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| DOC. REF: | ABC Professional Fees Reimbursement Policy.doc |
| PROJECT: | Continual Professional Development |
| AUTHOR: | S.WILSON R0-1 |
| DATE: | 08/05/07 28/06/2007 14:04 |



PROFESSIONAL FEES POLICY & PROCEDURE

APRIL 2007



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1.0 POLICY INTRODUCTION

Council recently approved a new Learning and Development which will ensure employee development is directly linked to the council performance management system and to achieving outcomes as specified in the Corporate Plan.

One of the key indicators within the new Corporate Plan is to **“Ensure high performance and professionalism in public services”**. In line with this, the overall aim of the new policy is to enable employees to develop their full potential, and in turn maximise their contribution to achieving corporate aims and objectives.

One vital component within this is the provision of support and encouragement for Continual Professional Development (CPD) of staff and the purpose of this document is to outline Council Policy and procedure for reimbursement of professional fees.

2.0 SUPPORT FOR PROFESSIONAL DEVELOPMENT

Council already provide a significant level of support for employees who wish to obtain further educational qualifications and develop their professionalism for example through funding course fees approving day or half day release, study leave etc

To further support the corporate aim of ensuring Council provides high quality professional services, Council will provide support for employees who are committed to Continuous Professional Development (CPD), through being a member of relevant professional bodies.

Membership ensures that Council employees remain up to date in terms of their profession and in relation to any developments in legislation/best practice which impact upon their work for Council.

Membership of professional bodies also provides both the employee and the Council with access to information, networks, advice and professional publications and this is invaluable in ensuring we are at the forefront of service provision in each professional area.

3.0 CLAIMING FOR PROFESSIONAL MEMBERSHIP FEES PROCEDURE

To be eligible for reimbursement of Professional Fees, the following conditions must be met:

- Fees will only be reimbursed for membership of one Professional Body per financial year.
- Membership of the professional body must be a specified, (essential or desirable) criteria in the job description of the post holder.
- Provision of financial reimbursement will commence from the 6th April 2007 and will relate to fees payable from that date onwards.
- Monies will not be reimbursed or paid for any fees incurred before the 6th April 2007 or for membership relating to periods before this date.



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- Reimbursement applications must be completed on the “Professional Fees Reimbursement Form” (Appendix A) and copies of relevant receipts, invoices etc must be attached.
- All Applications for reimbursement must be returned to ensure all policy requirements have been met prior to approval by the director of Corporate Services.

Reimbursement will be reviewed annually by line management and Human Resources and individuals will be required, primarily through the performance management system, to demonstrate continued benefit of membership of the professional body.



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APPENDIX A

PROFESSIONAL MEMBERSHIP FEES RE-IMBURSEMENT FORM

CLAIM FOR PAYMENT OF FEES TO BE SUBMITTED IN DUPLICATE WITH RECEIPT

NAME: _____ POST HELD: _____

DEPARTMENT: _____ SECTION: _____

NAME OF PROFESSIONAL BODY _____

LEVEL OF MEMBERSHIP: _____

DATE(S) MEMBERSHIP COVERS: _____

JUSTIFICATION OF PAYMENT FOR PROFESSIONAL FEES / HOW IT RELATES TO YOUR CURRENT ROLE

IS MEMBERSHIP AN ESSENTIAL / DESIRABLE CRITERIA OF YOUR POST: _____

I ENCLOSE RECEIPTS FOR THE FOLLOWING AMOUNT:

PROFESSIONAL MEMBERSHIP FEES: _____ £

SIGNED: _____ DATE: _____

CHECKED BY HUMAN RESOURCES DEPARTMENT

(PAYMENT OF THESE FEES IS / IS NOT AUTHORISED) Reason for non-Authorisation:

SIGNED: _____ DATE: _____

DIRECTOR OF CORPORATE SERVICES (PAYMENT OF THESE FEES IS AUTHORISED)

SIGNED: _____ DATE: _____