

**JOINT AUDIT AND ETHICS COMMITTEE OF THE POLICE AND CRIME  
COMMISSIONER AND CHIEF CONSTABLE FOR LANCASHIRE**

**MEMBERS' ALLOWANCES SCHEME**

**1. Background**

1.1. The Joint Audit and Ethics Committee has been established to provide independent assurance to the Police and Crime Commissioner and the Chief Constable regarding the adequacy of the risk management framework and the associated control environment and to oversee the financial reporting process.

1.2. The Committee's terms of reference set out more detail of how this will be achieved.

**2. The Scheme**

2.1. The scheme provides for the payment of:

- Allowances for attending meetings
- Allowances for attending training sessions
- Reasonable reading and preparation time
- Travel and subsistence costs

2.2. The amounts payable in 2016/17 from 1 April 2016 to 31 March 2017 for meetings and training /informal meetings will be as follows:

	JAEC members (including Vice-Chair)	JAEC Chair
	£500.00 per annum to be paid monthly.	Contracted 1.1.2014 to 31.12.2018, salary £5035.00 per annum to be paid monthly.
Up to and including four hours per day, including travel but excluding meal breaks (half day rate),	£104.50	
Over four hours per day including travel but excluding meal breaks (full day rate)	£211.50	

Travelling time is payable, but breaks are not.

2.3. Reading and preparation time is paid at £15.00 per hour, with the following proviso:

- As a guide, the reading and preparation time will not normally exceed the length of the meeting

2.4. Members may be reimbursed for reasonable and necessary travelling expenses, up to the following limits:

- Rail travel – this can be booked through the Commissioner’s office, or can be reimbursed up to standard class.
- Bus fares – actual receipted expenditure
- Motor vehicles and bicycles – to be reimbursed at HMRC approved rates –

Type of vehicle	Rate per business mile 2014 to 2015
Car	For tax purposes: 45p for the first 10,000 business miles in a tax year, then 25p for each subsequent mile For NI purposes: 45p for all business miles
Motorcycle	24p for both tax and NI purposes and for all business miles
Cycle	20p for both tax and NI purposes and for all business miles

- Taxi – where public transport is unavailable or impractical, actual receipted expenditure
- Tolls and car parking fees – actual receipted expenditure

2.5. Receipts (showing VAT where applicable) are to be submitted where possible.

2.6. Parking fines, speeding tickets etc. will NOT be refunded

### 3. Payment of Allowances

3.1. Payments will be made on the basis of claims made in line with the above scheme. Claim forms should be submitted to the Director of the Office of the Police and Crime Commissioner, together with any receipts. Claims received by the last working day of the month will normally be paid on the 28th of the following month, or, if the 28th is a non-working day, the last working day before the 28<sup>th</sup>.

3.2. The normal method of payment for any claim will be the BACS (Bankers Automated Clearing System) method. Tax and National Insurance deductions will be made in accordance with the legal requirements.

### 4. Publicity

4.1. Details of the Scheme, or any amended scheme, will be publicised on the Police and Crime Commissioner’s website before any payments are made under it.

## **Appendix A**

4.2. At the end of each financial year, details of allowances paid to each member will be published in the Statements of Accounts and on the Commissioner's website.