

SPA Board Members Allowances & Expenses Policy

Policy Principles

- In line with Public Sector Pay Policy, Authority Members should not be out of pocket as a result of expenses arising from their appointment, provided such costs are considered reasonable.
- The Authority will cover or reimburse the costs of any necessary travel or accommodation incurred by a Member in their duties.
- Members must consider Best Value in any claims they make.

1. General

Fees for hours worked are paid to the Authority's Board Members in line with the Scottish Government Public Sector Pay Policy for Senior Appointments¹.

The current daily fee is £317.92 for Members, £386.92 for the Vice Chair and £538.92 for the Chair to undertake their Authority role and responsibilities. A day is calculated as 7.5 hours excluding meal breaks.

Members are expected to work within the allowable number of days per year. That is a maximum of 72 days for Members, 108 days for the Vice Chair and 180 days for the Chair.

Time commitments will vary across the year and Members are requested to manage their commitments over the financial year within the maximum number of days. Authority staff will track and flag to individual Members where there is a risk of exceeding the annual maximum numbers of days. Any commitment above the maximum number of annual days is expected to be exceptional and will require the prior approval of the Chair and Scottish Government.

¹ [Public sector pay - gov.scot](https://gov.scot/public-sector-pay)

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All claims must be made on the appropriate forms which can be obtained from SPA Corporate Services. Payment will be made through the payroll system with tax deducted at source in line with the Scottish Public Finance Manual.²

Board Members hold public office and are not employees. Members attendance allowance (i.e. daily fee) is subject to tax and national insurance.

As an office holder, payments made for travelling to and from the permanent workplace (which, for taxation purposes, is deemed to be 2 French Street, Dalmarnock, Glasgow G40 4EH and for overnight accommodation if you are attending a meeting at Dalmarnock, are subject to tax and national insurance as employment income. This means that reimbursement of expenses to Members for their subsistence and home to office travel (plus any overnight accommodation) is subject to tax and national insurance contributions.

Examples of how this would be applied are given below:

- From Members' home to the Authority's Offices in Dalmarnock (plus any overnight accommodation) and return journey – this is subject to tax and national insurance.
- From the Authority's Offices to an external location, e.g. Tulliallan, and return journey - this is non-taxable only to the extent that the costs are necessary and payment above the necessary costs of their business travel is taxable. For example, HMRC's current approved mileage rate is 45p so members will be reimbursed for business travel at 45p per mile with no tax implications.
- From Members' home to external location, e.g. Board meeting in Glasgow or Edinburgh, and return journey - journeys to a temporary place of work for business purposes, including overnight accommodation, have no tax implications, this is treated at business travel.

Where taxable travel and subsistence is incurred, the Authority will cover the costs of this expense by 'grossing up' payments for expenses. This seeks to ensure no Member is out of pocket because of reasonable expenses arising

² <http://www.gov.scot/Topics/Government/Finance/spfm/taxavoidance>

from their appointment. Members should also be aware that where the Authority directly incurs a taxable expense on behalf of a Member e.g. centrally books and pays for a hotel or travel, a taxable expense is required to be included in payroll and 'grossed up'.

Responsibility for ensuring compliance with all relevant HM Revenue and Customs requirements concerning any payments made to Members lies with the Authority. Members must also satisfy themselves as to their own tax liabilities resulting from their appointment.

2. Claims for Hours Worked

Members are responsible for recording and claiming for the hours they work on Authority business.

Fees and expenses should be claimed retrospectively at the end of each month on the appropriate forms. Forms should be submitted to SPA Corporate Services (spacorporateservices@spa.police.uk), no later than the 5th working day of the next month. Claims received later than that date will not be processed until the following month. An email reminder will be issued to Members towards the end of each month.

Members are required to certify, with each monthly claim made, that all fees for time worked and expenses were incurred on Authority business.

