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(Approved 27 Sep 2011 effective  
from 01 September 2011)

# Cumbria Police Authority

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## SCHEME OF MEMBERS' ALLOWANCES and REMUNERATION

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# Cumbria Police Authority

## Scheme of Members' Allowance and Remuneration

The Cumbria Police Authority, in exercise of the powers conferred by the Criminal Justice and Police Act 2001, hereby makes the following Scheme:

1. This Scheme may be cited as the Cumbria Police Authority Members' Allowances Scheme, and shall have effect for the part of the year commencing **01 September 2011** and subsequent years, until amended or revoked

2. In this Scheme,

“Member” means a Member of the Cumbria Police Authority;

“Year” means the 12 months ending with 31 March.

### *Basic Allowance*

3. Subject to paragraph 7, for each year a Basic Allowance of the amount specified in Part 1 of Schedule 1 to this Scheme shall be paid to each Member.

### *Special Responsibility Allowance*

4. (1) For each year a Special Responsibility Allowance shall be paid to those Members who hold the special responsibilities in relation to the Authority that are specified in Part 2 of Schedule 1 to this Scheme.

(2) Subject to paragraph 7, the amount of such Allowance shall be the amount specified against that special responsibility in that Schedule.

(3) No Member shall receive more than one Special Responsibility Allowance.

### *Renunciation*

5. A Member may, by notice in writing given to the Treasurer to the Authority, elect to forego any part of his or her entitlement to an Allowance under this Scheme.

### *Part-year Entitlements*

6. (1) The provisions of this paragraph shall have effect to regulate the entitlements of a Member to Basic and Responsibility Allowances where, in the course of a year, this Scheme is amended or that Member becomes, or ceases to be, a Member, or accepts or relinquishes a special responsibility in respect of which a Special Responsibility Allowance is payable.

(2) If an amendment to this Scheme changes the amount to which a Member is entitled by way of a Basic Allowance or a Special Responsibility Allowance, then in relation to each of the periods

(a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect; or

(b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year,

the entitlement to such an Allowance shall be to the payment of such part of the amount of the Allowance under this Scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of days in the period bears to the number of days in the year.

- (3) Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year, the entitlement of that Member to a Basic Allowance shall be to the payment of such part of the Basic Allowance as bears to the whole the same proportion as the number of days during which his or her term of office subsists bears to the number of days in that year.
- (4) Where this Scheme is amended as mentioned in sub-paragraph (2), and the term of office of a Member does not subsist throughout the period mentioned in sub-paragraph (2)(a), the entitlement of any such Member to a Basic Allowance shall be to the payment of such part of the Basic Allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which his or her term of office as a Member subsists bears to the number of days in that period.
- (5) Where a Member has, during part of, but not throughout, a year, such special responsibilities as entitle him or her to a Special Responsibility Allowance, that Member's entitlement shall be to payment of such part of that Allowance as bears to the whole the same proportion as the number of days during which he or she has such special responsibilities bears to the number of days in that year.
- (6) Where this Scheme is amended as mentioned in sub-paragraph (2), and a Member has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (2)(a) of that paragraph any such special responsibilities as entitle him or her to a Special Responsibility Allowance, that Member's entitlement shall be to payment of such part of the Allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.
- (7) Where a Member is suspended from the Authority, entitlement to Basic and, if appropriate, Special Responsibility Allowance shall cease. In the event of the Member subsequently being exonerated, Basic and any Special Responsibility Allowance will be restored retrospective to the date of suspension.

(8) Where a member is not able to discharge fully his or her role due to

- Ill health or long term sickness, or
- The arrival of a child

any allowances payable to the member shall be extended for a period of 3 months commencing with the start of any sickness or ill health incapacity or the arrival of a new child, and at the end of the three month period the individual case shall be considered by the Authority on its merit.

### *Arrangements for Payment*

7. (1) Payments shall be made on the 15<sup>th</sup> day of each month, on the basis of 1/12 of Basic Allowance and, as applicable, of Special Responsibility Allowance. (Note: Where a day or date referred to above falls on a non-working day, the nearest preceding working day will apply.)
- (2) Where a payment of 1/12 of the amount specified in this Scheme in respect of a Basic Allowance or a Special Responsibility Allowance would result in the Member receiving more than the amount to which, by virtue of paragraph 6, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.
- (3) The amounts of Basic and Special Responsibility Allowance specified in Schedule 1 will be increased on 1 September 2012, and annually thereafter, in line with the National Pay Award for Police Support Staff at spinal point 45 of the pay scale.

### *Attendance Allowance*

8. Where a Member is appointed to sit on a Panel/Tribunal to hear an appeal under the Conduct Regulations, he or she shall be entitled to an attendance allowance at the same rate as may be payable to other Members of the Panel/Tribunal.

### *Non-Authority (Lay) Members*

9. (1) Lay Members appointed to the Authority's Standards Committee, to the Independent Members Selection Panel and to the Misconduct Panels shall be entitled to a daily allowance of the amounts detailed in Schedule 3.
- (2) If an Independent Member shall be appointed as Chairman of the Standards Committee (s)he shall be entitled to receive a Chairman's allowance of the amount set out as a Special Responsibility Allowance in respect of that Committee in Part 2 of Schedule 1 to this Scheme.

### *Carer's Allowance*

10. Members may be reimbursed for actual and reasonable expenditure paid to an independent carer of a Member's dependent child or an adult dependent on him or her up to the amount detailed in Schedule 3, in order to undertake Police Authority business.

