



SOUTH WALES POLICE FEDERATION BRANCH COUNCIL & BOARD FINANCIAL POLICY DOCUMENT

SOUTH WALES POLICE FEDERATION
BRANCH COUNCIL & BOARD

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FINANCIAL POLICIES

1. Charitable Donation

Charitable donations will not generally be made by the Branch Council or Board. In specific cases the Branch Council or Board may consider requests for donations to Police related Charities, but a decision to donate in such circumstances will **NOT** be considered a precedent.

At Christmas the Branch Council will make charitable donations to organisations it would not normally support (non-police charities) in lieu of the purchase and sending of Christmas Cards.

2. Support of Other Police Groups / Organisations

South Wales Police Federation have in the past given financial assistance to police support groups that work in a narrow field of interest relevant to their issues. We would look to continue to support these groups on a case by case basis should they approach us for assistance.

The procedure will be as follows – The requests should be submitted to the Branch Secretary only by the head of the representative support group seeking our assistance. The request must include

- What event it is they wish support for
- Whether it is national regional or a local event
- Whether South Wales federated members are attending this event
- The cost they wish for us to support
- Whether South Wales representatives can be allocated places at the event
- What numbers are available to us
- What method they have in place for us to make payment to the service providers direct.

The Branch Secretary will discuss the matter with the Chair and if the request is deemed appropriate, we will present the case at the next Branch Council meeting for the Council to decide whether the request is supported. If the Branch Council vote against the request there is no appeal process and a further submission from the requested support group will be treated as a fresh application. A limit to be determined by Council per year will be set for requests of this nature from all groups, running from January to December.

No support group will receive all the yearly allowance and all support groups will go to the back of the list once they have placed a business case to the Branch Secretary.

Payments will (where possible) be made directly to the providers of the services for auditing purposes and transparency.

3. Additional Responsibility Payments

Additional Responsibility Payments (ARP) will be paid directly to those eligible from the National Federation Fund. All payments will be in line with National Federation Policy.

4. Telephones

4.1 Mobile Telephones

Members of the Branch Council & Board may be provided with an appropriate mobile telephone and will be allocated an appropriate 'talk plan'. Usage of issued mobile phones will be monitored by the Treasurer and the 'talk-time' package allocated to a member may be varied depending on the use. The cost of the phone and allocated 'talk-plan' will be met by the Branch.

Any non-work-related calls made to premium phone lines (08xx, 09xx etc.), International calls, International Roaming Calls or International Data usage will be paid for by the relevant member of the Council themselves.

5. Wreathes / Flowers or Donations in Lieu

Wreathes or flower (as appropriate) will be purchased to mark the death of serving members of the Force. They may also be purchased for anniversary services or similar events.

If a Federation Representative attends a funeral or memorial of an Officer and the family have requested "No Flowers" then a donation in lieu of the cost will be made directly to any nominated charity or charities.

6. Expenses

The Branch Council will pay reasonable expenses, when Branch Council members, who do not hold credit cards, are engaged on official Federation business or attending residential courses. Expenses can be claimed for subsistence, accommodation and costs associated with their duties as a Federation Representative.

All journeys outside the force area **MUST** be approved by the Branch Secretary or Treasurer.

Any hospitality must be pre-authorized and be in connection with Federation business, their details must be completed on the Contina App/Claim form. An entry must also be placed within the register of hospitality book held at the Federation office.

All expense claims should comply with the PFEW 'Reasonable Expenses Guidance' which is attached at Appendix A.

7. Travelling Expenses

7.1 Full time Federation Representatives.

Financial remuneration should ensure fairness to all Branch Council members, avoid financial disadvantage and encourage candidates to stand for full time positions:

Full time elected representatives of the SWPF will be paid an essential car user allowance. This payment is not based on their mileage from home to work, but is recognition that the use of their private vehicle is essential to the effectiveness of the post holder in carrying out their duties.

The allowance will be a flat rate payment of £103.25 per calendar month for each officer, which is compliant with Police Regulations.

