

Report to: Police Authority
Agenda item: 9
Date: Thursday 9th December 2009
Subject: BTPA Expenses Policy
Sponsor: Chairman
Author: Sam Elvy
For: Approval

1. Purpose of paper

- 1.1 To present a final draft of the BTPA Expenses Policy to the full Authority for comment and approval.

2. Background to the policy

- 2.1 As set out in the supporting paper presented to the Authority meeting on 24th September, the attached Expenses Policy has been developed as part of a review the Authority's existing policy documentation.
- 2.2 Members requested a number of amendments to the policy as presented to the last Authority meeting. The policy attached to this paper at Appendix A reflects Members requests to amend/clarify the following;
 - Links to the Members Allowances scheme – the expenses policy has been appended to the existing Members Allowances scheme
 - Reimbursement for purchase of a railcard - expanded at section 6.1.8
 - Limit to claims for professional subscriptions of £200 per annum – added to section 6.4.2
 - Entertainment - section amended to reflect for use by the Chairman and Deputy Chairman only except with prior approval by the Chairman
 - Executive car – section removed

3. Diversity implications

- 3.1 An initial equality impact assessment was carried out on the earlier draft of the policy and no diversity implications arose.

4. Financial implications

- 4.1 There are no financial implications arising from this report.

5. Risk implications

- 5.1 There are no risk implications arising from this report.

6. For comment and approval

- 6.1 Members are asked to approve the amended policy attached to this paper at Appendix A.



BRITISH TRANSPORT POLICE AUTHORITY

Members' Allowance Scheme

Effective 1st July 2006 – amendments for approval last updated December 2009

Author	Sam Elvy
Date approved by BTPA	16 th December 2008
Date approved by DfT	24 th November 2008
Date last reviewed	November 2008
Date of next review	November 2009
Protective marking	Not Protectively Marked
Equality assessed Impact	EIA completed November 2008 – see BTPA IEIA 0808

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Deleted: The Authority's overall strategy for discharging its aims and functions and ensuring that this is reflected in its corporate and business plans; 59

British Transport Police Members' Allowances Scheme

1. Background

Under paragraph 21 of Schedule 4 to the Railways and Transport Safety Act 2003, the Authority is required to publish arrangements for making payments to or in respect of Members, by way of or in respect of:

- Remuneration
- Allowances
- Expenses
- Compensation
- Gratuity

This document sets out the current arrangements for the Members of the British Transport Police Authority effective from 1st July 2006.

2. Basic Allowance

Every Member of the Authority is entitled to a basic allowance of £15,328 (based on 0.5-1 days per week or 30 days average) per annum payable in equal four weekly amounts. The Chair and Deputy Chair are paid allowances (detailed in section 3 below) based on 60 days and 50 days respectively per annum, also payable in equal four weekly amounts in arrears. These allowances are reviewed annually in line with inflation.

3. Special Responsibility Allowances

Special allowances will be paid as follows:

£ per Annum

- Chairman of the Police Authority 32, 000 (60 days per annum)
- Vice-Chairman of the Police Authority 24,760 (50 days per annum)

4. Qualifying duties

The following duties qualify as activities carried out on behalf of the Authority.

Attendance at:

- Meetings of the Authority, its Committees, or other meetings involving Members of the Authority
- Consultation events arranged by or approved by the Authority
- Meetings of a body or organisation at which the Member is representing the Authority
- Conferences, seminars, or similar events attended on behalf of the Authority
- Meetings with the Chief Constable or other senior officers as Chairman or lead Member, as prearranged with the Clerk to the Authority
- Representing the Authority on other external bodies
- Reading/preparation time for Authority business

5. Roles & Responsibilities

The Members of the British Transport Police Authority have the following general and specific roles and responsibilities:

5.1 Authority Member

Members shall:

- Establish the overall strategic direction of the Authority within the policy and resources framework agreed with the Secretary of State;
- Ensure that the Secretary of State is kept informed of any changes which are likely to impact on the strategic direction of the Authority or on the attainability of its targets, and determine the steps needed to deal with such changes;
- Ensure that any statutory or administrative requirements for the use of public funds are complied with; that the Authority operates within the limits of its statutory authority, and in accordance with any other conditions relating to the use of public funds; and that, in reaching decisions, the Authority takes into account guidance issued by the sponsor Department;

