



**HUMBERSIDE**  
POLICE AUTHORITY

## **MEMBERS' ALLOWANCES SCHEME**

**Humberside Police Authority's current Allowances Scheme came into effect on 1 July 2007 and was amended on 23 June 2009 and 29 June 2010.**

## 1. INTRODUCTION

Section 107 of the Criminal Justice and Police Act 2001 deregulates the payment of Members' allowances – but not expenses – to police authorities. It also makes provision for police authorities to make payments to the Lay/Independent Members' on their Standards Committee.

This scheme is based on the principles of the guidance issued by the APA's Independent Panel and the scheme originally introduced on 1 December 2001.

## 2. BASIC ALLOWANCE

All Members of the Police Authority, other than those receiving special responsibility allowances under paragraph 3 below are entitled to a basic allowance. The allowance is fixed in relation to the job profile which is attached to the scheme at Annex A. It is intended to include the time commitment of each Member in formal and informal meetings and with officers and incidental costs such as use of computers, telephone and internet.

The current Basic Allowance is £8,545 per member.

No attendance allowance is payable under this scheme either for Authority duties or in respect of appointments to outside bodies.

## 3. SPECIAL RESPONSIBILITY ALLOWANCES

Members who have special responsibilities are entitled to receive a special responsibility allowance. When a Member undertakes more than one special responsibility role, he/she will be entitled to the highest of the allowances attaching to those responsibilities but may only receive one allowance. These allowances are fixed having regard to the job profile (amended 29.06.10) attached to the scheme at Annex A. The current allowances are as follows:

Job Profile	Allowance
Chair	£24,734
Vice Chair	£17,987* (if also a Committee Chair)
Committee Chair	£13,490

These figures are inclusive of the Basic Allowance. Allowances paid to Police Authority Members and are subject to normal taxation requirements. \* It was agreed by the Police Authority on 29 June 2010 that the allowance for Vice Chair would be £13,490 except where the member was also a Chair of a Standing Committee when it would be £17,987.

## 4. PERFORMANCE OF JOB PROFILES

The exercise by Members of the role and responsibilities set out in the job profile will be monitored. As part of their 'contract' Members are expected to spend between 7 to 10 hours a week on average on Police Authority business including preparing for, and attending, meetings of the full Authority, its Committees and Thematic panels, and any discussion or training days that are arranged. Performance will be reviewed by way of an annual PDR meeting attached as Annex B (agreed 29.06.10).

## **5. ANNUAL UP-RATING OF ALLOWANCES**

Members' allowances will be up-rated automatically to avoid the need for an annual review. Allowances are therefore linked to the Police Support Council (PSC) rates which determine increases in pay for police staff.

## **6. RENUNCIATION**

Any Member of the Police Authority may by notice in writing to the Chief Executive elect to forego all or any part of his/her entitlement to a basic or special responsibility allowance. Any sum which a Member decides to renounce will remain available for use for other policing purposes.

A Member may also elect, by giving notice to the Chief Executive to have an amount, not exceeding the amount of his/her unrenounced allowance, be paid to a charity, although Members should be aware that amounts notionally received and passed to charity may still attract national insurance.

## **7. INDEPENDENT MEMBERS OF SELECTION PANELS, STANDARDS COMMITTEE, POLICE APPEAL TRIBUNALS, AND OTHER SUCH BODIES**

Undertaking these duties requires infrequent periods of intensive work over a time limited period.

The Independent Members Selection Panel comprises three members, namely two Members of the Authority and a person selected from a list of suitable people held by the Home Office (Mr David Taylor) who will Chair the Panel. The Authority is responsible for determining the level of payments to be made to selection panel members. Each member of the panel (including the Police Authority Members) shall be paid £179.50 per day and £90 per half day for attending meetings and for preparation time.

The Standards Committee will include 3 Independent Members, one of whom will chair the Committee. The Committee Chair will receive £238 per day and £119 per half day and other Independent Members will be paid £179.50 per day and £90 per half day for attending meetings of the Committee and any occasion when their attendance on Authority business is, in the Chief Executive's view, reasonably justified.

