



NORFOLK POLICE AUTHORITY

*Ensuring an Efficient and Effective Police Service*

**NORFOLK POLICE AUTHORITY  
MEMBERS' ALLOWANCES SCHEME**

**(Updated: April 2011)**

**NORFOLK POLICE AUTHORITY**  
**MEMBERS' ALLOWANCES SCHEME**

**1. INTRODUCTION**

1.1 The Police Authority's Scheme provides for payment of: -

- a *Basic Allowance* (BA)
- a *Special Responsibility Allowance* (SRA) for Members undertaking 'special duties' as defined by the Authority

1.2 There is also *Travel Allowances, Subsistence Allowances and Incidental Expenses* payable (to be up-rated annually in line with Inflation) as set out at Appendix B

**2. GENERAL POINTS**

2.1 The term "Member" in these notes means a Police Authority Member by virtue of being:

- a Councillor appointed to the Authority; or
- an Independent Member appointed to the Authority (one of whom must be a Magistrate)

2.2 For ease of reference, the role profile document which highlights the various roles and responsibilities is attached at Appendix 'C'.

2.3 Any Member may choose not to accept part or all of an allowance to which he/she is entitled under this scheme. Such a decision should be notified by the Member to the Chief Executive of the Authority in writing.

2.4 All enquiries relating to Members' allowances should be made to **Claire Buckley**, Office Manager on 01953 424454.

2.5 All claims and enquiries should be forwarded to:

Chief Executive's Office  
Norfolk Police Authority  
Jubilee House  
Falconers Chase  
Wymondham  
Norfolk  
NR18 0WW

[policeauthority@norfolk.pnn.police.uk](mailto:policeauthority@norfolk.pnn.police.uk)

**3. BASIC ALLOWANCE (BA)**

3.1 BA is: -

- payable to all Members other than those in receipt of a Special Responsibility Allowance;
- currently a sum of £9,179 per annum (to increase annually in line with police support staff pay awards), will be payable in equal monthly instalments. It is paid automatically, therefore, Members do not need to claim it;

## 3.2 Definition of BA

BA recompenses Members for time devoted to their work on Authority business and is intended to cover: -

- approved duties;
- dealing with correspondence;
- attendance at Authority, Committee, Sub-Committee, Best Value Project Boards, Panels or Working Party meetings, (including travelling time to and from meetings);
- attendance on 'outside bodies'
- attendance at seminars, conferences and training sessions;
- reading and general preparatory work.
- Other incidental costs, such as the use of the Member's private telephone, office equipment and office furniture (if not directly provided by the Norfolk Police Authority).

3.3 Where the Member's term of office begins or ends at any time other than the start or end of the financial year, they will be entitled to the appropriate proportion of the annual allowance.

3.4 Stationery, commensurate with Members' duties, will be provided upon request.

## 4. **SPECIAL RESPONSIBILITY ALLOWANCE (SRA)**

4.1 A Special Responsibility Allowance will be paid to Members who have clearly defined special responsibilities allocated on the basis of degree of responsibility and upon a perceived call on Members' time, as agreed by the Authority as follows:

<b>Chairman</b>	£25,000#
<b>Vice (Deputy) Chairman</b>	£18,750#
<b>Chairmen of Committees</b> (see Appendix A)	£11,010-14,678#
(# denotes a stand alone allowance)	
<b>Ad-hoc roles</b> (see Appendix A)	£225per day/£113 per half day**
<b>Police Appeal Tribunals (PATs)</b> (daily rate)	£211.50 (£104.50 half day)

Special Responsibility Allowance payments cover:

- approved duties, including use of the Member's home
- attendance at Authority, Committee, Sub-Committee, Project Boards and Panels or Working Party meetings
- meetings with Authority and Constabulary officers
- meetings with Committee Chairmen, the Deputy Chairman and other members
- attendance on outside bodies
- dealing with correspondence
- visits directly connected to the performance of an SRA duty eg:
  - o Interviews
  - o Official openings
  - o Familiarisation/fact finding visits
- press meetings
- attendance at seminars, conferences, and training sessions
- travelling time to and from meetings
- other incidental costs for which no other specific provision is made

4.2 \*\*A “half-day” is defined as no less than 2 hours and no more than 4 hours and a “day” is defined as 4 or more hours (both including travelling time).