Any tax liability arising from that payment will be borne by the officer.

All other travel will be subject to the below:

7.2 Travel Inside the Force Area

Members will be compensated for travelling expenses incurred on Federation duties inside the force area in accord with Force Policy. Claims should be submitted to the secretary of the board via Firms.

7.3 Travel Outside the Force Area - Mileage

Members may be compensated for travelling outside the force area on Force Federation duties (e.g. Visiting a member who is on Sick Leave) in accordance with Force Policy. Claims should be submitted via Firms.

Travel outside the Force area on Federation business, such as courses, will be compensated from via PFEW Funds. All claims should be submitted to the Branch Treasurer as soon as practicable.

Claims will be submitted via the Continia App

All duty and journeys outside the force area **MUST** be approved in advance by the Branch Secretary or Treasurer. It will be for Branch Secretary or Treasurer to decide which is the most prudent and best value method of transport, following discussion with the member. It may be that attendance in person is not necessary and an alternative method (i.e. Video Conference) may be appropriate.

The Branch out of force mileage rate will be in line with national policy which aligns itself to the HMRC rate. This is currently 45p per mile for a passenger car or van. (Rates differ for other vehicles)

Force Responsibility:

1. Statutory Meetings.
2. Discipline representation when acting as friend at interviews or acting on behalf of the officer in question at all other official meetings (i.e. Court Appearances, Misconduct Hearings, Solicitors / Barristers conferences, Professional Standards meetings etc).
3. In all cases of Personnel Issues including meetings (i.e. acting as 'friend' when required either by the officer in question or management e.g. Grievance/Probationer/ career break and UPP etc.) **This list is not exhaustive.**
4. In all cases of Equal Opportunities & Employment Tribunal Matters including attendance at meetings with solicitors etc.
5. Attending all meetings with NPCC and HMIC. Also other force meetings where consultation is necessary with the Police Federation (i.e. Health and Safety, Police Authority Meetings, 12-hour shifts, Special Course Selection etc.) **This list is not exhaustive.**
6. Meetings of the SWPF Branch Council or Branch Board, for which facilities are granted.
7. Meetings of the South Wales Police Benevolent Fund.
8. Welfare visits either at the request of management or at the discretion of the Federation Representative and also when so requested by the officer in question when there will be action and dealings with the South Wales Police in direct consequence of this meeting. Also when accompanying officers to appointments to see the Force Medical Examiner or Selected Medical Practitioner. **This list is not exhaustive.**

Claims from Branch Council members shall be submitted electronically and adhere to the relevant policy for the same.

Forms are to be submitted at the end of each month for authorisation and process.

Please note that in asking the question where do I claim from FORCE or FEDERATION? If you are acting in an official capacity such as above or other similar circumstances then claim from the Force NOT the Federation.

Federation Responsibility.

1. Attending meetings of the Southern Police Charities (i.e. Flint House).
2. Trustees attending the SWPF office to inspect the accounts
3. Attending all Regional Meetings, INC or other National meetings. (does not apply for regional representatives).

4. Attendance at any meetings regarding any Members Services.
5. Attending Force Open Meetings outside the SWP area (at the discretion of the Branch Board Secretary). If attendance is agreed then a full update both verbal and written to be provided at the next Branch Council Meeting.
6. Welfare visits to serving or non –serving officers when not involving any follow up including official action or liaison with the South Wales Police.
7. Attending any other meeting deemed appropriate or necessary by the Branch Board.
8. Travel to and from courses undertaken as members of the Branch Council.

When two or more members are travelling to the same location, every effort should be made to share transport – in accordance with the principles of Best Value. Likewise, the provision of car hire can be considered under the same principal for journeys in excess of 150 miles round trip especially when that journey is completed in one day.

When the travelling expense is either a Force or Federation responsibility as listed above, then the following applies except on a Rest Day or Public Holiday.