A person independent of the Authority is required to serve on Misconduct Panels which govern disciplinary hearings of police officers. The independent person will be paid £238 per day and £119 per half day for attending meetings of the Panel and for preparation time.

Authority Members are nominated from time to time to sit as Members on Police Appeal Tribunals, which are the final appellate Authority in police discipline cases. Police Authority Members who sit on these panels shall be paid at rates set by the Home Office.

Finally, Members may be called upon from time to time to chair 'task and finish' scrutiny groups relating to discrete areas of policing business. In such case an additional allowance of £195 per calendar month is paid for the duration of the project once agreed by the Police Authority.

No additional allowance will be paid to attend specific Association of Police Authorities policy group or and/or network meetings, conferences and training events, including attendance at the Chairman's Awayday.

In summary therefore:

<b>Role</b>	<b>Allowance</b>
Independent Member Selection Panel	£179.50 per day
Lay/Independent Chair of the Standards Committee	£238 per day
Lay/Independent Member of the Standards Committee	£179.50 per day
Police Misconduct Independent Member	£238 per day
Police Appeals Tribunal Member	Home Office Rates
Ad hoc 'Task and Finish' Scrutiny Project work	£200 per calendar month

Please note for the purpose of this section reference to a 'day' means any period of more than 4 hours in one day and 'half day' means a period of less than 4 hours. Travelling time is not included for this purpose. In addition Members (and non-police authority members) will be entitled to claim expenses for travel and subsistence at the rates set out in Annex C.

## **8. QUALIFYING DUTIES FOR CLAIMING OF TRAVEL AND SUBSISTENCE ALLOWANCE**

Attending meetings:

- (a) of the Authority, its committees, panels or any other meetings and undertaking duties which are in accordance with the job profiles and recognised as approved duties for the purposes of the payment of expenses of travel and subsistence.
- (b) PACDT/PANels or other community consultation meetings arranged or approved by the Authority.
- (c) Meetings of a body to which a Member has been appointed to represent the Authority and public meetings at which it is desirable that the Police Authority is represented (relevance to be discussed with the Chief Executive beforehand).
- (d) Local, regional and national conference, seminars or other events where attendance has been agreed by or on behalf of the Authority.
- (e) Pre-arranged meetings with the Chief Constable, senior police officers or officers of the Authority as Members of the Authority, or where the Chief Executive has been informed before the meeting.

## **9. CARER'S ALLOWANCE**

A Member may claim a carer's allowance at a rate of £7 per hour where he/she has incurred expenditure on engaging a carer for a dependant in order to carry out approved duties, subject to the following:

- (a) payment is claimable in respect of children aged 16 or under and in respect of other dependents where there is medical or social work evidence that care is required.
- (b) A carer is defined as someone who does not normally live with the Member as part of the Member's family and is not part of the extended family.
- (c) Allowance should only be paid against actual expenditure evidenced by receipts.
- (d) The claim should be included on the Member's claim form, with a receipt from the carer attached.

The Inland Revenue view the payment of carer's costs as a taxable benefit, so any payments will be subject to tax and national insurance deductions.

## **10. PART YEAR ENTITLEMENTS**

Basic and special responsibility allowances are calculated by reference to a period of 12 months and are paid by equal instalments to each Member's bank account. From time to time changes will take place, for example:

- (a) where a Member becomes or ceases to be a Member of the Authority at some time during the year.
- (b) where a Member accepts or relinquishes special responsibilities which attract a special responsibility allowance; or
- (c) where the Authority amends the scheme of allowances.

When a change occurs a Member will be entitled to payment of the allowance appropriate for the responsibilities being carried out during the period when and at the rate which was current at the time that the responsibilities were performed.

## **11. ABSENCE**

The 1996 Police Act (Schedule 2 paragraph 19) allows for the removal of a Member from office by notice in writing if he or she is absent from meetings of the Police Authority for a period longer than three consecutive months without the consent of the Authority.

## **12. SUSPENSION**

Where any Member is suspended from acting as a Member of the Police Authority pursuant to any action or matter relating to Part III of the Local Government Act 2000, his / her entitlement to any allowances herein shall not be paid for the period of the suspension unless the Member is allowed to serve as a Member after the final adjudication of the topic for which the suspension was imposed.