4.3 To cater for changes in circumstance that occur during the year and to ensure that no individual cases of exceptional hardship are experienced, the Chief Executive, and Chairman (where not personally affected) can approve changes in SRAs for individual Members as considered appropriate. Any such changes must be reported to the first available Joint Remuneration Panel/Authority meeting.

## 5. **CARER’S/DEPENDENT’S ALLOWANCE**

5.1 Reasonable, receipted expenditure incurred by Members (a) in providing child care arrangements and (b) on professional care for elderly, sick or dependent relatives to facilitate their attendance at approved duties of the Authority, is provided at the discretion of the Chief Executive.

**Carer’s/Dependents “allowance”**                      No hourly/daily maximum prescribed

## 6. **TRAVELLING/SUBSISTENCE EXPENSES (See Appendix B)**

- This allowance can be claimed when carrying out duties on behalf of the Authority;
- Following a new European Directive relating to VAT on mileage claims, Members must attach a VAT fuel receipt to every monthly claim form. The receipt should be dated prior to the meeting/period claimed for and should be to the value of at least 25% of the monetary value of the mileage claimed. For example, a claim for £50 will require a receipt for £12.50. You are encouraged to request a VAT receipt each time you fill up your car to ensure you have a receipt available. Given that being a Police Authority member may be one of many functions undertaken and that one tank of fuel may be utilised by other bodies, photocopies of the receipts would be acceptable.

## 7. **APPROVED DUTIES**

The approved duties for which are you eligible to claim Travel and Subsistence and the Carer’s/Dependents Allowance, as appropriate are:

- Attendance at any:
  - Authority Meeting, Committee or Sub-Committee meeting, Project Boards and Panels, to which Members are appointed, or which a member attends as a nominated substitute, or invitee
  - Ad hoc panel meeting set up by the Authority or its Committee and Sub-Committees, whether attending as an appointed Member or invitee
  - Attendance on Committee and Sub-Committee tours of inspection, to which the member is appointed and at Members’ Conferences and Seminars
  - Attendance at APA meetings on behalf of the Authority, as appropriate
  - Attendance at any approved conference or meeting by any Member appointed by the Authority
  - Community Safety Partnerships (and associated meetings)
  - Any other attendance for which prior approval has been given by the Chief Executive or Treasurer.

## 8. COMPUTER SUPPORT ALLOWANCES

- 8.1
- A sum of £325 per annum shall be paid in equal instalments in respect of computer consumables, to those members who are not provided such support from a nominating authority.
- 8.2
- A sum of £400 per annum shall be paid in equal instalments to all non-Norfolk County Council members to provide those members with adequate computer support.

## 9. CONFERENCES

- 9.1
- The Authority's BRA and SRA includes an allowance for attendance at conferences etc - members are, therefore, only allowed to claim subsistence in accordance with the rates shown in Appendix B

## 10. CLAIMS

### 10.1 How to claim

- BA and SRA are paid *automatically* after completion of initial details.
- Travel and Subsistence Allowances must be *claimed* on the Members Claim Form A7K.
- Claims must be submitted monthly - a reminder email will be sent to Members 1 week prior to submission deadline.
- Late claims may result in late payment.
- No allowance will be claimable for attending conferences (except for travel and subsistence where appropriate) as this will be included within the BRA and SRA
- Approval of the Chief Executive (in consultation with the Authority) is required where claims are older than 3 months, and will only be approved in exceptional circumstances.
- A supply of claim forms can be obtained from Claire Buckley, Office Manager (01953 424454).
- Allowances must not be claimed where the Member is entitled to receive payment from another body.