- Ensure that it receives and reviews regular financial information concerning the management of the Authority; is informed in a timely manner about any concerns about the activities of the Authority; and provide positive assurance to the Department that appropriate action has been taken on such concerns;
- Demonstrate high standards of corporate governance at all times, including establishing an audit committee (paragraph 61) to help the Authority to address the key financial and other risks facing the Authority;
- Appoint, with the Secretary of State's approval, a Chief Constable, Deputy Chief Constable and Assistant Chief Constables of the BTP and, in consultation with the Department, set performance objectives and remuneration terms linked to these objectives for the Chief Constable, Deputy Chief Constable and Assistant Chief Constable which give due weight to the proper management and use of public monies.
- Appoint a Clerk and a Treasurer

5.2 Authority Chair

The Chairman has a particular leadership responsibility on the following matters:

The Authority's overall strategy for discharging its aims and functions and ensuring that this is reflected in its corporate and business plans;

- Ensuring that the Authority, in reaching decisions, takes proper account of guidance provided by the Secretary of State or the Department;
- Ensuring that high standards of propriety and probity are maintained and promoting efficient and effective use of staff and other resources;
- Taking a lead in representing the Authority in communications with partner agencies, Government, and other stakeholders;
- Representing the views of the Authority to the general public
- Providing an assessment of performance of individual Authority Members on request;
- In conjunction with the Clerk, Treasurer and Chief Constable, ensuring that the business of the Authority runs smoothly and to hold regular strategic meetings with the Chief Constable;

- Undertaking a performance review of the Chief Constable with the Deputy Chairman and other members of the Authority, as appropriate, assisted by the Clerk
- Discharging the general responsibility as a Member of the Authority

And shall also:

- Ensure that all members of the Authority, when taking up office, are fully briefed on the terms of their appointment and on their duties, rights and responsibilities, and receive appropriate induction training, including on the financial management and reporting requirements of public sector bodies and on any differences which may exist between private and public sector practice;
- Advise the Secretary of State of the needs of the Authority when vacancies for members arise, with a view to ensuring a proper balance of professional and financial expertise and that the make-up of the Authority meets the requirements of the Act;
- On request, assess the performance of individual Authority members when they are being considered for re-appointment to the Authority; and
- Meet with the Secretary of State annually and with other Ministers where necessary.

5.3 Authority Deputy Chair

The Deputy Chair of the Authority shall fulfil the basic responsibilities of a police authority member and in addition will:

- Deputise for the Chair when necessary
- Assist the Chair in fulfilling his or her role as authority Chair

6. Selection Panels

No additional payments are made in respect of attendance at selection panels.

7. Travel

Members will be reimbursed for reasonable and necessary expenses for travel by rail, air, taxi and own car mileage at as set out in the BTPA Expenses Policy).

8. Accommodation

Hotel and subsistence costs will be reimbursed for actual receipted expenditure in accordance with the BTPA Expenses Policy.

9. Computer costs

Members are entitled to claim £150 per annum to cover costs of printing.

10. Other payments

10.1 Carers/dependents allowances

Members are entitled to claim any reasonable receipted expenses in relation to costs of providing care for dependent relatives or partners when attending Police Authority Business. For this allowance to be payable the dependent being cared for must be in one of the following groups¹:

- A child under 16 years of age
- An elderly person
- A person with a mental or physical disability
- A person with a learning disability who must not be left unsupervised

10.2 General expenses

Arrangements for payment of general expenses claims are set out in the Authority's Member and staff Expenses Policy attached to the Scheme at Appendix A.

¹ Wording adapted from the Surrey Police Authority and Devon and Cornwall Police Authority Members Allowances Schemes 2007-2008

11. Choosing Not To Claim

Any Member may choose not to accept part or all of the allowances to which he/she is entitled under this Scheme. Such a decision should be notified by the Member to the Chief Executive & Clerk to the Police Authority in writing.

DRAFT for approval

British Transport Police Authority

EXPENSES POLICY



Author	Sam Elvy
Date approved	For approval Dec 2009
Date last reviewed	
Date of next review	Dec 2010
Reference number	
Protective marking	Not Protectively Marked
EIA completed	Yes

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British Transport Police Authority Expenses Policy

1. Policy statement

The British Transport Police Authority is the independent body responsible for ensuring efficient and effective policing of the Railways. The Authority is made up of a Chairman, Deputy Chairman and 13 Members and is supported by a small Secretariat of staff.

From time to time Members and the Secretariat incur expenses in carrying out business on behalf of the Authority. It is essential that arrangements for claiming and reimbursing properly incurred expenses are internally and externally transparent.

1.1 Who the policy applies to

This document provides guidance on payment expenses for all Authority Members and Secretariat Staff and will also apply to all contractors carrying out work on behalf of the Authority.

2. Purpose of the policy

This policy is intended to provide a clear framework for claiming and reimbursing Member and staff expenses and to establish agreed limits for doing so.

