

AMENDED NOVEMBER 2017 AGENDA PAPER E GREATER MANCHESTER POLICE FEDERATION EXPENSES

1 PURPOSE

To determine the expenses paid to members of the Branch when undertaking Police Federation business based on the principle that representatives acting for or on behalf of, the membership should not be financially disadvantaged.

Any allowance or expenses, which attract personal taxation or National Insurance, shall have such liabilities discharged by the Branch.

Expenses will only be reimbursed for business carried out on behalf of subscribing members of the Police Federation.

Requisite Criteria

Representatives should be aware that expenditure will only be reimbursed, if it is deemed to be within fund rules, is necessary, reasonable and backed by supporting documentation where applicable (i.e. receipts). Any expenditure that does not meet the above criteria will not be reimbursed.

2 TRAVEL

Representatives planning or undertaking a journey on behalf of GMPF should be mindful of issues such as cost, work/life balance, their ability to carry out Federation business and the effect on the environment.

In order to keep expenditure to a reasonable level, representatives must always consider the use of hire cars, public transport, and car sharing (in cases where two or more representative are travelling to the same location).

- a) Car:
 - I. The GMPF mileage rate will correspond to that of HM Revenue and Customs approved mileage allowance and passenger payments, applicable on the date of travel (the Treasurer to provide up to date information).
 - II. When the travelling expense is wholly a Federation responsibility, then the amount claimed will comply with the HM Revenue and Customs guidelines on 'Ordinary Commuting and Private Travel', applicable on the date of travel (the Treasurer to provide up to date information).
- b) Rail: Costs will be reimbursed where applicable and providing the requisite criteria are met.
- c) Air: Costs will be reimbursed where applicable and providing the requisite criteria are met
- d) Taxis: Costs will be reimbursed where applicable and providing the requisite criteria are met

3 REIMBURSEMENT OF EXPENDITURE

- a) Reasonable and receipted incidental expenditure in relation to refreshments and accommodation will be reimbursed by the Branch.
- b) **Personal Incidental Expenses:** Where travel involves an overnight stay, personal incidental expenses of £5 per night are payable, in line with HM Revenue and Customs allowances. N.B. Personal incidental expenses will not be paid for attendance at Charity functions, where accommodation and meals are provided.

4. FEDERATION OFFICERS

- a) **Additional Travel:** The distance from a member's home address to Force HQ is considered their standard travelling distance, if they have to travel more than this distance to get to Progress House they can claim the additional travelling at the appropriate HM Revenue and Customs rate.

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- b) Honoraria:** The Interim Branch Board (IBB) shall decide at its first meeting following the 1st October of every year, whether Honoraria will be paid to the Branch Members and, if so, how much. The minutes of that meeting will provide the authority for such payment.

5 GIFTS, DISCOUNTS AND HOSPITALITY

- a)** In keeping with the stature and standing of the Greater Manchester Police Federation, both within the force and with outside organisations, the members of the Branch may from time to time offer/receive hospitality to/from members or those with whom the Board have business dealings. Such persons could include senior officers of the force, Federation solicitors, insurers, and brokers of financial, health or insurance products, visitors from other branches, national Federation officers, and overseas visitors and so on.
- b)** Accepting such hospitality must be done in accordance with the Branch Hospitality Policy and recorded in the Hospitality Register. All members of the Branch should familiarise themselves with the contents of this policy which is available by contacting any member of the Progress House team.
- c)** Any hospitality afforded to individuals must be properly recorded in the Branch hospitality register by the Treasurer or Secretary; ANY such hospitality must be recorded, including where hospitality has been declined.
- d)** There may be occasions when the acceptance or affording of such hospitality may necessitate additional travelling costs (e.g. taxi fares). Such costs will be reimbursed at the discretion of the Branch Treasurer but only if it meets the requisite criteria.
- e)** GMPF issued credit cards are to be used on Federation business only.

