



KENT POLICE STAFF BENEVOLENT FUND

FUND RULES

INTRODUCTION

1. The Fund shall be called the Kent Police Staff Benevolent Fund.
2. The object of the Fund is to provide financial assistance to the persons designated in these Rules, their dependants and to any other person at the sole discretion of the Management Committee.
3. The Fund shall be financed by voluntary subscriptions from its members, by gifts from other Funds and by gifts and bequests of a nature approved by the Chief Constable. The Fund may also, at the discretion of the Management Committee, receive loans from the Kent Police Benevolent Fund for police officers and police pensioners upon which no interest shall be payable and upon which no repayments will be made until required by the Kent Police Benevolent Fund.
4. Each member of the Fund shall pay a contribution to the Fund as set by the Management Committee and such contributions shall be deducted at source by the paying authority and remitted to the Fund.
5. The contribution rates and benefit levels under these Rules shall be determined by the Management Committee.

MEMBERSHIP

6. Membership of the Fund shall be restricted to subscribing employees of the Kent Police who shall remain honorary members following their retirement from employment by Kent Police provided that they have more than five years' service in a civilian post and had joined the Fund at their earliest opportunity.

Police Staff employees who are also retired Police officers and already members of Kent Police Benevolent Fund may choose to contribute additionally to the Staff Fund, but any application for assistance that is approved will, subject to the discretion of the fund committees, only be paid by one of the two funds.

Membership may, at the absolute discretion of the Management Committee, be extended to other employees closely associated with the Kent Police.

7. Any member who shall fail to pay the said contributions, except with the express authority of the Management Committee, shall cease to be a member of the Fund. If a member is dismissed for gross misconduct or resigns/retires from Kent Police prior to either criminal proceedings or a gross misconduct hearing they shall cease to be a member.

In exceptional circumstances, the Management Committee may waive this preclusion on a case by case basis.

8. A person who did not join at the first opportunity, may not be entitled to any benefits for a period of twelve months from his or her date of joining and, on completion of that period, they will be entitled to benefits which may be reduced in proportion to their period of membership at the sole discretion of the Management Committee.

ADMINISTRATION

9. The general affairs of the Fund and the disposition of its moneys shall be under the control of a Management Committee which shall, except as provided by the Rules, make its own decisions and procedures for the proper conduct of its Annual General Meeting, the management of the business of the Fund and the interpretation of the Rules of the Fund.

10. The Chief Constable shall be invited to be the President of the Fund and the Management Committee shall consist of 9 members chosen as follows:

An Assistant Chief Constable or Police Staff member (Grade M and above) nominated by the Chief Constable.

One representative nominated by UNISON.

Up to six representatives nominated and approved by the Management Committee.

The Fund Secretary.

At any meeting, four members of the Management Committee shall form a quorum.

11. The Management Committee shall hold an Annual Meeting at the commencement of each financial year at which it shall, from its members, appoint a Chair and Vice-Chair, both of whom shall hold office for twelve months.

The Management Committee shall appoint a Fund Secretary and any other staff necessary to administer the Fund and defray any cost involved from the Fund.

The Management Committee shall appoint an Assistant Secretary to act on their behalf in the absence of the Fund Secretary.

12. The Management Committee may invest any part of the capital or income of the Fund and may sell or realise any of the said investments.
13. The Management Committee may, at any time, delegate any of their duties or powers to one or more of the members of the Management Committee or other person employed by Kent Police, as they may decide.
14. In the event of a vacancy occurring on the Management Committee, the particular nominating body shall notify the Secretary forthwith as to the replacement.
15. The Management Committee shall cause proper records of the Fund to be kept.
16. The Management Committee shall, at least once in every year and in any event within three months preceding the Annual General Meeting of members submit the records for audit to a registered auditor appointed by the Committee.
17. An Annual General Meeting of all members of the Fund shall be held each year and, at this Annual General Meeting, the Management Committee shall produce the audited accounts for the foregoing financial year and shall give a general account of the running of the Fund.
18. A Special General Meeting of members shall be held whenever the Management Committee thinks fit or whenever at least twenty members shall so request in writing delivered to the Fund Secretary.
19. At least twenty-eight days clear notice shall be given of any General Meeting of members together with an Agenda for that meeting.
20. Every member present at such meetings shall have one vote and when the number of votes cast for and against are equal, the Chair of the meeting shall have a second or casting vote.
21. The Rules of the Fund may be amended at such meetings as is mentioned in Rules 17 and 18, and as the circumstances shall from time to time require. The Fund Secretary must receive notification of a proposal for a change in the Rules at least six weeks before the appropriate meeting.
Any proposal to rescind, add to or amend the Rules may be approved by a simple majority of the members present at such a meeting.
22. The Fund shall not be dissolved except with the consent of three quarters of the membership.

In the event of there being a decision to dissolve the Fund, the Management Committee will forthwith convene a Special General Meeting in order to determine the disposition of the assets of the Fund.

In deciding the allocation of the assets of the Fund, the object of the Fund must be of paramount consideration.

BENEFITS

23. The Fund Secretary shall, whenever so directed by the Management Committee, or by any of its members duly authorised to give such directions, pay to such person or persons as may be designated, such sums of money as may be specified.
24. The Fund Secretary will, on behalf of the Management Committee, make such payments as they shall authorise within limits which may be decided by the Management Committee.
25. Two members of the Management Committee, one of whom shall be the Chair, Vice-Chair, Secretary or Assistant Secretary, may authorise a payment within limits which shall be decided by the Management Committee, by way of a grant or loan which action shall be reported to the next meeting of the Management Committee.

DEATH GRANT

26. Upon the death of a member, the spouse, civil partner or partner of long standing of a member who predeceases the member or the death of a dependent child aged eighteen years or under, the Management Committee may pay a death grant as determined by them to the person having responsibility for discharging the funeral costs. No benefit under this Rule will be paid to honorary members.

LOANS

27. The Management Committee may, on welfare grounds, grant loans upon such terms and conditions as seem fit.

RETIREMENT GRANT

28. The Management Committee may pay to a member on his or her retirement from the Kent Police a retirement grant as determined by the Management Committee provided that the member has been in the continuous employment of the Kent Police in a police staff capacity at the time of his/her retirement for a minimum of 10 years.

MEDICAL CONSULTATIONS

29. The Management Committee may pay the fee or a proportion of the fee as determined by them for consulting any specialist or other medical consultant incurred by a member, where it is considered that such consultation is reasonably urgently required and is not reasonably readily available under the National Health Service.

GENERAL DISCRETIONARY GRANTS

30. The Management Committee may pay in addition to the foregoing benefits to all persons who are under these Rules eligible for benefit, such charitable or compassionate grants as may, in the absolute discretion of the Management Committee, appear necessary in order to alleviate hardship or distress.
31. The Management Committee may provide floral tributes on the death of a member or make such donation to charity as the deceased or their family may have requested and on any other occasion the Management Committee may think fit.
32. The Management Committee may contribute or make a grant to such other charitable institutions or fund as they, in their absolute discretion, shall think fit and in such circumstances as seem proper.