### 10.2 Payment of claims

- Payments are made through Norfolk Constabulary's computerised payroll system to assist the deduction of income tax and national insurance.
- An advice slip is issued following payment (on 19<sup>th</sup> of each month) showing details of allowances paid.
- Payment can be made direct to a bank or building society account on request; this is encouraged for reasons of security and reliability of payment and usually enables the payment to be drawn on immediately.

### 10.3 Partial Year Entitlement

A Member who begins or ends a term of office or an SRA post during the course of the financial year is entitled to an appropriate proportion of the BA or SRA for that year.

### 10.4 Tax and National Insurance

- BA and SRAs are taxable and are subject to national insurance.
- Members can request a PAYE code from the inland revenue for the taxing of payments. If no other tax code is supplied Members will be taxed at the current basic rate.
- Some members may be able to obtain an exemption card for national insurance from the Inland Revenue (upon reaching 60 years of age).
- For further information please contact Claire Buckley on 01953 424454.

### 10.5 Unemployment benefit and Statutory Sick Pay

- Members who are unemployed do not lose entitlements to unemployment benefit as a result of receiving BA or SRA, even though these allowances on average may exceed the daily earnings rule.
- Members are regarded under the Social Security and Housing Benefits Act 1982 as “employees” entitled to receive sick pay for the first 28 weeks of sickness a year.
- If Members wish to pursue claims for sickness benefit, the period of sickness should be in excess of 3 consecutive days, and the Treasurer must be given prompt notification of sickness.

### 10.6 Financial Restrictions

The Authority regularly reviews expenditure on Member’s Allowances to ensure the budget is not overspent. In order to assist with the maintenance of the budget, Members are requested to submit claims monthly, no matter how small.

## 11. **UNAVAILABILITY DUE TO SICKNESS; MATERNITY OR PATERNITY ARRANGEMENTS; OR SUSPENSION**

### 11.1 **Sickness**

Members should receive their full allowance for a period of 3 months. Where a member is unlikely to be able to contribute to the Authority’s work for more than 3 months, the Authority’s Chair together with the member concerned, should consider whether he or she can continue to serve on the Authority. If the decision is that continued membership of the Authority is no longer feasible, allowance payments should cease immediately, and the Authority should be informed at the next available meeting.

Taking account of the general principles above, each case should be considered on its individual merits.

## 11.2 **Maternity and Paternity Arrangements**

Whilst it is important to remember that allowances paid to members are not, and should not, be equated with salary, it is equally important that members should not be penalised in these circumstances. As a general policy, therefore, allowances will continue to be paid for a period of 3 months. In exceptional circumstances, any extension of this period must be with the Chair and Chief Executive to the Police Authority's prior approval.

## 11.3 **Suspension of Membership of the Authority**

If a member is suspended following a finding of a breach of the Authority's Code of Conduct or pending an investigation into an alleged breach of the Authority's Code of Conduct, that member should not receive any allowance whilst suspended. However, if the member is exonerated he or she should be retrospectively remunerated for the period of suspension.

**C G Harding MBE**  
**Chief Executive to the Police Authority**

**COMMITTEE CHAIRMEN CATEGORIES**

<b>Category A</b>	<b>£14,678#</b>
<b>Category B</b>	<b>£12,539#</b>
<b>Category C</b>	<b>£11,010#</b>

# denotes a stand alone allowance

**Category A**

Professional Standards and Human Resources Committee  
Scrutiny, Audit and Assets Committee  
Performance and Engagement Committee

**Category B**

**Category C**

**AD-HOC ROLES**

Lay Independent Member (Ethical Standards Committee)

Selectors (appointed by the Home Office to the Independent Member Selection Panel)

Independent Members Appointment Panel

Senior Officers Appointments Executive Panel

Senior Officers Conduct and Discipline Sub-Committee

Civilian Staff Discipline Committee

Any other role expressly agreed by the Norfolk Police Authority as being appropriate to such an allowance, or agreed by the Chairman, Chief Executive and Treasurer to the Police Authority.