## **13. VARIATION OF SCHEME**

This scheme will come into effect on 1 July 2007 and may be amended from time to time. Any changes will be published before they take effect.

## HUMBERSIDE POLICE AUTHORITY MEMBER JOB PROFILES

### Introduction

These job profiles are intended to guide Member activity and help them fulfil their responsibilities as a Member of Humberside Police Authority. With each role an allowance is payable in accordance with Humberside Police Authority's Members' Allowances Scheme.

### **ROLE PROFILE STATEMENTS <sup>1</sup>**

#### **Police Authority Member**

##### *Role*

Collectively all the Members of the Police Authority are accountable to the local communities in their policing area for:

- Ensuring that there is an effective and efficient police force for the area, securing continuous improvement in the way that police functions are carried out
- Holding the Chief Constable to account for the delivery of policing services in the area, ensuring that policing services are provided fairly and in a way which does not discriminate against any group or individual;
- Seeking out, and paying due regard to, local people's views in discharging all aspects of their role and securing local people's co-operation in preventing crime
- Participating constructively in the good governance of both the police authority and the force

##### *Responsibilities*

1. Participate in the formulation of policy, decision-making and other activities of the full Authority, including determining local policing priorities, the budget and precept, and agreeing the annual policing and other associated strategies.
2. Ensure all financial matters are conducted with probity, that risk is appropriately managed and that internal controls operate effectively
3. Rigorously scrutinise, challenge and monitor all aspects of Force performance, complying with inspections and audits of the Force and Authority and ensuring there is continuous improvement in services
4. Secure collaboration arrangements where collaboration is in the best interests of efficiency and effectiveness

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<sup>1</sup> Updated from the APA's role description for individual members 2008 in the Members' Allowances Report October 2008 and subsequently amended 23 June 2009.

5. Participate fully in local consultative arrangements and actively engage in communication and dialogue with local people about local policing services, including as a BCU Lead Member if required by the Authority; to represent the views of the police authority (not personal views) to local communities and representing the views of local communities back to the Authority
6. Participate fully in partnership arrangements if required by the Authority and represent the views of the police authority
7. Promote equality of opportunity and work to eliminate unlawful discrimination both internally within the police authority and force and in the provision of policing services;
8. Discharge the responsibilities unique to the Authority, including
  - the appointment, discipline or dismissal of senior officers, as appropriate; and
  - ensuring that an effective independent custody visiting scheme is maintained
9. Participate effectively as a member of any committee, panel, or other police authority forum to which the Member is appointed and to carry out the individual responsibilities assigned to the Member
10. If nominated to do so by the Authority, answer questions at council meetings, and ensure there is regular feedback between the Authority and Council
11. Comply with all relevant codes of conduct and maintain the highest standards of conduct and ethics
12. In carrying out their responsibilities, all Members are expected to:
  - discharge the Authority's functions and responsibilities across the whole of the Authority's area and not to represent individual wards, divisions, councils or interest groups as such
  - maintain an up-to-date knowledge and awareness of national and local policing issues, attending local, regional and national conferences, seminars and briefings, if nominated by the police authority and reporting back;
  - maintain a good working knowledge of force policies and practices and establish good working relationships with officers of both the Police Authority and the Force;
  - participate actively in any outside body or forum on which the member is appointed to represent the Police Authority
  - participate in all workshops and training, as required, in relation to Police Authority business

Police Authority Members undertake additional responsibilities, including as a Lead Member, member of a CDRP, or as a chair of a Committee or Panel. Role descriptions are below.

## **Lead Member**

### *Role*

- To take responsibility for a particular policy portfolio as designated by the Authority and to act as the Authority's "champion" for that area
- To lead on the development of new policy and practice in the particular policy area, encouraging Member involvement as appropriate
- To support effective performance monitoring and scrutiny in the policy area, ensuring issues of concern are reported to the relevant Committee Chairman.

