



# LINCOLNSHIRE POLICE AUTHORITY

## MEMBERS' ALLOWANCES SCHEME

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## 1. REGULATORY FRAMEWORK

- 1.1 Section 107 of the Criminal Justice and Police Act 2001 deregulates the payment of allowances to Police Authority Members, Independent Lay Members of Standards Committees and Members of Independent Member Selection Panels.
- 1.2 The legislative provisions (as paraphrased below) determine that:
- i) Police Authorities may pay allowances to their chairman, vice-chairman and other members, and payments may differ according to whether the recipient is the chairman, vice-chairman, or other member, or is appointed under paragraph 2, 5 or 8 of Schedule 2 to the Police Act 1996;
  - ii) allowances schemes must be published annually and each time they are revised;
  - iii) when making or revising allowances schemes, Police Authorities must have regard to any guidance issued by the Secretary of state;
  - iv) the secretary of state reserves the power to impose limits on allowances payments, by regulations;
  - v) Police authorities may also make payments to members of Standards Committees.
- 1.3 The payment of expenses to Police Authority Members, Independent Lay Members of Standards Committees and Members of Independent Member Selection Panels has also been deregulated and is governed by a local scheme.

## 2. DEFINITIONS

- 2.1 In this Scheme:
- (a) **'Member'** means a Councillor or Independent member of the Authority appointed by virtue of Section 4 and schedules 2 and 3 of the Police Act 1996 (as amended by the Police & Justice Act 2006)
  - (b) **'financial year'** means the twelve months ending with 31 March.
  - (c) **'Authority'** means the Lincolnshire Police Authority.

## 3. PERIOD OF OPERATION

- 3.1 This Scheme will operate with effect from **1<sup>st</sup> October 2009 until 31<sup>st</sup> March 2010.**

#### **4. BASIC ALLOWANCES**

- 4.1 All Members of the Authority are entitled to receive a Basic allowance. This allowance is fixed having regard to the Job Profile attached at Appendix A to this Scheme.
- 4.2 The Basic allowance is £8600 per Member.

#### **5. SPECIAL RESPONSIBILITY ALLOWANCE**

- 5.1 A Special Responsibility allowance shall be paid to those Members who hold the offices of special responsibility listed below. These allowances are fixed having regard to the Job Profiles attached at Appendix A.

| <b>Special Responsibility</b> | <b>Allowance</b> |
|-------------------------------|------------------|
| Chair of the Authority        | £ 11000          |
| Vice Chair of the Authority   | £ 7000           |
| Chair of a Committee          | £ 6000           |
| Vice Chair of a Committee     | £ 2000           |

- 5.2 These amounts will be paid in addition to the Basic allowance.

Note: When a Member undertakes more than one special responsibility role, he/she will be entitled to receive the highest of the allowances attached to those responsibilities but will only receive one allowance.

#### **6. PERFORMANCE OF JOB PROFILES**

- 6.1 The performance by Members of their role and responsibilities as set out in the Job Profiles at Appendix A will be monitored by the Chair of the Authority and the Chief Executive. Members can expect to spend an average of 10 to 12 hours a week (excluding travelling time) on Authority business based on 40 working weeks per year. This includes time spent preparing for (for example, reading agenda papers, preparing notes, etc) and attending meetings of the full Authority, its Committees, Groups, Panels and any informal meetings or training events that are arranged.

#### **7. RENUNCIATION**

- 7.1 A Member may, by notice in writing to the Chief Executive, elect to forego all or any part of his/her entitlement to a Basic or Special Responsibility allowance. Any sum that a Member decides to renounce will remain available for use for other Authority purposes.

## **8. DAILY ALLOWANCES**

- 8.1 Daily Allowances are paid to both Members and non-Authority Members for undertaking duties that require infrequent periods of intensive work over a limited period. Duties qualifying for payment of a Daily allowance are detailed at Appendix B.

## **9. TRAVEL AND SUBSISTENCE**

- 9.1 Attending meetings of the Authority or any body of the Authority and undertaking duties which are in accordance with the Job Profiles are recognised as approved duties for the purposes of the payment of travel and subsistence.
- 9.2 Attendance at meetings (including Committees and Sub-Committees) of Outside Bodies to which the Member has been appointed by the Authority shall be approved duties.
- 9.3 Further duties may be approved by the Chief Executive (acting under delegated powers).
- 9.4 Details of the amounts currently payable are set out in Appendix C.

