

Leicestershire Police Federation Insurance Trust Holiday Policy 2022

Use and rental of the properties.

The purpose of the holiday homes is for the welfare of our members. It is not to make a profit or to use as a business. The Trust will seek to rent out the locations on a Mon-Fri, Fri-Mon basis. Payments for rental will be used for upkeep and continual maintenance of the properties. This will include but not be restricted to site fees, general maintenance and daily upkeep, soft furnishings, Utilities.

Only subscribing members of the Group Insurance Scheme are eligible to apply to use the properties, and the member must be present for the duration of the stay. It must not be sub-let by the member once booked.

There will be two defined reasons for its use. Which is the following-

- Free breaks of welfare reasons defined by the below of four or three days.
- Paid stays – These prices will be circulated to members at the start of the season and on the website. The prices are based on a comparable sized property on the same site with a premier location. The price will include passes and cleaning after each stay. No food or other service is included in this price.

Welfare stays

The Trustees reserve the right to book any location for Welfare Breaks for members on a case-by-case basis. This will be monitored, and a report completed by the Trustees for each Branch Council meeting and reviewed at that point.

Members cannot refer themselves for a free welfare break. The recommendation must come through a Police Federation Rep, their SMT, or a member of the Chief Officer team.

A "Welfare break" will be defined as the following but not limited to, and the final decision will be that of the Trustees.

- **A member who has been seriously injured as a result of an injury on duty (psychical or psychological)**
- **A member who has been bereaved by the loss of a partner or child in the last 12 months.**

- **A member who is seriously ill themselves or has a seriously unwell child or partner.**
- **A member or team who have faced a particularly traumatic event or incident and deemed to require a break by the Trustees.**
- **A member or team who have been subject to a misconduct investigation (example being a prolonged IOPC investigation or criminal matter for which they were found no case to answer) this will have been in the last 12 months.**
- **A member under a live investigation who are not suspended from duty may be considered if referred as per policy and again this will be the decision of the Trustees.**

Booking procedure for non-Welfare Breaks

The available dates for bookings will be released to members 2 months prior to the annual opening season of the site (commencing January).

The breaks will be allocated on a first come, first served basis.

The member will be required to pay the full balance at the point of booking.

The member will be required to agree to the Terms and Conditions of stay at the time of booking (Appendix 1)

In the case of a cancellation by the member – The Trustees reserve the right to withhold the full balance.

In the case of cancellation by the holiday park – The member will be offered a full refund or a transfer of dates on a like for like basis.

In the case where the member is unable to use such facilities that have been closed by the park. The member will not be entitled to any reimbursement from Leicestershire Police Federation Insurance Trust.

Terms and conditions of use

At the point of booking and full payment made.

Cleaning, Laundry service and inspection

A cleaner will be employed and paid by the Trustees as per agreement/contract with the company. The properties will be cleaned after every use and bedding replaced. Towels and tea towels will NOT be provided.

The sites will be visited on a regular basis by the Trustees to check its cleanliness and condition. The Trustee being entitled to claim the normal mileage rate.

Passes and names provided for the stay

Passes to use the site facilities are provided for owners of the properties as part of the annual site fees. Passes are to be left in the welcome pack marked "Passes" on departure. Any lost passes will be replaced at a cost to the member. Please see relevant T&C's

Finances and log keeping

A separate bank account will be set up for the payments from Members for the use of the properties which will include the cost of the cleaning. This will ensure the COO can readily monitor the income and outgoings and associated running costs. The site fees are paid annually and will be paid from this account unless a shortfall is identified which requires a transfer from Leicestershire Police Federation Insurance Trust.

This policy, and the use and take up of the properties will be reviewed by the Trustees every 6 months.

Signed – Trustees of Leicestershire Police Federation Insurance Trust.