**GUIDANCE FOR LEGALLY QUALIFIED CHAIRS OF POLICE MISCONDUCT PANELS ON THE CLAIMING OF FEES AND EXPENSES**

POLICE MISCONDUCT: ***LEGALLY QUALIFIED CHAIR (LQC)*** Aug 2023

FEES

1. Fees may be claimed at the following rates for attendance at misconduct hearings;

Full day i.e. sittings of more than 4 hours (excluding meal breaks) **£511.56**

Half day i.e. sittings of 4 hours or less (excluding meal breaks) **£255.78**

PREPARATION AND REPORT WRITING FEES

2. A fee may be claimed at the rate of **£73.50** 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 misconduct hearing takes place, (except that a fee may be claimed if the hearing fee is paid at the half-day rate).

The maximum preparation and report writing fee that can be claimed is **£1,050** for each misconduct hearing.

TRAVELLING EXPENSES

3. Travel arrangements should be made in a way that is compliant with sound financial management, i.e. in the most economical way possible in terms of time and money. There is no payment to the LQC for their travelling time.

Travelling expenses may be claimed for travel between the LQC’s home and the place at which the misconduct hearing will take place.

**Full details of each step of the journey should be shown on the claim form. Travelling allowances are designed to meet expenses incurred and are in no sense a form of remuneration.**

Rail

Where rail is the most appropriate means of travelling ‘fixed time travel’ (travel on specific trains) should always be booked due to cost efficiency, as this is usually a cheaper way to travel. ‘Open’ tickets should only be purchased in exceptional circumstances. First class travel is not authorised. Standard class travel must be booked at all times. If claiming reimbursement of rail fares, you must provide a receipt.

Cars

For journeys up to 10,000 miles, travel by car may be claimed at a rate of 45 pence per mile.

Bus/Tube

Incidental travelling expenses e.g. bus/tube fares, may also be claimed. Receipts must be provided.

Taxi

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 for taking a taxi must be given in writing and included in or attached to the claim form. The cost of any taxi fare must not exceed **£40**.

FLAT RATE WHEN STAYING WITH FAMILY OR FRIENDS

4. Should you need to stay away from home during panel sittings and are able to stay with friends or relatives you may claim a fixed rate of **£26** per night. This is to cover dinner, breakfast and local travel (for example between the place you are staying and the place of the hearing). You will not be eligible to claim additional incidental bus/tube travel between the place you are staying and the place of the hearing

NIGHT SUBSISTENCE

5. A night subsistence allowance may be claimed if you are absent from your home for a period of 24 hours or more and necessarily incur expenditure on accommodation, meals and incidental travel (see above) which is additional to what would have been incurred had you stayed at home.

This allowance is therefore intended to cover any instance where a hearing/meeting is scheduled for more than one day and there is an incompatibility of train schedules with the time of the hearing or where a return train fare for the next day of the hearing would exceed the cost of overnight accommodation.

The rate payable is **£176** per night. You will not be eligible to claim additional incidental bus/tube travel between the place you are staying and the place of the hearing

This rate has been made up as follows:

Actual receipted accommodation expenditure up to a limit of **£150.00** for the cost of a single room, plus a flat rate allowance of **£26.00**. The flat rate allowance is intended to cover dinner, breakfast and local travel (for example between your hotel and the place of the hearing). No additional amount is payable.

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 LQC is absent from home (or their normal place of office). Day subsistence can be claimed if the LQC is absent from home for more than 5 hours or more than 10 hours. The rates are;

Absence of more than 5 hours and less than 10 hours **£4.25**

Absence of more than 10 hours **£9.30**

This is a flat rate allowance, which may be claimed, whether the cost of meals was more, or less, than the allowance. 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.

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. If there are any expenses relating to postage and/or telephone calls which are necessarily incurred in respect of the misconduct hearing, these may be claimed by the LQC on production of satisfactory evidence of such expenses. Where it is necessary for papers to be dispatched, the normal postage service (and not a courier) should be used.

VAT

8. VAT may be claimed by any LQC registered for the purposes of VAT. In these cases, the VAT registration number should be shown on the expenses claim form.

Claim Forms.

9.

LQCs should note that queries about the provision or completion of expenses claims for sitting on misconduct panels should be addressed to the Met’s Misconduct Hearings Unit (MHU). Queries about the provision or completion of training expenses claims should be addressed to MOPAC. The contact details are included on the respective claim forms.