



Payment of Professional Fees Policy

The Office of the Police and Crime Commissioner (OPCC) is committed to the principles of equality and diversity. No member of the public, member of staff, volunteer or job applicant shall be discriminated against on the grounds of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation.

Introduction

1. The OPCC may pay an individual's fees for belonging to a professional body where the following criteria are satisfied:
 - Membership is necessary for the career development of the individual and the maintenance of an efficient and competent workforce
 - Membership of the professional body must be of direct benefit to the OPCC
2. In normal circumstances no more than one professional subscription per individual, per year will be paid, in exceptional circumstances, a maximum of two lots of fees may be claimed where it is mandatory to have the required membership in order to practice their profession.
3. Entry fees to a professional body and upgrading fees may also be paid in appropriate circumstances.
4. Should an individual cancel their membership, any professional fees reimbursed will then need to be repaid from the individual's salary.

Method of Claim and Payment

5. Individuals should pay their fees direct to their professional body in the usual way and should obtain a receipt or other proof of payment, which should be scanned and forwarded via email to their line manager for authorisation.