3. Links to other documents

It may be useful to read this policy in conjunction with the following;

- BTPA Corporate Governance Statement, in particular Annex 1 Financial Management and Financial regulations and Annex 8 Delegations to Officers
- BTPA Member Allowances Scheme

4. Responsibilities under the Policy

4.1 General Responsibilities

The Authority expects that all Members and staff will lead by example and will, wherever possible, embrace the spirit of this policy and adopt the practices it proposes. Day to day responsibility for the creation, monitoring, and revision of the policy will rest with the Secretariat's Research and Policy Manager.

4.2 Receiving and processing expenses claims

Transaction responsibility for receiving and processing expenses claims rests with the Secretariat's Business Support Manager.

4.3 Monitoring expenses claims

Oversight and monitoring of all expenses claims will be carried out by the Chief Executive. The Business Support Manager will also refer any exceptional expenses claims to the Treasurer for consideration.

Claim forms for all Members and staff will be signed by the Chief Executive; the Chief Executive's claim form will be signed by the Chair.

5. Members and staff with special requirements

All Members and staff should be guided in the first instance by the limits set out in section 6 below. However the Authority will reimburse any reasonable expenses relating to travel and accommodation for Members or staff that have special requirements.

6. Categories of expenses & limits for claims

6.1 Travel

When undertaking travel on Authority business Members and staff are encouraged to take the most cost effective mode available and wherever possible to pre-book tickets in order to secure the best value fare. A schedule of the meetings for the coming calendar year is prepared in August each year and a copy can be obtained from the Secretariat Business Support Manager. The Secretariat is also able to assist with planning and making travel bookings on behalf of Members and staff.

6.1.1 Home to work travel

The Authority will meet the reasonable the costs of travel undertaken on Authority business. The Authority will not meet the costs of the following as they are not considered to be travel which is undertaken on Authority business for the purposes of this policy;

- Travel between home and the permanent place of work
(for Authority Members, travel to scheduled Authority/committee meetings or travel on other Authority business will not be considered home to work travel to a permanent place of work and will be reimbursed)
- Travel which is primarily for private purposes

Where additional expenses are incurred as a result of serious travel disruption on a normal home to work journey the Authority will reimburse reasonable receipted expenses.

6.1.2 Taxis

Members and staff are encouraged to use public transport whenever possible and should only use taxis where other modes of transport are unavailable or impractical, for example when carrying heavy equipment. Taxis may also be used if it is the most economic mode of transport, for example if Members or staff share a taxi.

Wherever possible Members and staff should pre-book taxis through the Secretariat. Expense claims for travel by taxi must be supported by a dated receipt and details of the start/end destination and the purpose of the journey noted on the accompanying claim form.

6.1.3 Late night travel

Where personal safety is a concern, taxis may be used for home to work travel in the following circumstances;

- After 9pm a taxi may be taken to the nearest tube or connecting railway station for onward travel. Claims should be supported by a date/time stamped receipt.
- After 10pm a taxi may be taken from the place of work directly to your home address. Claims should be supported by a date/time stamped receipt.
- Other exceptional, preauthorised occasions.

6.1.4 Travel by train

For journeys of up to 2 hours (for the Authority's purposes this will include travel between London and Birmingham New Street) Members and staff should travel by standard class unless there is a clear business need to travel by first class. Where an Authority Member or member of Secretariat staff is travelling with a group who are travelling in first class then first class travel is permitted.

All claims for train travel must be supported by a receipt and the purpose of the journey should be noted on the accompanying claim form. Members and staff are encouraged to book their train journeys as far ahead as is practical in order to secure the best possible fare.

6.1.5 Air travel

Travel by air should only be used when it is the most efficient mode in terms of cost and/or time. For the purposes of Authority business it is envisaged that all air travel will be made by economy class unless there is an operational need for a fully flexible ticket or where business class is the only option available for late notice bookings. In the interests of securing best value Members and staff are asked to make their travel arrangements at the earliest opportunity.

6.1.6 Motor car/motor cycle mileage claims

Where it is more cost effective to do so Members and staff may claim mileage at the following rates for using a personal vehicle to travel on Authority business (subject to the exclusions set out in section 6.1.1 above relating to home to work travel).

Car mileage first 10,000 business miles in a tax year = 40p per mile

Car mileage over 10,000 business miles in a tax year = 25p per mile

Motor cycle mileage = 24p per mile

Individuals are responsible for ensuring that their vehicle is taxed and roadworthy and that they have appropriate insurance which provides personal cover for business use. Members or staff making mileage claims will be asked to complete a self certification form confirming these details (See Appendix A for a copy of this form).