### *Additional Responsibilities*

1. Gain an in-depth knowledge of the key issues relating to the designated role, and keep up-to-date with developments at local, regional and national level where appropriate.
2. Establish an effective relationship with the appropriate personnel in the Force, bearing in mind that on occasions the Lead Member will require the freedom to act in a scrutiny or challenging/questioning capacity.
3. Be the initial point of contact for those in the Force or others wishing to discuss issues informally with an Authority Member or to sound out views.
4. Advise the Authority on the particular portfolio and, in the event that the Chairman is unable to speak to any media, act as a spokesperson on that issue.
5. Contribute to the Authority's response to national consultation documents on the subject and represent the Authority on outside bodies as appropriate.
6. Keep the Authority informed of activity, progress and developments by way of regular written or verbal updates, highlighting any issues of concern or any cross-cutting issues, noting that Lead Members do not have the authority to commit the Authority to a course of action or to make decisions on its behalf.
7. Lead Members can request briefings or information on their subject area from the Authority or Force Officers.

## **Member of a CDRP<sup>2</sup>**

### *Role*

- To represent the Authority at the designated Crime and Disorder Reduction Partnership (CDRP)
- To work in partnership with the responsible authorities and other local partners to tackle crime and disorder in the local area

### *Responsibilities*

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<sup>2</sup> The CDRP Role Profile is based on role descriptions from Lancashire PA and Surrey PA

1. Help ensure a clear understanding of the roles, responsibilities and priorities of the Police Authority, where these are relevant to the Partnership's work
2. Contribute to the audit of crime and disorder, antisocial behaviour and substance misuse for the CDRP area and the Joint Strategic Intelligence Assessment
3. Contribute to the development of the strategic audit and community safety strategies and related Plans that deal effectively with the issues which are identified
4. Help ensure coherence and consistency between the targets in the Authority's Policing Plan and the targets set in the CDRP's community safety strategy
5. Assist in the regular review of local policing performance against targets in the Authority's annual policing plan and the local community safety strategy and report back findings to the Police Authority
6. Be involved in community engagement and consultation activity on community safety in the local area organised by the Authority and/or CDRP partners, seek to reduce duplication of activity wherever possible
7. Keep up to date with the feedback from the Authority's engagement and consultation activities relevant to the CDRP area
8. Provide public support for local crime prevention work and initiatives including financial support
9. Report all key issues arising at the CDRP back to the Police Authority

#### **Chair of a Committee or Panel**

In addition to the standard job profile for a Police Authority Member a Chair of a Committee would be expected to undertake the following responsibilities:

1. To actively champion their respective Committee and areas of responsibility, ensuring scrutiny retains a strategic perspective of performance aligned to key risks and performance measures / targets.
2. To actively shape the Committee work plan and report back to Members on achievements at the end of the financial year via a written report.
3. To monitor key risks and lead, where appropriate, specific 'task and finish' scrutiny sub-groups to determine whether reality matches the intention.
4. To offer guidance and support to other Committee Members in their own specialist responsibility areas and encourage Member progress updates at Committee meetings.
5. To facilitate and nurture a productive working relationship with other Committee Members (perhaps by Committee development sessions) to help shape collective Authority views on key policing policy issues.
6. To actively contribute to the workings of the Police Authority's Assurance and Co-ordination Group to ensure the Police Authority is fulfilling its governance role

effectively, managing risk confidently and above all adding value to policing in the area.

7. To act as lead Member on behalf of the Police Authority within any regional network / policy groups and represent the Police Authority at any national level policy meetings (e.g. APA meetings) and report back any noteworthy practice to the Authority.
8. To drive forward the work of the Committee in accordance with the annual Committee work plan ensuring challenge and scrutiny is constructive, robust and purposeful.
9. To harness all the skills, knowledge and energies of all Committee Members by fostering a participative culture through inclusive chairing ensuring all play an active role, if necessary by designating specific tasks to individual Members in accordance with their specialist areas of responsibility.
10. In conjunction with designate Police Authority officers and Members at a Scrutiny Task and Finish Sub Group, define the scoping, terms of reference, timescales, methodology etc and present findings initially to the Assurance and Co-ordination Group.
11. To work closely with the Police Authority Officers and the ACPO team to influence and shape the Committee agendas / work plans and that the direction of travel is consistent with the national aspirations for policing.
12. To raise awareness of the role of the Police Authority with public and partners by establishing a greater dialogue and involvement with the local media.
13. Constantly review Committee working methods and terms of reference and stay connected to the public.