### *Travel and Subsistence*

- 11.(1) Members may be reimbursed for reasonable and necessary travelling expenses by public transport, including the cost of taxi fares where appropriate, in order to undertake Police Authority business. If travelling by rail, members are entitled to travel first class. The rates for travel and subsistence are specified in Schedule 2. Reimbursement under this provision is normally limited to 'receipted expenditure.'
- (2) Members may not claim the subsistence rates where meals are otherwise provided by or paid by the Authority on the day or days concerned.

### *Conference Allowance*

12. (1) If attendance at a conference has been approved by the Authority, conference expenses which are obligatory and outside the control of the member will be paid in advance on request or will be reimbursed. These expenses will include the conference fee. The actual cost of the accommodation, meals, and the like, will only be met or reimbursed if it is part of the inclusive charge for conference or it is a requirement of the conference or its organisers that the member should stay at a particular hotel, *otherwise*
- (2) Travel and subsistence allowances are payable where appropriate, but shall be reduced in respect of any meals provided as part of the conference fee, or in respect of any hospitality accepted from sponsors or other organisations. Reimbursement under this provision is normally limited to 'receipted expenditure.'

## *I T Provision for Members*

13. (1) The Authority will provide appropriate IT facilities for non local authority members who require them in accordance with the scheme and subject to the conditions approved by the Authority at its meeting on 16 September 2003 and amended on 16 December 2004.
- (2) The Authority will reimburse the following costs to members who take up the facility:
- The standard BT cost of installing an additional (broadband) telephone line if required, or
  - The cost of installing an appropriate extension point to an amount not exceeding the standard cost of installing an additional line plus 12 months line rental.
- (3) The Authority will reimburse the following costs to members who take up the facility or who are prepared to use their own IT facilities on Police Authority business
- The standard BT rental for a broadband (option 1) facility, net of any introductory discount for a limited period.

## *Indexation*

- 14 (1) The Allowances and Scales approved under this Scheme shall be amended from 01 September each year and shall be presented to the Police Authority for approval on the following basis.
- (2) The Remuneration Allowances detailed in Schedule 1 and the Non-Authority (Lay) Members Attendance Allowances detailed in Schedule 3 shall be increased in line with the annual pay award for Police Authority Staff at spinal column point 45 as at 01 September.
- (3) The Subsistence Allowances and the Bicycle Allowance detailed in Schedule 2, and the Carer's Allowance detailed in Schedule 3, shall be increased in line with the increase in the Retail Price Index for the twelve-month period to 31 August.
- (4) The Motor Vehicle rates detailed in Schedule 2 shall be increased to the rates approved by the Inland Revenue in the tax year as not giving rise to a liability for taxation purposes.
- (5) The I T telephone installation and rental reimbursement shall be the standard terms for broadband facilities charged by BT to domestic customers for an 'Option 1' facility at the time, net of any introductory discount for a limited period.

# Schedule 1

## Remuneration Allowances

### Part 1

#### *Basic Allowance*

An amount of **£9,684** for each year to each Member

### Part 2

#### *Special Responsibility Allowances*

The following are specified as special responsibilities in respect of which Special Responsibility Allowances in the amounts set against them are payable to the Members holding those responsibilities:-

Special Responsibility	Annual Allowance For the period commencing 01 September 2011 £
1. The Chair of the Authority	<b>11,622</b>
2. The Vice-Chair of the Authority	<b>6,459</b>
3. Chair of each of the following Committees (√) :- Governance People and Performance Crime Performance	<b>5,166</b> √ √ √
4. Chair of each of the following Committees (√):- Standards	<b>2,583</b> √
5. Chair of each of the following Working Groups (√):- Finance and Policing Plan	<b>5,166</b> √
6. A lead Member for a portfolio designated by the Authority from time to time (√):- Diversity Estates Strategic Risks	<b>2,583</b> √ √ √

# Schedule 2

## Travel and Subsistence Expenses for Police Authority Members

### HOTEL ACCOMMODATION

Hotel accommodation to be booked by 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>£13.38</b>
<b>Day</b> (over 12 hours/less than 24 hours)	<b>£26.76</b>
<b>Overnight</b> (24 hours)	<b>£40.16</b>

The Day subsistence rates are not claimable where meals are provided as part of the attendance.

The amount of subsistence claimed for a period including an overnight absence shall be reduced by the following amounts in respect of meals provided as part of the event attended or included in accommodation costs;

Breakfast	<b>£6.49</b>
Lunch	<b>£9.76</b>
Dinner	<b>£16.29</b>

*Up rated annually in line with inflation to 31 August (RPI)*

**Meals on trains** Actual receipted expenditure

### Travel

**Rail** First Class

**Taxi** Actual receipted expenditure

**Motor vehicle** HM Revenues and Customs Approved Rates from 06 April 2011

*Currently for all car sizes*

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

**Bicycle rates** **9.4 pence** a mile

## **Schedule 3 Other Allowances**

### **Carer's Allowance**

The maximum rate per hour payable under paragraph 10 of the Scheme shall be **£8.05**

### **Non-Authority (Lay) Members Allowance**

Absence of up to 4 hours	<b>£81.14</b>
Absence in excess of 4 hours	<b>£162.28</b>

### **Provision of IT Facilities**

Second domestic telephone line or extension point to an existing line

Installation - not exceeding the standard terms charged by BT for a domestic broadband installation.

Rental – the standard terms charged by BT for a domestic broadband facility ( BT 'Option 1'), net of any introductory discount for a limited period.