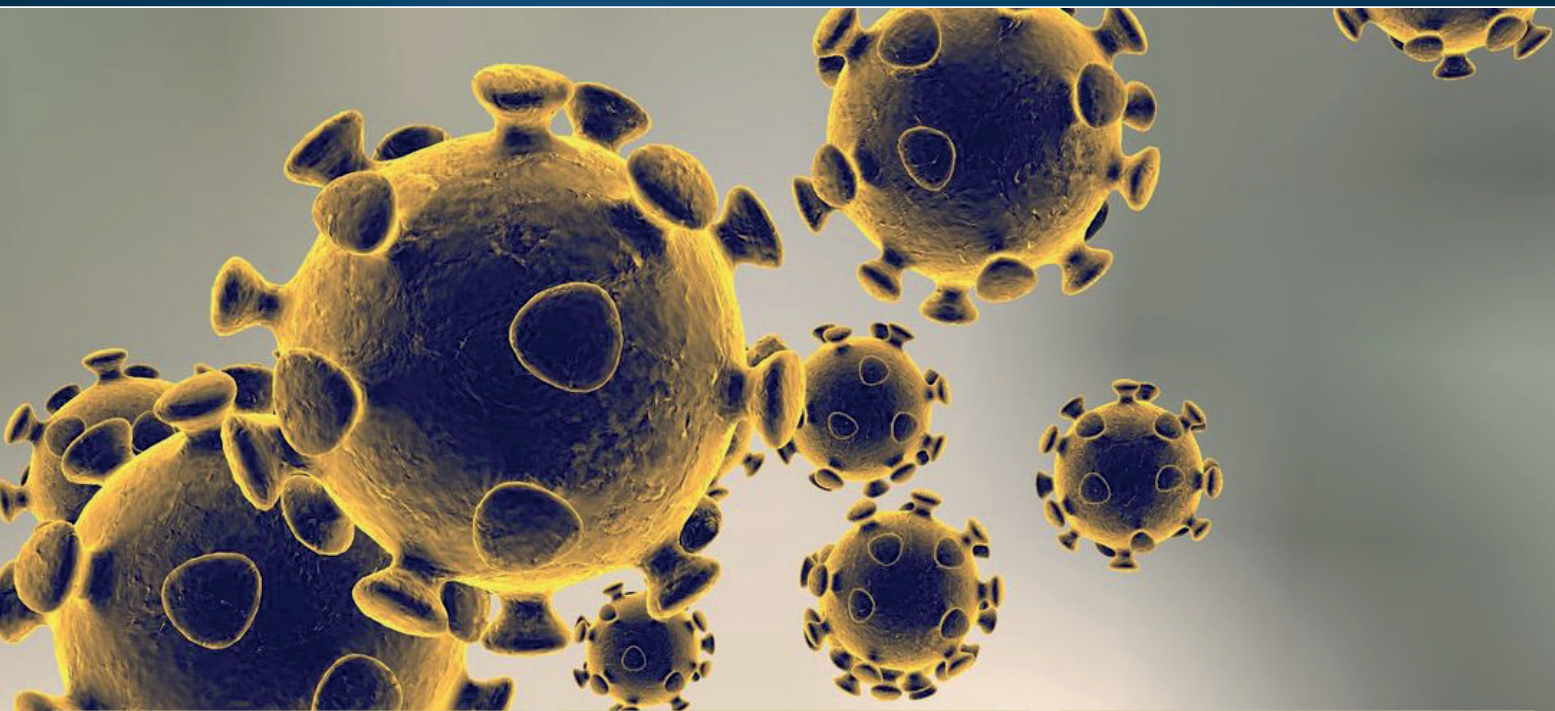


Helping each other to stay safe



Easter eggs donation for officers



Hand sanitisers purchased by
The Police Federation for all officers



Laundry bags made for
Warks police by the WI



Is published by:

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Barford, Warwick, CV35 8AQ

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Typeset and printed by:

Prontaprint,
Stratford-upon-Avon
01789 204 272

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Contact the Federation

E-mail: Gill.Naylor@polfed.org

Telephone: 01926 684323

Chairs Foreward



Simon Payne
JBB Chair

Dear Colleagues

In our latest addition of the magazine I wanted to share with you two correspondents which I would ask for your support in. They are of real importance to us here at Warwickshire Police Federation. Both Lissie Harper and UK Police Memorial are looking for help going forward and I have no hesitation in committing our support. Take a few minutes to read both letters and if you have any questions please contact me directly.