7. POWER OF THE INTERIM BRANCH BOARD (IBB)

The IBB may from time to time vary this document, subject to consultation with the Interim Branch Council. On special occasions or in unusual circumstances the IBB may authorise payments outside the scope of the general policy, contained in this document, provided such decisions are minuted.

8. IBB TRUSTEES

All Trustees of GMPF funds will meet on at least 4 occasions each year, they will check the accounts of the Branch and ensure that payments to individuals fall within the scope of this policy document, or where otherwise agreed by the IBB. Facilities are granted by the Force in accordance with the facilities paper for this to be undertaken. A written report will be submitted to the IBC by the trustees quarterly.

9. EXPENSES WHILST ON FEDERATION BUSINESS

FORCE RESPONSIBILITY (casual user rate)

- a)** Statutory Meetings (Edmund Davies Report, IBC meetings).
- b)** Misconduct Representation (Police Regulations including preparation for representation).
- c)** Personnel Issues when acting as a friend.
- d)** Equality issues when acting as a 'friend' or at Force meetings.
- e)** JNCC and JNCC Preview meetings and other Force meetings, where it is necessary to consult with the Police Federation.
- f)** Meetings of the IBB for which facilities are granted.
- g)** Meetings of the North West Police Benevolent Fund and Police Treatment Centres. (This has been custom and practice on the authority of the three Chief Constables since the Fund was established in 1974).
- h)** Welfare Visits when required by Senior Command, or where an officer requests a 'friend' to accompany him/her to see the Force Medical Officer or where there is an ongoing case relating to that officer in relation to health, equality or discipline.
- i)** Attending the GMP Federation Open Meeting for which facilities are granted.
- j)** Any meetings requested by GMP for the good of the Force or a subscribing member (i.e. Health & Safety meetings, Staff Association meetings).

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FEDERATION RESPONSIBILITY (HMRC Rate)

- a) Attending meetings of the trustees of the Northern Police Charities.
- b) Trustees attending Progress House to inspect the accounts.
- c) Attending Police and Crime Commissioner meetings.
- d) Attending Regional Meetings.
- e) Attending other Federation Open Meetings.
- f) Welfare visits to non-serving officers or serving officers where there is no direct link to a case involving health, equality or discipline.
- g) Any additional expenses incurred at Annual Conference.
- h) Attendance at Charity events.
- i) Any other meeting deemed appropriate or necessary by the Secretary and any training course where facilities are not granted by the Force.
- j) If the travel is in connection with an Officer, that Officer must be a subscribing member to the Police Federation.

10. CAR HIRE POLICY

The GMP Federation currently have agreements in place with National Car Hire companies for the supply of vehicles for representatives to use on Branch business.

If a journey outside the force boundary is planned, the representative may contact the Treasurer (or in his/her absence the Deputy Treasurer) with full details, so that advice can be given on whether or not the provision of a hire car is a viable alternative.

11. REIMBURSEMENT APPEALS POLICY

If, in the opinion of the Treasurer, an expense claim does not meet the requisite criteria, then the expense claim will not be paid.

The representative making the claim may appeal the decision to the Branch Trustees, who will adjudicate on the matter.

If the decision of the Trustees is not acceptable to the representative, then the decision may be appealed to the Interim Branch Board.

12. IT POLICY

1. All hardware will be subject to straight-line depreciation of 33 $\frac{1}{3}$ % per year.
2. When a Federation representative leaves the board, they may be given the option, at the discretion of the Branch Treasurer, to purchase their ICT equipment, at the current depreciated value. If the ICT Equipment has a nominal accounting value (i.e. it is over 3 years old), then it may be purchased for an amount set by the Branch Treasurer.
3. Other items (monitors, keyboards, etc.) may be purchased at the discretion of, and at a price set by, the Branch Treasurer.
4. Prior to purchase, the hard-drive of a networked PC base unit must be wiped of all sensitive or 3rd party personal data