### **Chair of the Police Authority**

The position of Chair of the Authority is clearly a key role. Although the Chair usually has no specific delegated powers (in that sense s/he is *primus inter pares*), the Chair needs to take a strong leadership role.<sup>3</sup> The Chair has two main functions: raising the profile of the Authority and making sure that meetings of the Authority are run effectively and inclusively, in line with any agreed agenda, to deal with the business at hand.<sup>4</sup>

The role description for a Police Authority Chair is as follows<sup>5</sup>:

#### **Role**

- To raise the profile and awareness of the Authority by acting as the public face of the Authority, and ensuring there is a strong relationship with the Chief Constable, the Authority's Chief Executive and the Members of the Authority

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<sup>3</sup> The recent White Paper, *Protecting the Public*, building on David Blunkett's report *A People's Police Force*, makes clear that the Chair of a Police Authority is expected to exercise leadership and must have the competencies to do so.

<sup>4</sup> From the IDeA's Local Leadership Academy: Chairing Skills

<sup>5</sup> The APA's recent review of Members' Allowances, amended with reference to the role descriptions of chair from various Police Authorities

- To provide visible and confident strategic leadership for the Authority in its roles of securing the maintenance of an efficient and effective police force for local police area and holding the Chief Constable to account through scrutiny.
- To ensure that the Police Authority works as an effective and coherent corporate body, with support from the Chief Executive and, where appropriate, the Vice-Chair and Committee Chairs, to make sure that the Authority's business is run effectively and in accordance with the Authority's constitution and procedural rules.

### **Additional responsibilities**

1. Presiding at Police Authority meetings, applying standing orders and ensuring that Members have a fair opportunity to participate in debates
2. Dealing with matters of urgent business between meetings, where necessary, in accordance with delegations from the Authority
3. Promoting and maintaining a good working relationship between the Authority and the Chief Constable and the Chief Officer team and with the Chief Executive and his/her team
4. Representing and promoting the Authority at meetings and events of local, regional and national bodies, speaking for the Authority and reporting back to the Authority on issues of significance where appropriate
5. Raising awareness of the Authority's role with the public, developing its profile in and communication with the local community and the media; and being the Authority's key spokesperson in relation to the Authority's media relations
6. Ensuring that the views and concerns of local people are fed back to and considered by the local Force
7. Ensuring that the Authority is effective in discharging its core governance roles
8. Holding annual development discussions with all Members
9. Conducting the performance development review for the Chief Executive and contributing to the PDR process for the Chief Constable

### **Police Authority Vice Chair**

To fulfil the basic responsibilities of a Police Authority Member and to hold the office of Vice Chair of the Authority.

#### **Additional Responsibilities**

1. To deputise for the Chair when necessary
2. To liaise closely with the Chair and assist him/her in overseeing conduct of the authority's business as described in the Chair's job profile.

3. To represent the Police Authority on the APA, if required to do so.
4. To develop a comprehensive understanding of area(s) of strategic importance to the Authority / Force (as determined by the Chair) and lead the oversight and development of the Authority's response to mitigate any associated risks.



**HUMBERSIDE**  
POLICE AUTHORITY

**PERFORMANCE AND DEVELOPMENT REVIEW (PDR)**

**Member:**

**Period Covered**

Attached is an approach to the review of Members at the end of the Authority year

## **MEMBER PERFORMANCE AND DEVELOPMENT REVIEW**

### **SELF-ASSESSMENT**

The following are the key competencies for the Members of the Yorkshire and Humber regions. Examples of effective performance are attached. Please consider how well you think you have performed against each competency area during the last year.

#### **Contributes effectively to the development of the Authority's strategic plan and budget for the delivery of policing in the local area**

- Strategic development and thinking
- Working in partnership and collaboration

What did you achieve during the year? Give an example of where you think you contributed well to the Authority in this area.

Were there any important learning points? How could you apply these for the benefit of the Authority?

Are there areas where you feel you could develop and improve? What would help you to improve?

#### **Exercises effective oversight**

- Demonstrates strong analytical skills
- Effectively scrutinises and challenges

What did you achieve during the year? Give an example of where you think you contributed well to the Authority in this area.

