

Fleet bank House

2-6 SALISBURY SQUARE

LONDON EC4Y 8JX

# Direct Telephone Line 020 7211 8165

*GTN 211 8165*

*Web site* [*OME GOV.UK*](https://www.gov.uk/government/organisations/office-of-manpower-economics)

*Email: steven.mokogwu@bis.gsi.gov.uk*

7 June 2016

Ref No: PSPRB/01-16/06

Dear Mr Birch,

Thank you for your emailof 17th May 2016 where you requested the following information:

1. ***The expense rates for the PSPRB for travel, subsistence and mileage for each year from 2010 onwards.***
2. ***The total amount claimed by the body each year since 2010.***
3. ***How the expense rates are calculated and who makes the decision on agreeing those rates.***
4. ***Any other remuneration package given to the PSPRB and the details of any such package.***

Under the Freedom of Information Act 2000 ('the Act'), you have the right to:

* know whether we hold the information you require
* be provided with that information (subject to any exemptions under the Act which may apply).

I can confirm that the Department holds the information you have requested. The information you requested is as follows:

1. **The expense rate for the PSPRB for travel, subsistence and mileage for each year from 2010 onwards.**   
   The Office of Manpower Economics (OME), which the Prison Service Pay Review Body (PSPRB) is administered by, is funded by the Department of Business, Innovations and Skills (BIS). Members of the PSPRB are subject to the same expenses policies that cover OME civil servants for the purposes of travel, subsistence and mileage. In respect of travel and subsistence, receipts must be provided and claims are checked and authorised by the secretariat. Mileage is checked by the PSPRB secretariat to ensure the distances being claimed correlate to the journey length. The rates highlighted below are consistent across all of the eight pay Review Bodies that OME are responsible for.  
     
   Travel – There are no defined rates for travel. BIS guidance states that the most economical way of travel must always be considered. Members are only entitled to claim for standard class train fares and should they travel in first class, they are responsible for paying the difference in fare. They are also responsible for providing proof, at the time of booking, of the standard class fare. Train travel, where possible, should be to specific designated trains and open fares avoided. Internal flights are only to be used if the flight is generally over 250 miles, and therefore only the PSPRB member from Northern Ireland or Scotland flies to London for meetings.   
     
   Mileage – BIS uses HM Revenue and Customs (HMRC) mileage allowance rates and these are aligned to the tax year, and are as follows:  
     
   2002-2011 rates

|  |  |
| --- | --- |
| **Cars and Vans** | **Rate** |
| Standard rate (for the first 10,000 miles in a tax year) | 40p per mile |
| Lower standard rate (for each additional mile over 10,000 miles) | 25p per mile |
| Motor bikes | 24p per mile |
| Bicycles | 20p per mile |

2012-current rates

|  |  |
| --- | --- |
| **Cars and Vans** | **Rate** |
| Standard rate (for the first 10,000 miles in a tax year) | 45p per mile |
| Lower standard rate (for each additional mile over 10,000 miles) | 25p per mile |
| Motor bikes | 24p per mile |
| Bicycles | 20p per mile |

Members are also permitted to claim a £0.05 per mile passenger supplement rate for each passenger they carry for business purposes. Members are also entitled to claim £0.02 per mile for carrying business related equipment, this does not include members carrying their own papers to and from meetings. These allowances are not paid for motorcycles.

Current mileage allowance rates can be found on the HMRC website at the following link:

<https://www.gov.uk/guidance/rates-and-thresholds-for-employers-2016-to-2017>

This link shows you the rates prior to the increase for the 2011-12 tax year:  
<https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances>

Subsistence – BIS allows for the following to be claimed and these rates have remained the same since 2010:

* Hotels – up to £125 per night in London and up to £85 per night in the rest of the country. Overnight stays are only permitted where it would be impractical for a member to travel on the day and are agreed with the secretariat beforehand. Receipts are required and only actuals are paid.
* Staying with friend and relatives – members are able to claim £25 for a 24 hour overnight stay with a friend or relative. No receipt is needed.
* Meals – away from home between five to ten hours members can claim for one light meal and/or a non-alcoholic beverage with a guideline limit of £5. Over ten hours members are able to claim for two light meals and/or non-alcoholic beverages with a guideline line of £5 for each meal. Over 12 hours then reasonable expenses incurred for additional refreshments is paid. All claims must be supported by a receipt. If a meal is provided for members then they are not entitled to claim for a meal or beverage.
* Early morning start – for a start that is 90 minutes earlier than members would usually leave their home on a normal working day then a guideline limit of £5 for a breakfast can be claimed, so long as members did not have breakfast at home and are away from home for more than 10 hours.
* Overnight absence – members can claim for one light meal (£5 guideline limit), one full evening meal (£15 guideline limit) and an incidental allowance (£5) during a 24 hour period. Receipts must be provided except for the incidental allowance which is to reimburse for expenses such as telephone calls to home or a daily newspaper.

1. **The total amount claimed by the body each year since 2010.**   
   OME publishes the expense totals for each member for all eight Review Bodies each year on its website. The 2015-16 expense summaries are not yet on the OME website and are in the process of being collated. Once collated these will be uploaded to the same area the 2011 to 2015 years can be found and I can, should you wish, inform you once these are published.

The years 2011 to 2015 can be found here:

<https://www.gov.uk/government/publications?departments%5B%5D=office-of-manpower-economics&publication_type=transparency-data>

The year 2010 to 2011 can be found here:  
<http://webarchive.nationalarchives.gov.uk/20130106083035/http://www.ome.uk.com/Transparency.aspx>

1. **How the expense rates are calculated and who makes the decision on agreeing those rate.**  
   As stated, the mileage rates used are those produced by HMRC. All other expense rates are implemented by BIS and have stayed the same since 2010. If you wish to know how these rates are calculated then you can contact the following unit in BIS to obtain this information:   
     
   Information Rights Unit  
   Department for Business, Innovation and Skills  
   1 Victoria Street  
   London  
   SW1H 0ET  
   [foi.requests@bis.gsi.gov.uk](mailto:foi.requests@bis.gsi.gov.uk)
2. **Any other remuneration package given to the PSPRB and the details of any such package.**  
   PSPRB members are entitled to claim a daily fee when on PSPRB business, in both England and Wales, and Northern Ireland. The daily fee is not payable for reading time, travelling time, preparation time or administration purposes. The current daily fee for members is £300 per day and the Chair receives £350 per day. The total fees claimed by each member since 2010 is also contained in the two links given in our answer to your second question. The daily fee rates were introduced in September 2003 and have not increased since. A link to the announcement by the Prime Minister on the introduction of members’ fees can be found in the following Hansard record:   
     
   <http://www.publications.parliament.uk/pa/cm200203/cmhansrd/vo030717/text/30717w01.htm#30717w01.html_sbhd9>

PSPRB members are given no other form of remuneration package.

Please note that this information will be published on our Freedom of Information disclosure log

Your personal details will be removed from the published response.

**Appeals Procedure**

If you are unhappy with the way the Office of Manpower Economicshas handled your request you may ask for an internal review. You should contact Steven Mokogwu (steven.mokogwu@bis.gsi.gov.uk) at the Office of Manpower Economicsif you wish to complain.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Please remember to quote the reference number above in any future communications.

The Information Commissioner can be contacted at:

            Information Commissioner’s Office

            Wycliffe House

            Water Lane

            Wilmslow

            Cheshire

Yours sincerely,



Steven Mokogwu

Office of Manpower Economics

Fleet Bank House

2-6 Salisbury Square

London EC4 8JX