7.4 Travel Outside the Force Area - Rail or Air Travel

Where members travel outside the Force on approved planned journeys by Rail or Air, the full rail / Air fare may be claimed. Wherever possible, tickets should be purchased in advance, with the approval of the Branch Secretary or Treasurer.

All duty and planned journeys outside the force area **MUST** be preauthorised by the Branch Secretary or Treasurer.

8. Attendance at National / Regional Meetings

Branch Council office holders and those attending meetings as part of their portfolio may attend National and Regional Meetings to which they are invited. Travelling and Out of Pocket expenses will be paid and where necessary, accommodation will be provided.

9. Attendance at Dinners and Functions

Branch Council office holders may attend dinners or functions to which they are invited by other Branch Council & Boards, Staff Associations, Police Forces and / or Members Service Providers. Travelling and Out of Pocket expenses will be paid, and where necessary accommodation will be provided. This is restricted to attendance at events in **Region 7**, all others must be agreed by the Branch executive, any failure to agree will be brought to the Branch Board.

10. Attendance at Federation Training Courses

Members may attend National, Regional, or local training courses that are allocated to them by the Branch Secretary or Treasurer.

11. Office Maintenance

Day to day office repairs and maintenance will be managed by the Branch Treasurer and overseen by the Executive.

Expenditure of up to £5,000 for routine maintenance and improvements may be authorised by the Treasurer, subject to the agreement of another member of the executive, without the prior authority of the Branch Council.

12. Presentation Pieces

12.1 Federation Gift

The Branch Presentation up to a value of £150 may, subject to a vote by the Branch Council, be presented to members of the Council in recognition of their service to the Federated Ranks of the Force. To qualify, members must be leaving or have left the Branch Council and, must have completed at least two years' service on the Board.

A gift up to the value of £25/£30 may be presented to the partner of person that is presented with the Federation Gift.

A member already in receipt of this award who re-joins the board cannot be recommended for a second gift.

Recipients of the presentation piece will be invited to the next available Branch Council meeting along with their partner to receive the presentation gifts.

12.2 Federation Plate

A Federation plate will be provided upon request to any South Wales Police Federated rank member retiring from the force. A plate can also be provided to any federated officer whom resigns, and this will be on a case by case basis to be decided upon by the Principle Officers. The resigning member must not be subject to any current misconduct matters to receive the plate

12.3 Gift of appreciation/recognition

The Branch Council may from time to time as they see fit, provide a small gift of appreciation up to the value of £250 To any person/s who have made a valuable contribution to South Wales Police federation and its members. The purchase should be of an actual gift with no cash disbursements being provided. This person is not limited to federated members.

13. Hospitality

All hospitality provided and received by any member of the Branch Council over the value £25 must be recorded within the hospitality register held within the Federation office. All members of the Branch Council will comply with the PFEW Hospitality Policy which can be found within Appendix A

14. Publications

The Branch Council will, within the parameters of normal expenditure, purchase training materials, circulars and publications as may be required to the Council in the discharge of its duties and functions.

15. Conference

The Branch Council will agree the financial arrangements for the Annual Conference. Current arrangements, are as follows:

The Branch Council will pay expenses, when Council members, who do not hold Branch credit cards, are on official business.

Conference attendees will travel to and return from Conference, by the most appropriate and cost-effective manner. If it is deemed necessary for a member of the board to travel separately, any additional night's accommodation will be met by the Board and will be on a bed and breakfast basis only.

Meals (other than breakfast) will not be provided, but the Branch Council will pay expenses in line with the expenses policy.

In exceptional circumstances, where there is an urgent need for an attendee to return home or return to Force. With the permission of the Branch Secretary or Treasurer this cost will be met by the Branch.

16. Tablet / Laptop Computers

Members of the Branch Council will be provided with a tablet or laptop computer to assist them in the performance of their duties.

If provided, the computer and the data thereon remain the property of the Branch Council & Board and must be surrendered immediately on resignation, retirement or deselection from the Council.

It will always be the responsibility of the member to ensure that the item is securely stored, and password protected. For security reasons no personal data of any individual should be retained on the device.

