

## **GUIDANCE FOR INDEPENDENT MEMBERS OF POLICE MISCONDUCT PANELS ON THE CLAIMING OF FEES AND EXPENSES**

POLICE MISCONDUCT: **INDEPENDENT MEMBERS**

August 2018

### **FEES**

1. Fees may be claimed at the following rates;

Full day ie sittings of more than 4 hours (excluding meal breaks) **£211.5**

Half day ie sittings of 4 hours or less (excluding meal breaks) **£104.5**

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

### **LONG SITTINGS**

2. Where the length of a tribunal sitting exceeds 7 hours (excluding meal breaks) a claim may be made for a long sitting. The allowance payable is 1/14 of the normal daily rate for each hour, or part thereof, in excess of 7 hours.

### **PREPARATION AND REPORT WRITING FEES**

3. A fee may be claimed at the rate of **£15** for each hour necessarily spent in preparatory work or report writing. This fee may, however, only be claimed where it is necessary for the work to be undertaken on a day other than the day on which the tribunal sitting takes place, (except that a fee may be claimed even in these circumstances if the tribunal fee is paid at the half-day rate).

### **TRAVELLING EXPENSES**

3. We will reimburse travelling expenses for travel within the M25 for both public transport and mileage claims. Public transport will be reimbursed at standard fares. We will reimburse travel on public transport outside the M25 at a maximum rate of £25. The maximum that can be claimed for travel expenses is £25 per day.

For journeys up to 10,000 miles, travel by car may be claimed at the following rates;

cars with engine capacity up to 1500 ccs 45 pence per mile;

cars with engine capacity between 1501 and 2000 ccs 45 pence per mile; and

cars with engine capacity over 2000 ccs 45 pence per mile.

Incidental travelling expenses eg bus/tube fares, may be claimed but must not exceed £25 daily. Taxi fares may be reimbursed only in the following circumstances: for journeys for which there is no other suitable method of public transport, or where heavy luggage has to be transported to or from the place of departure or arrival. A receipt for travel by taxi must be provided and full reasons must be given in writing and included or attached to the claim form. The cost must not exceed £25. Full details of each step of the journey should be shown. Please note that no liability can be accepted in the event of any accident, damage, injury or death.

There is no provision for payment of travelling time to independent panel members.

#### HOTEL BOOKINGS

4. There is no provision for the reimbursement of hotel accommodation. We will not pay for overnight accommodation.

#### NIGHT SUBSISTENCE

5. There is no provision for the payment of night subsistence

#### DAY SUBSISTENCE

6. Where, as in most cases, an overnight stay is not necessary, an allowance may be claimed for the necessary costs spent on meals (day subsistence). The allowance is based on the period during which the member is absent from home (or normal place of office). The rates are;

Absence of <u>more than</u> 5 hours and less than 10 hours	<b>£4.25</b>
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Absence of <u>more than</u> 10 hours	<b>£9.30</b>
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This is a flat rate allowance, which may be claimed, whether the cost of meals was more, or less, than the actual amount of expenditure. It is not necessary for receipts to be provided. The allowance should not, of course, be claimed if a meal is provided free of charge.

Day subsistence can be claimed if absent from home for more than 5 hours or more than 10 hours.

The sole purpose of subsistence allowances is the reimbursement of extra expenditure necessarily incurred and they are in no sense a payment for services.

#### MISCELLANEOUS EXPENSES

7. Postage and telephone calls etc necessarily dispensed in respect of the determination of the disciplinary proceedings may be claimed. Where it is necessary for papers to be dispatched, normal postage (and not courier) service should be used.

#### VAT

8. VAT may be claimed by those members registered for the purposes of VAT. In these cases the VAT registration number should be shown.

#### Claim Forms.

9. Any queries you have about the provision or completion of claim forms should be addressed to MOPAC or the DPS Hearings Unit