## **10. CARERS EXPENSES**

- 10.1 A Member may claim expenses for a carer where he/she has incurred expenditure on engaging a carer for a dependent in order to carry out approved duties.
- 10.2 For expenses to be payable the dependent being cared for must be one of the following:
- a child under 16 years of age
  - an elderly person
  - a person with a physical or mental disability
  - a person with a learning disability

and must live with the Member as part of his/her family and must not be able to be left unsupervised.

- 10.3 A carer is defined as someone who does not normally live with the Member as part of the Member's family and is not part of the extended family.
- 10.4 Reasonable carer's costs incurred can be claimed upon the provision of receipts. Members are advised to check with the Secretariat in advance if clarification is needed as to what constitutes 'reasonable' expenses.

## **11. PAYMENT ARRANGEMENTS**

- 11.1 Basic and Special Responsibility allowances are paid over 12 monthly instalments into Members' bank or building society accounts. Claims for the payment of Travel and Subsistence expenses and Daily allowances under this Scheme must be made in writing on the prescribed form within two months of the date of the meeting or other approved duty in respect of which the entitlement arises.
- 11.2 Payments are made on the 16<sup>th</sup> of each month (or the preceding working day if the 16th falls on a Saturday, Sunday or Public Holiday). Claims must be received by no later than the 23<sup>rd</sup> day of each month in order to be included within the payroll run for the month.

## **12. SUSPENSION OF ALLOWANCES**

- 12.1 When a Member is suspended from all duties, all allowances will be withheld for the period of suspension. Where a Member is partially suspended, any Special Responsibility allowance relating to any duties from which the Member is wholly suspended will be withheld for that period.

## **13. RECOVERY OF ALLOWANCES PAID**

- 13.1 Any allowance that has been paid to a Member whilst on suspension or any allowance after a Member has ceased to be a member of the Authority shall be recovered.

## **14. VARIATION OF SCHEME**

- 14.1 Allowances published in the Scheme shall be updated on 1<sup>st</sup> April each year in line with the Police Staff Council cost of living increase. The Scheme shall be approved by the Authority and published annually in accordance with statutory requirements. Any amendments must be approved by the Authority and will be published before they take effect.

**LINCOLNSHIRE POLICE AUTHORITY**  
**JOB PROFILES**

**(a) Police Authority Member**

**Role:**

1. To carry out collectively all statutory and locally determined requirements of a Police Authority Member, including participation in the formulation of policy, decision-making and other activities of the full Authority (such as determining the budget and precept, determining local policing priorities, agreeing the annual Policing Plan and other strategies).
2. To ensure that there is an effective and efficient Police Force for the area.
3. To ensure that local communities receive best value in local policing services.
4. To set the strategic direction for the Force and exercise effective oversight of Force performance.
5. To represent the interests of all those who live in, work in, or visit the Police Authority area and to ensure that the views of local people are reflected in the nature and style of local policing.
6. To ensure that policing services are provided fairly and in a way which does not discriminate against any group or individual.
7. To participate constructively in the good governance of both the Police Authority and the Force.
8. To participate effectively as a member of any Committee, Panel, or other Police Authority forum to which the Member is appointed.
9. To participate in Scrutiny reviews, as nominated by the Police Authority.
10. To comply with all relevant Codes of Conduct and to maintain and promote the highest standards of conduct and ethics.
11. To maintain an up-to-date knowledge and awareness of national and local policing issues.
12. To maintain and develop skills and competences through attendance at local, regional and national training events.
13. To maintain a good working knowledge of Force policies and practices and to establish good working relationships with officers of both the Police Authority and the Force.
14. To rigorously scrutinise, challenge and monitor all aspects of Force performance.