Simon Payne
Chairman
Warwickshire Police Federation

Simon Payne
Warwickshire Police Federation
8 Barford Exchange
Wellesbourne Road
Barford
Warwick
CV35 8AQ

3 September 2020

**SUPPORTING THE NEW UK POLICE MEMORIAL
'COURAGE AND SACRIFICE'**

Dear Colleagues

As you will be aware the Police Arboretum Memorial Trust (PAMT) is creating a new memorial at the National Memorial Arboretum (NMA) in Staffordshire to honour and pay tribute to the sacrifice of our fellow police officers and support staff who have served, and continue to serve, our nation and our communities.

The NMA is the nation's year-round place of remembrance. It is home to over 300 memorials to those who have given their lives in the service of their country. It hosts over 300,000 visitors and school parties every year, all of whom come to pay tribute to those who have paid the ultimate price.

The new UK Police Memorial will be a striking feature at the NMA. Set in a landscaped garden and visible from the Visitor Centre, a three metre brass 'portal' represents the doorway to the dangerous places we in the Police often go, some never to return. The portal screen will be laced with leaf-shaped apertures, representing loss and absence. The leaf shapes cut to create these apertures will be engraved with the names of fallen and presented to their families as personal memorials to their loved ones.

Digital technology will widen access, fostering a greater appreciation and understanding of policing and its importance to our communities, currently and historically. With £4M of our £4.5M target in place, build has now begun, with Dedication planned for Spring 2021.

Fundraising continues though, to complete the digital memorial, additional build enhancements, and to create a maintenance fund to ensure that the charity doesn't need to fundraise on an ongoing basis.

One particular aspect of the project that Branch Boards may feel it appropriate to support as part of the additional build enhancements is the engraving of the leaf shaped brass cut-outs to be presented to families of the fallen as a personal act of remembrance for their loved ones at a total cost in the region of £50,000. A suggested donation of £2,000 per Branch Board would go a long way towards this .

The Police family has been a significant factor in the fundraising success of the project, in particular the many Federation Branch Boards, including my own, along with individuals have made a number of donations to the new Memorial. With this in mind I would like to invite all Police Federation members to join me in partnering with this project, and to consider supporting the Memorial with a donation.

If you would like more information about the project, please contact Robert Astick at robert.astick@ukpolicememorial.org or Joan Cagney at joan.cagney@ukpolicememorial.org.

Thank you in advance for helping to create a memorial that our colleagues in policing, past and present, truly deserve.

Yours Sincerely,

Simon Payne



Police Federation
OF ENGLAND AND WALES

Tel: 01844 261811
07919 622757
Andy.fiddler@tv.polfed.org



Thames Valley Police
JOINT BRANCH BOARD
76 Wellington St
Thame
Oxon
OX9 3BN

07 September 2020

Dear Chair and Branch Board,

My name is Lissie Harper. Just over a year ago I sadly lost my husband, Thames Valley Police officer Andrew Harper, who was killed on duty. Andrew was a devoted Police officer dedicated to providing protection for the public and ensuring that his community was safe.

You will have seen that I have started a campaign called Harper's Law and I wanted to thank you all for the tremendous support the Federation have given me with this campaign, which I hope will give our brave emergency services workers the protection they all deserve. This venture has evolved as a result of my own experience of the justice system and my passion for providing support for our front line heroes. I also want to thank you for sharing the campaign across your media sites and also for your support in signing the petition.

As Harper's Law builds momentum and gathers valued support across the country, we are more determined than ever to continue our progress. Just like all campaigns, there will be costs associated with this going forward and for this reason I am setting up a campaign fund to help with this. We will be creating a website, having several meetings in London with MPs as well as legal and other associated costs. I need to try and finance some of these plans as I know this campaign will not be over in a matter of months, it will take a long time to achieve what we are asking for through the various channels as we work towards such an important resolution.

I am devoted to creating positive change for our Police officers as well as other front line workers, therefore I have tried to fund as much as I can with Harper's Law so far, but I cannot do this indefinitely, so I am respectfully asking whether you would consider donating to the campaign, any amount would be a great help and really appreciated.

Thank you for taking the time to read this letter and if you would like to know more about the campaign or how to help donate to the campaign, please contact Andy Fiddler at TVP Federation either by email – andy.fiddler@tv.polfed.org or phone 07919 622757

Lissie Harper

Andy Fiddler (TVP Federation)

Important news about your Promotion exams...