The loss, theft or damage of any Federation owned item must be reported to the Treasurer or Secretary as soon as practicable and in any case within 24 hours.

17. Insurance

The Branch Council will purchase such insurance policies as are necessary to properly conduct its business and protect its members and employees in the discharge and execution of their duties.

These policies currently include:

- Public Liability Insurance
- Officers & Directors Indemnity Insurance

18. Postage / Printing /Stationary

The Branch Council will pay for all items required by the Federation Office to help its normal functions.

19. Employees

The Branch Council may employ staff to assist in the administration of the Federation Office.

Employees are paid a salary commensurate with their duties and level of responsibility. Staff salary and conditions of service will be reviewed annually by the Branch Executive and may be increased. Pension arrangements are offered to each staff members in line with employment law.

20. Insurance Schemes

The Branch Council will conduct an Insurance Scheme for the benefit of the membership. The conduct of the scheme will be as prescribed in the Deed of Trust for the Scheme. The Trustees of the Group Insurance Scheme will be the Branch Secretary, the Branch Chairman, the Branch Treasurer, retired member and Office Manager.

Where there is a potential 'conflict of interest' between the Trustees of the Group Insurance scheme and the South Wales Police Federation (e.g Administration Financial Cross Charges). The primary officers of the federation will defer the Federation decision making to members of the Federation Council, who may involve the Federation Branch trustees for advice.

21. Member Services

The Branch Council & Board will conduct member services for the benefit of the membership and will seek to raise revenues from these activities to supplement subscription income and offset the costs of additional activities that the branch arranges from time to time to support the core service of PFEW

The BRANCH will conduct the member service and associated fund-raising activities.

22. Banking

The Branch Council & Board operates four financial funds, the Group Account, Income Generation Account, Chalet account, Trustee's GIS Account and Natwest Bank Current Account. Other accounts may be added where it is thought necessary by the Treasurer.

23. Credit Cards

Credit cards will be provided to the four principle officers (Chair, Secretary, Treasurer, Deputy Secretary and Office Manager).

A separate credit card policy is attached in line with PFEW rules at appendix B.

Credit card holders will be subjected to a £3,000 limit which will be reviewed periodically. Credit holders must read and sign the PFEW policy to agree to the terms.

24. Business Interests and Conflicts of Interest

If any member of the Branch Council believes they may gain financially or otherwise from Branch Council activities (a conflict of interest), they must declare it immediately.

25. Matters not specifically covered in the financial policy

Any payment of expenditure over £5,000 not specifically covered in the Branch Financial Policy or Federation Fund Rules may be sanctioned by the Branch secretary in consultation with Chair and Treasurer.

When circumstances reasonably permit planned expenditure outside of the financial policy, these matters should be taken to a Branch Council meeting for a decision.

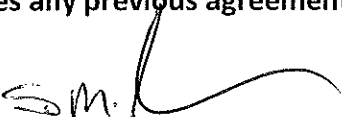
However in an emergency or urgent situation, the Executive will where possible, consult with the Branch Board by any appropriate means (i.e. Emergency Meeting, Video Conferencing, Phone or email etc.) In this case a majority decision will be taken from those that have been successfully contacted or have responded within a set time period.


If consultation with the Branch Board is not possible or practice, the Branch Trustees will be contacted prior to making a decision. The Trustees may refuse the expenditure where they deem it to be excessive or unreasonable. Where the secretary seeks a view from the trustees, at least two of them must agree to the expenditure for it to be allowed.

26. Powers of the Branch Board.

The Branch Board in its role as Finance and General Purposes Committee may from time to time vary this document subject to those variations being in accordance with fund rules. On special occasions or in unusual circumstances it may authorise payments outside the scope of the general policy contained in this document provided such applications and authorities are minuted.

This document was accepted as policy at the SWPF Branch Council meeting on 4th March 2020 and replaces any previous agreements or documents concerning the above matters.

Signed ----- Chair Dated 05/03/2020

Signed -----Secretary Dated 5/3/2020

Updated