15. To participate fully in local consultative arrangements and actively engage in communication and dialogue with local people about local policing services.
16. To represent the views of the Police Authority within local communities and the views of local communities to the Authority.
17. To participate appropriately in any outside body or forum on which the Member is appointed to represent the Police Authority.
18. To be involved in the appointment and dismissal of Chief Officers, as appropriate.
19. To monitor the way in which complaints are dealt with by the Force and to deal with complaints against Chief Officers.
20. To promote equality of opportunity and work to eliminate unlawful discrimination both internally within the Police Authority and Force and in the provision of policing services.
21. To attend local, regional and national conferences/seminars/briefings, if nominated by the Police Authority.
22. To answer questions at council meetings, if nominated to do so by the Police Authority.
23. To participate in inspections and audits of the Force and Police Authority.

**(b) Vice Chairman of Committee**

**Role:**

1. To fulfil all the responsibilities of a Police Authority Member and Vice Chairman of a Committee of the Authority.

Additional responsibilities:

2. To deputise for the Chairman, when necessary.
3. To liaise closely with the Chairman and assist him/her in developing and managing the work of the Committee, and to ensure that he/she is kept fully aware of issues relevant to the work of the committee.
4. To contribute to national policy development, national events or APA networks or initiatives on the areas for which responsible, when necessary.
5. To help plan agenda and assist with the management of Committees.

### **(c) Chairman of Committee**

#### **Role:**

1. To fulfil all the responsibilities of a Police Authority Member and to Chair a Committee of the Authority.

#### Additional responsibilities:

2. To lead the work of a Committee of the Police Authority.
3. To ensure that the committee's work contributes to the delivery of the Authority's strategic objectives and vision and influences Authority planning.
4. To act as the Police Authority's spokesperson on the areas within the Committee's remit.
5. To develop and maintain up-to-date knowledge and specialist expertise in the area for which responsible and in particular to ensure that he/she is made fully aware of current force/authority issues pertinent to the work of his/her committee.
6. To disseminate information gained from regional and national sources to the committee and Authority as appropriate.
7. To liaise closely and maintain effective and appropriate links with Police Authority Secretariat officers and Force senior officers and staff in developing and managing the work of the Committee.
8. To contribute to national policy development, national events or APA networks or initiatives and regional collaboration and liaison relevant to the areas for which responsible.
9. To ensure that the vice chair of the committee is fully informed and involved in the work of the committee.
10. To maintain and develop effective liaison and co-operation with partner organisations in regard to the remit of the Committee.
11. to be a member of the strategic planning committee and contribute to that committee's work.

### **(d) Vice-Chairman of the Police Authority**

#### **Role:**

1. To fulfil all the responsibilities of a Police Authority Member and to hold the office of Vice Chairman of the Police Authority.

#### Additional responsibilities:

2. To deputise for the Chairman when necessary.

3. To liaise closely with the Chairman and assist him/her in overseeing conduct of the Police Authority's business as described in the Chairman's job profile.
4. To work with the Secretariat to ensure that the internal organisation is aligned and resourced to meet the requirements of the Authority committee structure.
5. To work with the Secretariat to ensure that induction training for new members of the Authority and continuation training for all members addresses corporate and individual requirements and that it is delivered in a timely fashion.
6. To represent Lincolnshire Police Authority on the Regional Collaboration Board, the East Midlands' Police Authorities Joint Committee and the Lincolnshire Community Safety Board if nominated to do so.
7. To act as Vice-Chairman of the Strategic Planning Committee and contribute to the development of the Authority's strategic planning.
8. To disseminate information gained from, local, regional and national sources to the Authority as appropriate.
9. To help plan agenda and assist with the management of Committees

**(e) Chairman of the Police Authority**

**Role:**

1. To fulfil all the responsibilities of a Police Authority member and hold the office of Chairman of the Police Authority.

**Additional responsibilities:**

2. To provide leadership, ensuring that the Police Authority works as a coherent and corporate body.
3. To play a leading role in the strategic direction of the Police Authority and to Chair its Strategic Planning Committee.
4. To promote the importance of the ethical agenda both within and external to the Authority.
5. To preside at Police Authority meetings, applying standing orders and ensuring that Members have a fair opportunity to participate in debates.
6. To represent the Police Authority in discussions with the Home Office, DCLG, other relevant Government departments, HMIC, NPIA and the like.
7. To represent the Police Authority to the media and outside organisations.
8. To develop and maintain relationships with Members of Parliament and others in positions of influence both locally and nationally.