If you have worked hard to pass your promotion exams and you are worried about the impact Coronavirus has had on your career prospects please see the below open letter from the College of Policing.

This is really welcome news.

As a Branch Board we will be working closely with the organisation to ensure that you all get every opportunity to develop your skills and have promotion opportunities.

As you go through any promotion process please feel free to contact either myself or Simon Payne if you have any queries or need support.

Steve Martin
Branch Board Secretary

FREE Independent Mortgage Advice

We hold Mortgage Advice Days at the following locations:

Bloxwich, Bournville, Brierley Hill, Coventry, Harborne
Lloyd House, Perry Barr, Sheldon, Stechford
West Bromwich and Wolverhampton

As part of our commitment to your Federation, we offer appointments to suit you

For further information, contact the Federation Office on:
0121 752 4900

Contact Warren & Co to find out dates for each location on:
01452 547783 or contact@warrenifa.co.uk



WARREN & CO

WWW.WARRENIFA.CO.UK

WARRENMORTGAGE

Warren & Co are a Member Service, therefore there will be no charge for administering your mortgage

Your home may be repossessed if you do not keep up repayments on your mortgage. Think carefully before securing other debts against your home



12 August 2020

Dear Chief Constables and Commissioners

The impact of COVID-19 this year has had an unprecedented impact on the delivery of the National Police Promotion Framework (NPPF) Step Two Legal Exams and NPPF Step Three processes in force. Earlier in the year, the NPPF Governance Board determined extensions that would be provided to the Step Two Legal Exam validity for Sergeants' Exam holders. We advised you that we would review the requirement for further validity extensions, and we are writing to update you on this.

The Board appreciates the challenges that forces have faced this year in regards to their promotion processes and have re-considered the position on validity extensions for both Sergeants' and Inspectors' Exam candidates. As a result, the Board have granted the following extensions with immediate effect. These extensions can be automatically granted by forces for candidates and do not need to be sent to the College for approval.

Sergeants' NPPF Step Two Legal Exam Validity Extension

We have already advised that all officers who achieved a pass in the 2015 Sergeants' NPPF Step Two Legal Exam who were due to sit the exam in March 2020 will have the validity of their exam pass automatically extended until the date of the rescheduled 2020 Sergeants' Exam. This will only apply to those candidates who were registered for the exam on 31 January 2020, after the official withdrawal date. This will now be extended until 31 December 2020. This extension is only applicable to candidates who were registered for the exam in March and whose extension was due to expire in March. It is not applicable for other candidates who do not hold a current valid pass in the exam.

Inspectors' NPPF Step Two Legal Exam Validity Extension

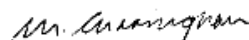
All candidates who achieved a pass in the 2015 Inspectors' NPPF Step Two Legal Exam will have their validity period extended until 31 December 2020. As candidates have not yet been asked to register their intention to take the 2020 Inspectors' Exam, this extension will be applied for all candidates who passed the exam in 2015, given the limited chances for Step Three processes in 2020 in many forces.

Candidates in the affected groups outlined above will need to make a decision as to whether they wish to register for the exams in 2020. If a candidate chooses to sit the exam in 2020, their pass in the exam will expire on the date of the exam. They will not be eligible to enter any Step Three process that falls between the period of the exam and 31 December 2020, unless successful in the exam.

No exceptions can be made to the above. We strongly urge forces to consider the timing of Step Three processes in relation to the exams where possible, to provide the best chances for candidates to be able to apply.

We hope that these extensions will allow forces some flexibility in terms of running Step Three processes for the rest of 2020.

Yours sincerely



Mike Cunningham QPM
CEO, College of Policing



Chief Constable Craig Guildford
NPCC Chief Moderator for the NPPF

Federation Subscriptions increased for the first time in 9 years

Police Federation subscriptions will go up by £2 a month from September this year.

The increase in subs, supported by delegates at a Police Federation of England and Wales (PFEW) virtual conference on 17 June, is the first since 2011. It means members will pay £23.58 a month for the range of support, advice and services provided by the Federation but this will actually amount to £18.86 when tax relief is applied.

“This decision allows the Federation to continue to do the very best it can for our members and to represent them to the best of our ability,” said national Federation chair John Apter and secretary Alex Duncan in a joint statement issued after a vote by Federation representatives from across England and Wales. They explained: “PFEW’s National Board recommended the increase after considering it was in the best interests of the members, and the organisation.

