OFFICE OF THE POLICE AND CRIME COMMISSIONER FOR HAMPSHIRE AND ISLE OF WIGHT

Secretary of State for Home Department’s Determination on Police and Crime Commissioner Expenses

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. The purpose of authorised allowances is to reimburse expenses incurred by Police and Crime 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.

3. 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:

• Travel expenses;

• Subsistence expenses;

• Exceptional expenses. reasonably incurred by a Police and Crime Commissioner in the exercise of the Commissioner’s functions.

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

|  |  |  |
| --- | --- | --- |
| **Type of expense** | **Key restriction** | **Rates** |
| Train | In course of business | Reimbursed up to standard class rates |
| Mileage allowance | Only if necessary  | As per HMRC rates (currently 45p for the first 10,000 miles, 25p thereafter |
| Taxi | Only where public transport not available | Cost of taxi |
| 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 Evening meal £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 |

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

6. 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.

7. Under Paragraph 1(d) of the Schedule to the Elected Local Policing Bodies (Specified Information) Order 2011, Police and Crime Commissioners are required to publish the allowances paid to them and to their Deputies in respect of expenses incurred by the Commissioner or Deputy in the exercise of the Commissioner’s functions.

8. Police and Crime Commissioners and their Deputies should publish a breakdown of their expenses including:

 • 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.

• For travel and subsistence claims: date, place of origin, place of destination, category of journey, class of travel, mileage, length of hotel stay, category of hotel stay.

This guidance has been downloaded from the Government website on behalf of the Senior Business Manager. <https://www.gov.uk/government/publications/expenses--2/expenses>

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