

ORIGINATOR: CHIEF CONSTABLE

PAPER NO. AP14/8

**SUBMITTED TO: ACCOUNTABILITY AND PERFORMANCE PANEL –
19 FEBRUARY 2014**

SUBJECT: REVIEW OF MILEAGE PAYMENTS TO OFFICERS AND STAFF

SUMMARY:

1. This report relates to a Force review of the mileage payments made to all Police Officers and Staff.
2. The report provides the following information:-
 - Basis of mileage payments made;
 - Potential options;
 - Group harmonisation with Norfolk.

RECOMMENDATION:

1. The Accountability and Performance Panel is asked to note the contents of this report.

1. CURRENT POSITION:

- 1.1 Mileage rates are paid to Police Officers and Staff by virtue of Police Regulations and Police Staff Council Conditions of Service.
- 1.2 The rates are agreed by the Police Negotiating Board and the Police Staff Council in agreement with the relevant Staff Associations nationally and are used in other public sector bodies. Appendix 1 details all the mileage rates payable. The rates for essential and casual users were last reviewed in April 2010 as a result of national negotiations.
- 1.3 A locally agreed rate of 40p per mile is also paid and has been held at this level for many years. This rate is used for relocation mileage in accordance with the Change Management Policy, mileage for training and for external assessors.
- 1.4 Three out of 31 forces surveyed have successfully negotiated a standard rate locally in their force of 45p per mile which is equivalent to the Approved Mileage Allowance Payment (AMAP) by HMRC.

2. COSTS

- 2.1 Based on mileage data for the last 12 months the cost to the Constabulary was £324,506. This includes mileage paid at 40p per mile which is below the AMAP rate. For casual and essential users whose rate paid is higher than the AMAP rate there is an employer's National Insurance Contribution payable on the excess paid above the AMAP rate. For the same 12 month period the cost of this was £6,511.
- 2.2 The Constabulary is currently considering all mileage rates, in conjunction with Unison, the Police Federation and the Superintendents Association. As part of this the payment of 45p for all mileage will be discussed. This will entail extensive negotiations with the Staff Associations.

3. LEGAL REQUIREMENTS

- 3.1 The Constabulary has a legal requirement to advise HMRC of any mileage rates paid to employees above the AMAP rate. This is achieved by issuing a P11D to employees to enable HMRC to make a relevant adjustment to the employee's tax code.

4. PLANNED REVIEW

- 4.1 Norfolk Constabulary is in the process of reviewing their mileage policy and as part of this the Constabulary have ensured that this review is progressed collaboratively. The working group is led by Deputy Chief Constable Charlie Hall and consists of representatives from both Forces in Finance, Human Resources, Unison, the Police Federation, the Superintendents Association and the PCC's Chief Financial Officer.
- 4.2 It is anticipated that this review will be concluded by the end of March 2014 and a further report will be issued thereafter.

5. ISSUE OF COSTS:

- 5.1 There are potential financial issues associated with this report, depending upon the outcome of the review outlined at 4 above.

6. OTHER IMPLICATIONS AND RISKS

6.1 There are no significant risks in relation to this report.

ORIGINATOR CHECKLIST (MUST BE COMPLETED)	PLEASE STATE 'YES' OR 'NO'
Has legal advice been sought on this submission?	No
Has the PCC's Chief Finance Officer been consulted?	No
Have equality, diversity and human rights implications been considered including equality analysis, as appropriate?	Yes
Have human resource implications been considered?	No
Is the recommendation consistent with the objectives in the Police and Crime Plan?	Yes
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	No
Has communications advice been sought on areas of likely media interest and how they might be managed?	No
In relation to the above, have all relevant issues been highlighted in the 'other implications and risks' section of the submission?	Yes

Appendix 1

Nationally Agreed Rates

Essential User Rates for Police Officers and Police Staff

Engine capacity	Lump sum per annum	Per mile - first 8,500 miles	Per mile - after 8,500 miles
451 - 999cc	£846	36.9p	13.7p
1000 - 1199cc	£963	40.9p	14.4p
1200cc & over	£1,239	50.5p	16.4p

Casual User Rates for Police Officers and Police Staff

Cylinder capacity	Per mile - first 8,500 miles	Per mile - after 8,500 miles
451 - 999cc	46.9p	13.7p
1000 - 1199cc	52.2p	14.4p
1200cc & over	65.0p	16.4p