The Scottish Government Public Sector Pay Policy for Senior Appointment sets out that, where a daily fee is paid, it:

- should reflect the time commitment involved;
- should take into account provision for reasonable time spent by Members in undertaking their agreed duties effectively; and
- should be based on clear prior agreement about which activities are to be remunerated, with a recognition that this can include time spent preparing for meetings and travelling to and from them.

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The Authority distinguishes between preparation and attendance days and acknowledges the importance of both.

Preparation time is where there is a requirement for a Member to attend a meeting, event or visit and preparation work is required to ensure the Member is adequately prepared and able to contribute fully. It would also cover a requirement to undertake ad-hoc pieces of work, requested by the Chair, that do not require attendance.

Attendance days are when the Member attends a formal meeting of the Authority (physically or virtually). This includes Board and Committee meetings as well as Board Seminars and development events – both internal and external.

Members will be expected to adopt a reasonable approach to claiming for the time taken to travel to and from meetings, reducing such time to a minimum wherever possible.

Where a significant proportion of the day is taken up by meetings, it would be reasonable to claim for the full day which would be 7.5 hours. Claims for a full 7.5 hours will be reimbursed at the daily rate. Work undertaken that does not constitute a full 7.5 hour day will be paid on a pro-rata basis.

Through discussion with Scottish Government, and to assist Board Members in making their claims, the Authority has agreed the following standard times which Members may apply to their claims, where they consider it reasonable to do so:

Meeting	Standard Time	Preparation (including travelling time ³)
Board meetings	1 day per meeting	1 day per meeting Chair - 2 days

³ With the exception of excessive travel which is defined as a single journey exceeding 75 miles, where regard may be had to actual time taken.
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Committees	0.75 day per meeting	0.5 day per meeting Committee Chair - 1 day
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Where meetings significantly exceed or fall short of these times, Board Members may claim for the actual time incurred, with full details provided in the claim.

Claims for other meetings and Board activity should be made on a pro rata basis having regard to the time incurred, with full details provided in the claim.

3. Expenses and Subsistence

The Authority will reimburse Members for the reasonable costs of travel and accommodation incurred in the course of their duties. In planning travel and accommodation, Members must be considerate of Best Value and choose the most cost-effective option.

The Scottish Government has published a travel strategy⁴ aimed at helping individuals and organisations to travel greener and save money. All public bodies are expected to follow this guidance. As such, Board Members will be expected to plan their travel to reduce the expense to the minimum. To save time, carbon emissions and money, a tele-conference or video conference (Webex/MS Teams) may be appropriate for some meetings. However, if there is a need to travel, public transport should be the first consideration and travel by air, taxi and private vehicle should be minimised as far as possible.

Use of public transport is encouraged for travelling. Buses or trains should be considered for travel within the same town or city. Trains may be the cheapest option for longer journeys and is greener than flying or driving.

The standard rates for expenses Members are entitled to claim are set out below:

⁴ <https://beta.gov.scot/publications/government-travel-strategy/>

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Expense Type	Rate	Unit
Car Parking	Receipted	None
Motor Cycle Allowance	£0.24 for all miles	Per Mile
Motor Mileage Rate	£0.45 for 1 st 10,000 miles £0.25 for all miles thereafter	Per Mile
Public Transport Taxi	Receipted	None
Pedal Cycle Allowance	£0.20 for all miles	Per Mile
Public Transport Air Travel*	Receipted	None
Public Transport Bus	Receipted	None
Public Transport Rail	Receipted	None
Staying with Friends	£36.00	Per Night
Hotel, incl. Breakfast*	Receipted	Per Night
Lunch (if not provided)*	Receipted (up to a maximum of £8.00)	Per Meal
Evening Meal*	Receipted (up to a maximum of £35.00)	Per Meal

**London rates, if applicable, will be higher and available on request.*

Members are strongly encouraged to use the Authority's Corporate team to book travel and accommodation. The team will research and book the most cost-effective options available. Where this is not possible, Members must consider Best Value and book the most cost-effective option available.

