exceptional circumstances after Members are asked to undertake KPA work at a volume and level not covered by the Members Allowance, additional work will be reimbursed at this Home Office rate subject to the agreement of the Chief Executive.

### **3. EXPENSES**

#### **I. QUALIFYING DUTIES**

Attendance at:-

- (a) Meetings of the Authority, its Committees, or other meetings involving Members of the Authority.
- (b) Community consultation meetings arranged or approved by the Authority.
- (c) Meetings of a body to which a Member has been appointed to represent the Authority.
- (d) Conferences, seminars or other events where attendance has been agreed by or on behalf of the Authority.
- (e) Pre-arranged meetings with the Chief Constable, senior police officers/staff or officers of the Authority as Chairman or lead member or where the Chief Executive has been informed before the meeting.
- (f) Representing the Authority on external bodies.
- (g) The KPA expectation is that Members will report back on their key findings/issues from these meetings.

#### **II. AMOUNTS THAT CAN BE RE-IMBURSED**

##### **1. HOTEL ACCOMMODATION**

Hotel accommodation preferably to be booked by the Authority and paid directly by the Authority; or Members reimbursed for actual receipted expenditure.

##### **2. SUBSISTENCE RATES**

Any meals, refreshments and individual expenses for Members on KPA business will be reimbursed against actual receipted expenditure (this does not include alcohol).

##### **3. TRAVEL**

**Rail** Standard Class (First class only in exceptional circumstances and with prior agreement of Chief Executive)

**Taxi** Actual receipted expenditure

**Motor vehicle** *HM Revenue and Customs Approved Rates:*

Currently for **all** car sizes

- Up to 10,000 miles - **40 pence** a mile
- Over 10,000 miles – **25 pence** a mile.

All mileage claims must be accompanied by petrol VAT receipts. Members must possess valid insurance for KPA related business, a copy of the current vehicle insurance certificate should be passed to the KPA Secretariat.

**Bicycle rates 7 pence** a mile

#### **4. CARER'S EXPENDITURE**

To a maximum of £6 an hour. (For children under 16 or dependent adults who are certified by a doctor or Social Services to need attendance - not for payments to a member of the claimant's household).

#### **III. OPERATION OF THE SCHEME**

1. All Members must complete their Annual Report forms and participate in KPA learning and development initiatives.
2. In the event of the Chair being dissatisfied with a Member's performance through this process, she will report to the Standards Committee who may determine to reduce the allowance payable to the Member.
3. KPA Chair to undergo biennial 360° appraisal facilitated by the Chair of Standards Committee.
4. Any Member dissatisfied with the performance of a fellow Member should report their misgivings to the Standards Committee.