Report to: West Midlands Police and Crime Panel

Report of: The Secretary of the West Midlands Police and Crime Panel

Date: 21 January 2013

# West Midlands Police and Crime Panel Member Expenses Arrangements

#### 1. Introduction

This report seeks the Panel's agreement for the arrangements for Member expenses set out in Section 5 of this report.

#### 2. Recommendation

That the Panel endorses the proposals for administrating Member Travel Expenses and Carer Allowances

### 3. Background

- 3.1 As previously reported to the Panel, the Home Office will provide £53,300 funding to the panel each year to cover support and running costs. Expenses of up to £920 will also be available for each member to cover their expenses. Funding in 2012-13 will be about half of this amount to account for the fact panels will be in place for six months of the financial year (October to March).
- 3.2 Birmingham City Council as the Host Authority receives this funding in the form of a grant and has responsibility for monitoring and reporting on expenditure.

#### 4. WMPCP Panel Arrangements and Rules of Procedure

4.1 In June 2012, the Shadow Panel approved the WMPCP Panel Arrangements and Rules of Procedure. Paragraph 4 states that:

The annual costs associated with the operation, organisation and administration of the Panel shall be offset by the Home Office grant to be managed by the Host Authority. All of the relevant costs incurred by the Host Authority in connection with the work of the Panel shall be met from the funding allocated by the Home Office unless the Authorities agree otherwise.

The Host Authority shall monitor all expenditure incurred and make provision for an annual report.

# 5. Proposed Scheme for WMPCP Member Expenses

- 5.1 It is proposed that as Birmingham City Council will be administrating the panel budget, its Members' Allowances scheme should form the basis of the WMPCP Member Expenses.
- 5.2 Panel Members and Substitute Panel Members (who are officially substituting or have been requested to attend a Panel event or training session) can claim for travel and carer expenses incurred in undertaking approved duties.
- 5.3 Approved duties are:
  - Attendance at Police and Crime Panel meetings

- Attendance at an authorised training course or event in connection with the membership of the Panel.
- 5.2 It is not deemed generally necessary to pay for subsistence as should Panel duties run during meal times refreshments will be provided.
- 5.4 Members are asked submit a completed claim form and necessary receipts to Birmingham City Council Democratic Services (Forms can also be handed to scrutiny officers at meetings).
- 5.5 Appendix A sets out the claim rates.
- 5.6 Home Office guidance allows that in addition the Member allowance money can be used for other legitimate expenditure such as meeting refreshments and training etc.
- 5.7 As this arrangement has belatedly been put in place and therefore the three month claim period can not be adhered to, any claims from before December 2012 should be submitted by the end of February 2013.

Contact Officer
Benita Wishart
0121 464 6871
wmpcp@birmingham.gov.uk

#### Appendix A

## **West Midlands Police and Crime Panel Expenses Rates**

The following can be claimed by PCP members and substitute members for official Panel duties.

#### A. <u>Travel Expenses</u>

The City Council will reimburse PCP members' travelling expenses for official PCP business (for example to and from meetings and training sessions) at the HMRC standard mileage rates.

These will be paid upon the submission of a completed expense form with supporting receipts.

## **Car Mileage Rates**

First 10,000 business miles in tax year 45p per mile Each business mile over 10,000 in tax year 25p per mile Supplement for Official Passenger 5p per mile

Motorcycle Mileage Rates 24p per mile Bicycle Mileage Rates 20p per mile Other Travel Expenses

- Rail Travel [supporting receipt required] Standard Class Fare
- Taxi, Tube and Bus Fares, Car Parking, Toll Charges [Supporting receipts if possible] Actual Cost

#### B. Carers' Allowance

PCP Members can claim carers' allowance where expenditure is necessarily and exclusively incurred in arranging care of children or dependants when undertaking approved Panel duties. The maximum rate depends on the nature of the care involved:

- For the independent care- hourly rate of £6.19
- Professional care with supporting documentation hourly rate of £7.62

Claims for Carers' Allowances must be made within 3 months of the duty being Undertaken and be supported by the following information:

- Full details of the approved duty undertaken
- Provide name and age [If children under 14] for whom the care was provided.
- Name of the person providing care. No claim can be made for care provided by a member of the immediate family or household.
- Receipts needed to support claim for professional care.