For all other expenses not listed – contact the Authority's Finance team prior to incurring any expense.

Members cannot claim expenses for alcohol at events or with meals.

Members cannot claim expenses for others, including guests or dependents, without prior approval.

Any discount obtained while incurring an expense must be included in any subsequent claim submitted.

All expense claims must be supported by itemised VAT receipts.

In line with public sector pay policy guidance, the Authority will consider supporting members with other out of pocket expenses arising from their appointment, providing that such costs are reasonable. Examples of such expenses may include but are not limited to childcare/carer responsibilities, interpreters, accessibility software or adaptations. Members should seek advice and approval from the Authority's Chief Executive prior to incurring and claiming for expenses.

Members must also consider value for money in requesting the reimbursement of expenses and be able to demonstrate that expenses are reasonable. This may include providing quotes and/or benchmarking expenses. Where agreement is reached for recurring expenses, arrangements should be reviewed at least annually or if circumstances changes.

The Authority's Corporate Services can assist and advise as required.

To promote transparency, the Authority publishes a breakdown of the remuneration and expenses paid to each Member on its website quarterly.

FAQ'S

Q: Must I claim the standard times for committee/ Board meeting as set out in the table?

A: No, the times set out in the expenses policy were standard time agreed with the Scottish Government that Members may choose to use where they consider it reasonable to do so.

If the actual time is significantly more or less than these standard Members should claim for the actual time.

Q: Why do expenses need to be classified as taxable or non-taxable?

A: The Authority is required by HMRC to separately record and recognise as a taxable benefit-in-kind any applicable expenses.

Guidance on whether expenses are taxable or not is included above in section 1.

Q: At what rate are taxable expenses 'grossed up' by?

A: The rate of 'grossing up' depends on the tax code of each Member and their expected annual employment income which could mean a Member pays income tax on their SPA allowances and benefits-in-kind at the: basic, intermediate, higher or top rate of income tax.

Members should liaise with the payroll team and ensure they are informed of any other employment income. This is done through HMRC's 'starter form' (previously P46 form) and consider where your personal tax allowance is applied.

Q: Can I claim more than 7.5 hours per day?

A: Yes. You can claim for the actual amount of time worked. Normally the amount of attendance time (i.e. working time) would not exceed 7.5 hours per day but in exceptional circumstances this could happen.

Equally it would be reasonable to assume that you could work a full day (i.e. 7.5 hours attendance) plus travel time and preparation time.

The preparation time for an item of business may have taken place on another day, however, there is no need to separate the date on your expenses form.

Members should not exceed a maximum of 72 working days per year.

Q: How do I provide evidence of expenses?

A: For out-of-pocket expenses Members must provide a VAT receipt. This can be a scan or picture taken of a receipt sent alongside your monthly expenses claim form.

Q: I need to undertake a longer trip requiring an overnight stay. How do I arrange this?

A: Where hotels, longer trains or flights are required the Authority's Corporate Service team must be contacted. The team will arrange for booking to be made and paid for directly using the Authority's approved travel service provider. This will ensure Members will not be out of pocket.

Q: What happens if I exceed 6 days in a month?

A: The Authority recognises that Members time commitment varies from month to month and approval is not required if in any particular month a Member works and claims more than 6 days. However, Members should ensure they work within a maximum of 72 days per financial year. Where there is a risk of a Member exceeding this, the Authority's officials will highlight this.

Q: How do I access a payslip and P60?

A: The Authority has an online system. This can be accessed via this [link](#) when using your Authority computer and connected to the network.

Q: When will I receive payment of my attendance allowance and expenses?

A: Payments are received monthly in arrears.

The monthly deadline for submitting claims is by noon on the 5th working day of each month. Payments will be made on the 28th of each month unless that falls on a weekend in which case payment will be received on the preceding Friday. Generally separate arrangement is made for earlier payments in December.