Were there any important learning points? How could you apply these for the benefit of the Authority?

Are there areas where you feel you could develop and improve? What would help you to improve?

**Represents the views of local people and acts as an ambassador for the Authority**

- Shows leadership
- Communicates effectively
- Is community focused

What did you achieve during the year? Give an example of where you think you contributed well to the Authority in this area.

Were there any important learning points? How could you apply these for the benefit of the Authority?

Are there areas where you feel you could develop and improve? What would help you to improve?

**Demonstrates commitment to the Authority's values and high ethical standards**

- Works effectively as part of a team
- Shows respect for others

What did you achieve during the year? Give an example of where you think you contributed well to the Authority in this area.

Were there any important learning points? How could you apply these for the benefit of the Authority?

Are there areas where you feel you could develop and improve? What would help you to improve?

**Makes an effective contribution to the Authority**

- Takes personal responsibility for improvement

What did you achieve during the year? Give an example of where you think you contributed well to the Authority in this area.

Were there any important learning points? How could you apply these for the benefit of the Authority?

Are there areas where you feel you could develop and improve? What would help you to improve?

**Final Comments**

Your key objectives for the year were set out in your Member Responsibility Statement. Did you achieve what you were asked to achieve? If not, why not? Did you do more than you were asked to do?

Are there any further comments you have about last year?

Thinking about last year, would you say your contribution to the Authority was:

- Greater than most Members?
- About the same as most Members?
- Less than most Members?

**For the future:**

Are there any areas of the Authority's activities that you would like to be more involved in?

What areas would you most like help with?

What sort of help would enable you to contribute more effectively? How do you prefer to learn? By watching and listening? Reading? Just doing?

Are there any areas where you think the Authority could be more effective?

**Chair's comments**

Including Attendance Data

Agreed at one to one discussion:  
Next year's objectives

Personal development plan

**Agreed**

**Member** .....

**Authority Chair** .....

## SCHEDULE OF CURRENT RATES OF ALLOWANCES

The following rates are set by the Home Secretary in his Scheme for Reimbursement of Expenses to Members (Home Office Circulars HOC 37/2000 and HOC 54/2001 refer).

Following a review of Travel and Subsistence Allowances at the Police Authority's AGM, the following rates apply from **19 June 2007**:

### A TRAVEL ALLOWANCE

Members may be reimbursed for reasonable and necessary travelling expenses by public transport including the cost of taxi fares where appropriate, in order to undertake police authority business. If travelling by rail, Members are entitled to travel First Class\*

(\* Minute 1490 allows Members to choose to travel second class)

1. The rates of travel by a Member's own private motor vehicle, or motor cycle are as follows:

For the use of a motor vehicle of cylinder capacity:

<u>Capacity</u>	<u>Rate (pence per mile)</u>
Not exceeding 1100CC	30.98p
1101 - 1400CC	39.90p
Exceeding 1400CC	50.65p

2. The rates set out in paragraph 1 above shall apply to the first 5,000 miles claimed by a Member in the financial year. Thereafter a standard rate of 26.13p per mile will be paid.

3. If a passenger is carried on any journey an additional 1.0p per mile will be paid in respect of each passenger up to a maximum of 4.

4. Bicycle Allowance 06.9p per mile

### B SUBSISTENCE ALLOWANCE

1. The rate of subsistence allowance shall not exceed:

#### (a) DAY SUBSISTENCE ALLOWANCES

For absence from the usual place of residence not involving an absence overnight:

i) Day (up to 12 hours) £ 10.00

ii) Day (over 12 hours but less than 24) £ 20.00

(b) NIGHT SUBSISTENCE ALLOWANCES

For absence overnight (over 24 hours) from the usual place of residence:

i) Overnight (over 24 hours) £ 30.00

Hotel accommodation – Booked and paid directly by the Authority  
Members reimbursed for actual expenditure (Members subject to a maximum limit of  
£120 when booking own accommodation)

**C MEALS ON TRAINS**

When main meals (i.e. full breakfast, lunch or dinner) are taken on trains during a period for which there is an entitlement to day subsistence, reimbursement of reasonable costs will be made.