**NORFOLK POLICE AUTHORITY  
TRAVEL AND SUBSISTENCE EXPENSES SCHEME**

**Hotel Accommodation**

**Hotel accommodation to be booked by/through the Authority** and either

- \* **paid directly** by the Authority; or
- \* **Members reimbursed** for actual receipted expenditure.

**Subsistence Rates**

<b>Day</b>	(up to 12 hours)	<b>£10</b>
<b>Day</b>	(over 12 hours/less than 24 hours)	<b>£20</b>
<b>Overnight</b>	(24hours)	<b>£30</b>

Up-rated annually in line with inflation\*\*

**Meals on trains** Actual receipted expenditure

**Travel**

**Rail** Standard Class (to include an underground pass)

**Taxi** Actual receipted expenditure

**Motor Vehicles** Inland Revenue Approved Rates

Currently for all car sizes

- \* Up to 10,000 miles **45 pence** a mile
- \* Over 10,000 miles **25 pence** a mile

**Bicycle rates** **8 pence** a mile



## Role Profiles

### Police Authority Member

#### Role

- To ensure that there is an effective and efficient police service for the area
- To hold the Chief Constable to account for the policing service delivered within the area
- To set the strategic direction for the Force and exercise effective oversight of Force performance
- To ensure improvements in the way the Force delivers policing services to the public, with particular emphasis on increased satisfaction and confidence
- To determine the policing precept and police budget; and ensure that arrangements are in place for proper financial management
- To represent the interests of those who live in, work in, or visit Norfolk and to ensure that the views of local people are reflected in the nature and style of local policing
- To monitor the way in which complaints are dealt with by the Force and directly consider complaints against Chief Officers
- To ensure that policing services are provided fairly and in a way which does not discriminate against any group or individual
- To participate constructively in the good governance of both the Authority and the Force and, where appropriate, of activities undertaken jointly with partners

#### Responsibilities

- 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 strategic direction and local policing priorities, agreeing policing and improvement plans for the Force area, developing the Authority's corporate/strategic plan)

- To participate actively and effectively as a member of any Committee, Panel, Working Group or other Authority forum to ensure strategy, policy and plans of the Authority are carried out; and, by regular attendance and thorough preparation, that meetings are focussed and productive
- To participate actively and effectively as a member of any external Board, Committee, Panel, or post, to which appointed to represent the Police Authority (for instance, crime and disorder reduction partnerships, local criminal justice boards, local strategic partnerships, answering questions at council meetings, joint committees overseeing shared services)
- To participate actively in reviews of Force or Authority effectiveness or efficiency, including reviews of personal effectiveness as an Authority member, and contribute to ensuring improvements and major change programmes are implemented successfully
- To comply with all relevant codes of conduct and maintain the highest standards of conduct and ethics, including the prevention and detection of fraud and corruption
- To maintain an up-to-date knowledge and awareness of national and local policing issues, including regular meetings with local District Superintendents
- To maintain a good working knowledge of Force policies and practices and ensure they meet the requirements of all relevant legislation (including health and safety, human rights, race relations, disability and equalities generally), and to establish good working relationships with officers of both the Authority and the Force
- To rigorously scrutinise, challenge and monitor all aspects of Force performance
- To participate fully in developing Authority community engagement strategies with local people about local policing services
- To represent the views of the Police Authority within local communities and the views of local communities to the Authority
- To be involved in the appointment, discipline or dismissal of senior officers and staff, as appropriate
- To champion human rights and equality of opportunity, and work to eliminate unlawful discrimination both internally within the Authority and Force and in the provision of policing services
- To attend local, regional and/or national conferences/seminars/briefings, if nominated by the Authority
- To attend and actively participate in training programmes relevant to the role of Police Authority member
- To provide a regular report of activities undertaken to all Members of the Authority via the reporting mechanism provided at informal seminars.

