

## Allowance Scheme 2024/2025 Independent Custody Visitor

The Police and Crime Commissioner for Surrey (PCC), in exercise of the powers conferred by the Police and Crime Act 2011, hereby makes the following scheme. This scheme shall have effect from 1<sup>st</sup> July 2024 – 31<sup>st</sup> March 2025.

### Definitions

In this scheme,

“PCC”	means the Police and Crime Commissioner
“OPCC”	means the Office of the PCC
“CE”	means the Chief Executive to Surrey PCC
“ICV”	means an independent person who is currently a member of the Independent Custody Visitor Scheme operated by the Surrey PCC.
“Scheme Year”	means the period of 9 months ending on 31 <sup>st</sup> March 2025.
“Business address”	means the place where the PCC has his office, (currently Police HQ, Mount Browne, Guildford)

### Payment of Allowances and Expenses

The amounts paid to Independent Custody Visitors will be amended at the discretion of the PCC. Any increase/decrease to the Attendance Allowance, subsistence or childcare components of the scheme will be based on the CPI inflation rate (set in September). Any increase/decrease in mileage, motorcycle or bicycle repayment rates will be at the discretion of the PCC and will be based on the Surrey Police Staff rate.

Any claims for hours and any travelling/subsistence costs incurred should be submitted to the CE within three months of the duty for which the expense has been claimed. Claims received after the expiry of this period will only be paid in exceptional circumstances at the discretion of the Chief Financial Officer to the PCC. Original receipts should be provided to support any travel or subsistence claims.

## Renunciation

Written notice may be given to the CE from an individual should they elect to forego any part of their entitlement to an allowance or attendance allowance under this scheme.

## Independent Custody Visitors

### 1) Attendance Allowance

ICV's are not able to claim an attendance allowance.

### 2) Travel Expenses

ICV's are entitled to claim for any reasonable and necessary travelling expenses incurred in order to undertake any panel-agreed custody visits and PCC approved duties (see paragraph 12). These expenses are payable on production of original receipts and in respect of **ACTUAL EXPENDITURE** incurred. If travelling by rail, they are expected to travel in standard class. Air fare will only be reimbursed if it can be proven to be the cheaper option.

The rate for travel ICV's' own motor car is 45 pence per mile, motorcycle is 24 pence per mile and bicycle 20 pence per mile. Mileage claims should normally only be made for journeys from the primary place of residence (normally within Surrey) for agreed visits to the Custody Suites or on approved PCC business. For own motor car this rate shall apply to the first 10,000 miles claimed in the financial year; thereafter a standard rate of 25 pence per mile will be paid. A rate of 5p per mile per passenger will be paid if the passenger is attending the same PCC business.

### 3) Other Expenses

Payable to ICVs in the case of an absence from the usual place of residence on PCC approved duties, on production of original receipts and in respect of **ACTUAL EXPENDITURE** incurred:-

### **Hotel Accommodation**

Hotel accommodation to be booked by the Office of the PCC and either paid directly by the Office Manager or refunded on production of original invoice/receipt. (Bed and Breakfast only up to £96.92 per night outside of the M25 area and £133.21 per night inside the M25 area)

### **Subsistence**

Payable on production of original receipts and in respect of **ACTUAL EXPENDITURE** incurred for approved duties:-

Day (up to 12 hours)	up to £14.28
Day (over 12 hours/less than 24 hours)	up to £28.52
Overnight (period of 24 hours)	up to £42.61

A subsistence allowance is not payable for meetings where appropriate refreshments have been provided.

### **Carers' Allowance**

ICV's may claim a carers' allowance where they incur additional expenditure on childcare, or for a sick or dependent partner or relative to enable them to fulfil any PCC approved duties (see section 4) and are for actual costs incurred.

Allowances for childcare shall be restricted to children aged less than fourteen years who would be normally expected to reside at the ICVs home at the time of the claim.

It is the responsibility of the ICV employing the carer to ensure that s/he is suitably qualified to provide the care required.

Payments to ICVs will reimburse actual expenditure (evidenced by receipts) up to a maximum hourly rate set by the PCC. The maximum hourly rate is currently £9.92.

## **4) Approved Duties**

Carers allowance and travel and subsistence expenses (where appropriate refreshments are not provided) will be paid, in accordance with the scheme, for the following approved duties:

- Attendance at a Custody Visitor Steering Group or Panel Meeting organised by the Scheme Manager
- Visit to any Surrey Custody Suite that has been agreed by the Panel and Scheme Manager
- Any other meeting or training event authorised by the Chief Executive to the PCC under his/her delegated power.
- Conferences, seminars, training events or other meetings/events convened by an organisation other than the Office of the PCC provided that attendance has been authorised in advance by the Office of the PCC.