6.1.7 Oyster cards

Where Members and staff wish to claim for the costs of tube, train or bus travel (subject to the exclusions set out in section 6.1.1 above relating to home to work travel) paid for on an Oyster card a completed claim form should be supported by an Oyster Card usage statement with the relevant journeys identified.

Where an amount of money has been prepaid onto an Oyster Card which will be for use on Authority business this can also be reclaimed but should be supported by a short declaration that the amount claimed is solely for that purpose.

6.1.8 Railcards

Members and staff may wish to purchase rail discount cards (such as a Network Card, Senior or Young Person's Railcard) in order to secure reduced fares whilst on Authority business. The Authority is able to reimburse the cost of these cards although as they can be used on non-Authority business they are classed as taxable benefit by HMRC² and will be processed as such by payroll.

² Her Majesty's Revenue & Customs

6.2 Accommodation

6.2.1 Hotel accommodation (London/non-London)

The actual receipted cost of overnight accommodation including breakfast will be met by the Authority within the limits set out below unless there are exceptional circumstances in which these limits are not appropriate;

London (within the M25) £160 per night including breakfast and VAT

Non-London (outside the M25) £130 per night including breakfast and VAT

The Secretariat has identified a list of preferred hotels both in London and the regions which provide suitable accommodation within the limits set out above. Please contact the Secretariat for details of these hotels or to make a booking.

6.3 Subsistence

6.3.1 Evening meal

Where Authority business requires Members or staff to stay away from home overnight and dinner is not included in the cost of accommodation; the actual cost of an evening meal can be claimed within the following limits:

Actual receipted expense up to £25 per night.

The cost of alcohol with the meal may be claimed within the limits set out above.

6.3.2 Breakfast

Where Authority business requires Members or staff to stay away from home overnight and breakfast is not included in the cost of accommodation; the actual cost of breakfast can be claimed within the following limits:

Actual receipted expense up to £10 per night.

6.3.3 Entertaining

With the exception of the Chairman and Deputy Chairman, Members and staff should not entertain on behalf of the Authority except with prior approval from the Chairman. Only the pre-approved actual cost of entertaining within the limits set out below may be claimed.

An expenses claim form should be completed which sets out the names of all BTPA and external guests and the reason for the entertainment.

Lunch (per head)	London £45	Elsewhere £35
Dinner (per head)	London £50	Elsewhere £40

6.4 Miscellaneous expenses

6.4.1 Business calls

The Authority will not reimburse the costs of line rental but the actual costs of calls made from home or from a mobile phone on Authority business can be claimed up to the following limits;

- £30 per month for landline calls
- £50 per month for calls made from a mobile phone

Claim forms should include the details of the call and be accompanied by a copy of the relevant page from an itemised phone bill.

6.4.2 Professional subscriptions

The actual receipted cost of an annual subscription to a professional body may be reclaimed provided that membership is relevant to the work of the Authority and falls within an upper limit of £200.

Comment [SJ1]: Need to agree a figure

7. Expenditure not covered

7.1 The Authority will not reimburse expenses claimed for the following;

- Home to work travel except in those circumstances set out in section 6.1.1 above
- Travel and subsistence for events that you have been invited to in a personal capacity
- Travel and subsistence for spouses/partners or travelling partners except where this is in support of an individual with special requirements
- Expenditure relating to casual or personal entertaining

8. Payment of expenses claims

8.1 Making a claim

Claims should be made on a monthly basis wherever possible and all claims must be made on a BTPA claim form and accompanied by receipts for all the items claimed.

Any additional information required in support of particular types of claims is set out under the individual headings in section 6 above.

8.2 Approval of claims

Expenses claims which fall within the limits set out in section 6 above will be approved for payment by the Secretariat Business Support Manager following sign off by the Chief Executive or Chair. Any claims made which fall outside of these limits will be passed to the Chair for approval.

8.3 Payment of claims

Expenses will be paid in the next payroll run following receipt of a claim. If Members have a high value claim which they wish to be fast-tracked they should notify the Secretariat who will arrange for payment to be made via BACS.

Comment [SJ2]: Awaiting confirmation of arrangements for paying within 10-14 days via BACS

9. Monitoring arrangements

Compliance with the Authority's Expenses Policy will be monitored internally by the Authority's Treasurer.

10. Contact Details

For further information on the Authority's Expenses Policy or to request this document in an alternative format or language please contact us at:

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The Forum
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London
NW1 0EG

Tel: 020 7383 0259

DRAFT for approval