## **Chairman of the Authority**

### **Role**

To fulfil the basic responsibilities of a Police Authority Member and hold the office of Chairman of the Authority

### **Additional Responsibilities**

- To provide leadership, ensuring that the Authority works as a coherent and corporate body, where all Members are encouraged to play an active role in sharing responsibility and workloads; and to act as a link to the Authority upon any issues falling within the remit of the Authority
- To preside at Authority meetings, applying standing orders and ensuring that members have a fair opportunity to participate in debates
- To represent the Authority to the press and outside organisations
- To oversee co-ordination of Police Authority business at member level and develop, review and monitor implementation of policies and strategies of the Police Authority
- To liaise with the Chief Executive, Treasurer and Chief Constable to facilitate Authority business
- To hold regular strategic meetings with the Chief Executive and the Chief Constable; and other senior officers as necessary
- To undertake, where appropriate, performance reviews of the Chief Executive and the Constabulary's Chief Officer team
- To ensure that arrangements are in place for the appointment of Chief Officers
- To ensure that Authority Members receive the support and training they need to carry out their functions effectively
- To represent the Authority on the APA and other bodies as appropriate; and to act as a conduit between such bodies and the Authority in relation to relevant issues
- To attend regional networks and national gatherings, as required
- To contribute to and feedback as appropriate on national policy developments
- To undertake Members' annual reviews (in conjunction with the Vice-Chairman)

## **Vice-Chairman**

### **Role**

To fulfil the basic responsibilities of a Police Authority Member and to hold the office of Vice-Chairman of the Authority

### **Additional Responsibilities**

- To deputise for the Chairman as necessary
- To liaise closely with the Chairman and to assist proactively in overseeing the conduct of the Authority's business as described in the Chairman's role profile
- To represent the Authority on the APA and other bodies, if nominated to do so, and to act as a conduit between such bodies and the Authority in relation to relevant issues
- In conjunction with the Chairman, to undertake Members' annual reviews

## **Committee Chairman**

### **Role**

To fulfil the basic responsibilities of a Police Authority Member and to chair a Committee of the Authority

### **Additional Responsibilities**

- To lead the work of a Committee of the Authority, whilst encouraging active participation from all Members appointed thereto
- To act as the Authority's lead member and spokesperson on the areas within the Committee's remit (unless further shared with other members)
- To develop and maintain an up-to-date knowledge and specialist interest in the remit of the Committee and in respect of associated developments at both a local and national level
- To lead on and assist the Authority in the governance and management of all issues concerning the remit of the particular Committee, including appropriate mechanisms for robust monitoring and scrutiny
- To liaise with the Chairman and Chief Executive, and other officers as appropriate, on any material issues arising from the discharge of the role
- To contribute to local, regional and national policy development, events or initiatives on issues concerning the remit of the Committee

## **Lead Member**

### **Role**

To fulfil the basic responsibilities of a Police Authority Member and to lead for the Authority on a particular subject area

### **Additional Responsibilities**

(Lead Members are not empowered to make decisions on behalf of the Authority unless specifically authorised to do so. Members will appreciate the sensitivity required to engage positively in lead member work, on the one hand being party to constructive discussions and on the other not committing the Authority to a policy or other activity which it may not, after due consideration, later endorse. Above all lead members need to think and act “corporately” but have the confidence to make an individual contribution.)

- To develop and maintain an up-to-date knowledge and specialist interest in, and to act as champion for, a particular subject area
- To act as link to the Authority on issues concerning the subject area, including the attendance at meetings, and to lead the Authority in relation to their governance and management
- To liaise with the Chairman and Chief Executive, and other officers as appropriate, on any material issues arising from the discharge of the role
- To contribute to policy development, events and initiatives locally, regionally and nationally as appropriate
- To keep the relevant Committee and/or Authority apprised of their work through regular written updates via the Chief Executive’s office

[N.B. Further detail will follow in due course specifically re: Partnership Working.]