9. To oversee co-ordination of Police Authority business at Member level and develop, review and monitor implementation of the policies and strategies of the Police Authority.
10. To maintain a professional working relationship with the Chief Executive, Treasurer and Chief Constable to facilitate Police Authority business.
11. To hold regular strategic meetings with the Chief Constable, fellow ACPO and other officers.
12. To undertake performance review of the Chief Constable.
13. To represent the Police Authority on the APA, the East Midlands Collaboration Board, the East Midlands Police Authorities Joint Committee, the Lincolnshire Assembly Safer and Stronger Communities Strategy Board and appropriate Force Programme and other Boards.
14. If a member of Lincolnshire County Council, to represent the Police Authority's interests and answer questions on behalf of the Authority at County Council meetings

**DAILY ALLOWANCES**

**1. Introduction**

1.1 For the purposes of this section, “per day” means any period of more than four hours in one day (excluding meal breaks) and “half day” means a period of four hours or less (excluding meal breaks). In addition, non-Authority Members will be entitled to claim expenses for travel and subsistence at the same rates applicable to Members as set out in Appendix C to the Scheme.

1.2 The following duties will qualify for payment of a Daily allowance:

(a) **Independent Members of the Standards Committee**

Membership of the Authority’s Standards Committee includes three Independent Lay Members appointed by virtue of Section 53(4)(b) of the Local Government Act 2000. Each Lay Member will be paid £200 per day and £100 per half day for attending meetings of the Committee and any of its Sub Committees; and for any occasion when his/her attendance on Authority business is, in the Chief Executive’s view, reasonably justified.

(b) **Independent Members of Police Misconduct Panels**

The Police Reform Act 2002 and the Police (Conduct) Regulations 2004 provide that in certain circumstances individuals independent of the Authority will sit on Police Misconduct Panels. The Authority has appointed two Independent Members who will be paid £200 per day and £100 per half day for attending Misconduct Panel meetings.

(c) **Independent Member Selection Panel**

Members of the Independent Member Selection Panel for the Authority are appointed by virtue of Section 4 and paragraph 1(2) of Schedule 3 of the Police Act 1996 (as amended by the Police and Justice Act 2006). Police Authority members appointed to the Panel shall be paid £200 per day and £100 per half day for attending meetings of the Selection Panel. Other members of the Panel shall be paid at daily rates set by the Home Office.

(d) **Police Appeal Tribunal Panels**

The Authority is required to nominate Members to sit on Police Appeal Tribunals, which are the final appellate authority in police discipline cases. Members will be paid at the same daily rates set by the Home Office for other Tribunal members.

(e) Staff Appeal Panels

The independent appeals mechanism for Police Staff who have been dismissed under Force Discipline procedures is a Panel of three Members of the Police Authority. Members who sit on these Panels will be paid £200 per day and £100 per half day for attending meetings.

(f) Co-opted Members

Individuals co-opted by the Authority onto Committees and other Tasking and Finishing Groups and Panels by virtue of paragraph (1.7) of the Authority's discretionary Standing Orders will be paid £200 per day and £100 per half day for attending meetings.

(g) Independent Remuneration Panel

The Independent Remuneration Panel comprises three non-Members of the Authority who are charged with making recommendations on allowances and expenses paid to Police Authority Members and to address any other relevant matters. Members who sit on the Panel will be paid £200 per day and £100 per half day for attending meetings.



### Meals/Refreshments

- 2.2 Actual receipted reasonable expenditure on meals and refreshments will be reimbursed to the Member. Members will normally be expected to meet the cost of any alcohol consumption whilst performing an approved duty.

### Overseas Allowances

- 2.3 When abroad, arrangements will be made where possible for the Authority to be invoiced for the cost of accommodation and meals. If Members make their own arrangements they should continue to claim for any overnight stays required in connection with the exercise of an approved duty; reasonable receipted expenses will be paid.
- 2.4 Air travel should be at standard economy fare and will be arranged in advance by the Secretariat. Members should also personally check well in advance that the appropriate travel arrangements and insurance has been arranged on their behalf.