

*This is the Schedule referred to in the foregoing Determination by the Scottish Ministers under paragraph 2 of schedule 3 to the Police and Fire Reform (Scotland) Act 2012*

**SCHEDULE**  
**REMUNERATION AND EXPENSES FOR MEMBERS OF POLICE APPEALS**  
**TRIBUNALS**

**REMUNERATION**

- 1) From 1 April 2013, full day rates for members of a police appeals tribunal are as follows:

Chairing member	£469.00
Other members	£328.00
- 2) Half day rates are 50% of the applicable full day rate.
- 3) Full day rates may be claimed for sittings of more than 4 hours (excluding meal breaks). Half day rates may be claimed for sittings of 4 hours or less (excluding meal breaks). Members may claim for a full day sitting where the sitting is less than 4 hours (excluding meal breaks) but the sitting and travel on the day of the sitting together total over 7 hours. Where the tribunal sitting and travel time on the day of the sitting exceeds 7 hours (excluding meal breaks), an allowance of 1/7 of the normal daily rate for each hour, or part thereof, in excess of 7 hours is payable.
- 4) A fee may be claimed at the rate of £66.50 per hour for preparatory work or report writing. This is payable only where the work must necessarily be undertaken on a day other than the day of the tribunal sitting.

**EXPENSES**

(1) Travel

Motor vehicle travel expenses may be claimed at the normal Civil Service rates (£0.45 per mile and £0.05 per mile passengers). Incidental travel expenses, e.g. bus/tube fares, may also be claimed. Taxi expenses may only be claimed for journeys where there is no other suitable method of public transport available (receipts must be supplied to the Scottish Police Authority together with a full explanation given in writing and attached to the claim form).

## (2) Subsistence

Standard Civil Service Subsistence rates apply. These are as follows:

Night Subsistence: £75.00 per night (covers hotel costs plus all meals and incidental expenses for a period of 24 hours from the time of departure from home).

Day Subsistence: £4.90 (when working away from home for more than 5 hours and less than 10 hours).

£10.70 (when working away from home for more than 10 hours).

Staying with friends: Members who stay free of charge with friends or relatives may claim a flat rate of £25 per night to cover dinner, lunch and local travel.

Where accommodation is not available within reasonable travelling distance of the appeal hearing and the cost of bed and breakfast in suitable alternative accommodation is outside the above subsistence limit, the amount actually paid may be claimed, provided that prior approval has been obtained from the Registrar and that all relevant receipts are submitted with the claim form.