

REMUNERATION GUIDANCE

Fees

The daily fee is £511.56

The half day fee is £255.78.

Preparatory work and report writing

£85.00 per hour up to a maximum of £1,050.00 per case. (This rate may be increased in exceptional cases with the approval of the Chief Executive of that force area.)

Travelling Expenses

Rail Fare - standard rail fare can be reclaimed upon production of receipt/tickets.

Taxi Fare - actual fare, where no other method available or heavy luggage and a receipt must be provided.

Travel by car - HMRCFRS rate of £0.45p per mile

Day Subsistence

Where an overnight stay is not necessary, and a meal is not provided, an allowance may be claimed for the necessary costs spent on meals:-

- More than 5 hours and less than 10 hours - up to a maximum of £4.25 per day
- More than 10 hours - up to a maximum of £9.30 per day

Overnight accommodation and subsistence

Wherever possible hearings will be timed to avoid the necessity for overnight stays. By prior agreement with the LPB, if travel to the hearing venue is likely to take more than one hour one-way (i.e. 2 hours return trip), LQPs may claim reimbursement for the cost of overnight accommodation up to a maximum of £126 per night. Where local rates may exceed this figure, it should be agreed in advance with the LPB, who may also be able to book accommodation at a more favourable rate. This rate is made up as follows:

- Accommodation up to a limit of £100 per night.
- Plus, a flat rate allowance of £26. This allowance is intended to cover dinner and local travel (for example between hotel and the hearing venue) and also to cover miscellaneous expenses. No additional amount is payable.

Other expenses

Telephone calls - Costs for individual calls over £5 will be reimbursed if evidence of the cost of the call can be provided.

Parking - Parking at a suitable (medium or long term) car park will be reimbursed for attendance at hearing on submission of receipt

Photocopying / Post - Costs over £5 may be claimed

Training

The rate paid for attendance at training courses must be agreed by the LPB. It is recommended that LQPs attending training will be able to claim the full day rate to cover attendance at in-person training days. This approach recognises the time commitment in attending, but also recognises the value of the training LQPs will receive as part of their continuous professional development. LQPs would also be able to claim travel expenses outlined in section 5.4 of the LQP handbook.

If a training course is held online, the half day rate may be paid, if the course lasts 4 hours or less.

Insurance

Legally qualified persons making use of their own private vehicles whilst undertaking their duties are strongly advised to check with their own insurers that they are covered for this purpose. The police and crime commissioners will not be liable for individuals' insufficient level of motor insurance.