



HUMBERSIDE FIRE AND RESCUE SERVICE

# People & Development

## Membership Fees and Subscriptions Policy

<b>Owner</b>	<b>Executive Director of People and Development</b>
<b>Responsible Person</b>	<b>Head of Human Resources</b>
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What we must do well



How we support our communities



We value and support the people we employ



We efficiently manage the Service

## CONTENTS

1. Introduction
  - Core Code of Ethics
  - National Guidance
2. Equality, Diversity and Inclusion
3. Aim and Objectives
4. Associated Documents
  - Equality Impact Assessment
  - Legal References
  - National Guidance
5. Principles and Criteria
6. Process and Authorisation
7. Process and Payment
8. Records

## **1. INTRODUCTION**

This policy covers the reimbursement of professional memberships fees/subscriptions and seeks to apply consistency when supporting employees with the same.

There are no legislative obligations requiring an employer to reimburse professional memberships, however, HMRC have reporting and control requirements which are in turn governed through underpinning legislation.

Humberside Fire and Rescue Service (HFRS) will reimburse professional subscriptions or memberships, subject to set criteria defining who is entitled to reimbursement and why being met.

### **Core Code of Ethics**

HFRS has adopted the Core Code of Ethics for Fire and Rescue Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do, therefore, those principles are reflected in this Policy.

### **National Guidance**

Any National Guidance which has been adopted by HFRS, will be reflected in this Policy.

## **2. EQUALITY, DIVERSITY AND INCLUSION**

This policy explains the processes required to ensure fairness and consistency throughout the Service for reimbursement of professional fees, regardless of age, gender, race, religion or religious or philosophical belief, gender reassignment, disability, sexual orientation, marriage and civil partnership, pregnancy and maternity or any other unjustifiable condition or requirement.

## **3. AIM AND OBJECTIVES**

This policy aims to provide guidance to managers and employees on membership fees and subscriptions for approved professional bodies.

## **4. ASSOCIATED DOCUMENTS**

- [Equality Impact Assessment](#)
- Legal References  
There are no specific legislative requirements relevant to this policy.
- National Guidance  
There is no specific National Guidance relevant to this policy.

## **5. PRINCIPLES AND CRITERIA**

The decision to reimburse a professional subscription or membership will be made by the applicant meeting at least one of the following criteria, In all instances there must be a corporate requirement for the qualification and professional membership to be held, which is specific to that post.

- The role requires membership of that organisation to undertake the duties of that post.
- Membership of the organisation is a legal requirement to discharge the duties of that post.
- Membership is required as a prerequisite of training. (However, where, after completion of training, there is no ongoing requirement to have membership, the financial assistance for membership will cease).
- Where membership of the organisation is deemed advantageous to the effectiveness of the post reimbursement will be considered subject to SLT approval.
- In all cases, reimbursement of any professional subscription or fee should be linked to continued professional development, and that reimbursement will depend on providing evidence of this, e.g. via an appraisal/PDR/IDP document.

## **6. PROCESS FOR AUTHORISATION**

All requests for reimbursement will be via the individual's line Manager (on an annual basis) who will liaise with Human Resources/Organisational Development as necessary. The individual seeking reimbursement must provide a written justification to the line Manager explaining what is being claimed and why and how it meets one of the qualifying criteria specified above.

## **7. PROCESS FOR PAYMENT**

The authorising line manager will send the approved invoice or a copy of the employee's receipt for payment, with an accompanying memo to Finance stating that the reimbursement has been approved specifying which of the criteria under the policy it meets.

Payment will be through payroll where the employee has made payment on their own account and is being reimbursed for incurring the expenditure, or direct to the organisation where no prior payment has been made by the employee.

## **8. RECORDS**

Finance will maintain a record of payments made so as to meet Her Majesty's Revenue and Customs (HMRC) reporting requirements, therefore, finance will record the date and details of every benefit and expenses payment provided in relation to these reimbursements and retain any documentation relating to them. If tax

**Human Resources**  
**Membership Fees and Subscriptions Policy**

allowance has previously been claimed and fees have been reimbursed, it is the responsibility of the individual to inform HMRC.

**If you require any further guidance / information in relation to this policy,  
please contact Human Resources**