Having avoided any increase in subscriptions for a decade when colleagues suffered years of austerity and pay freezes, this increase was essential to allow current levels of support and assistance for members to be maintained.

“For a number of years, PFEW has bridged the gap between income and expenditure by using reserves. This is not sustainable in the longer term as costs continue to rise due to inflation. “Increasing subscription rates for our members was not a decision we have Conference backs rise in Federation subs come to lightly. In an ideal world we would have been able to continue as we had but, after almost 10 years of subscriptions being frozen, we reached the point that doing nothing was not an option.”

Delegates voted in favour of three motions, all with effect from 1 September 2020:

- The monthly voluntary subscription rate to PFEW to be £23.58
- Student officers who elect to subscribe to PFEW will be entitled to a 50 per cent discounted rate for the first year of their service, thereafter they will pay the normal subscription rate
- Those who join the service on the Direct Entry Inspectors’ Scheme will pay the full subscription rate.

The virtual conference was organised after the annual national Police Federation conference which would have been held in Manchester yesterday and today was

cancelled due to coronavirus. Last year’s conference was also cancelled, as a result of a cyber-attack on PFEW. The online conference began with the national chair welcoming delegates to the Microsoft Teams event before national treasurer Simon Kempton outlined why it was felt necessary to increase subscriptions and how it was decided to seek a £2 a month rise. Delegates’ pre-submitted questions were also answered before a series of votes.

FAQs about the increase

When did you last increase subscription rates?

The Federation last increased subscriptions in 2011, when the cost of membership was increased by approximately 25%. This is an important point to stress; the membership subscription rate has not risen for nearly a decade.

How much is membership increasing by?

Subscriptions are proposed to increase by £2 per month. However, because our membership is a professional subscription, we can claim back a proportion of this cost through an adjustment to our tax codes, meaning we pay less in tax.

Why should I care about a review of subscriptions?

We do not have the funds that we need to sustain the support and representation that we are currently providing to our membership. We want to secure the future of the Federation to enable us to give our members the support they need and deserve into the future. Our National Reserve Fund (NRF) is currently at the level of approximately four months operating costs and because of costs rising every year, this fund is now dangerously low.

Why have you not had to raise subscriptions before?

During the austerity years when officers were receiving 0% and 1% pay rises, the Federation did not want to ask colleagues to pay more for membership, even though inflation costs were rising and the Federation were doing more to support members, plugging the gaps where force welfare spending was dropping. During that period the Federation used reserves to soak up those increases rather than passing them on to members.



Why have you chosen to review subscriptions now?

Since 2011, the Federation has absorbed additional costs caused by austerity and a massive reduction in income caused by falling officer numbers. We waited until the end of austerity and the pay freezes in order to make any rise as affordable as possible. We also waited until a new, more professional, approach to finance management was introduced, bringing stricter controls and a full review of our operations

How much should the Federation have in the National Reserve Fund?

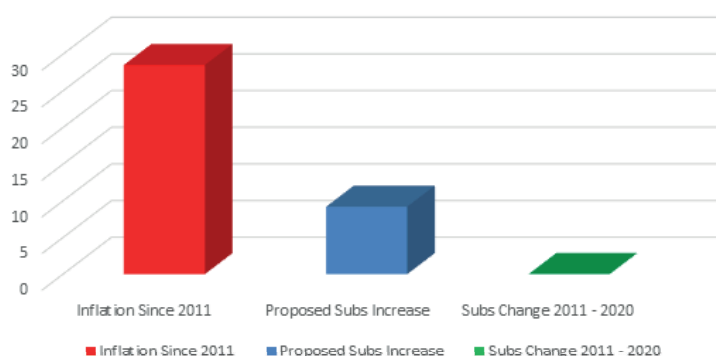
There is no set guidance on this, with different organisations taking different approaches. Many use an approach of twelve months operating costs, to give them security and the ability to react to unforeseen circumstances. This would equate to approximately £30m.

We believe the financial security could be achieved with a lower amount, freeing up more funds to be used to support our members. A figure of approximately £20m, carefully built up over the coming years, would achieve this balance.

How much have your costs increased over the last ten years and is this necessary?

Because of inflationary increases, the Federation core costs increase by approximately £900k to £1m each year.

Cost of Inflation v Cost of Subs Increase %



Why have your Reserves fallen so much since 2017?

Since 2011 our income has reduced because of a loss of officers due to government cuts, whilst our costs have increased because of inflation. At the same time, we increased the amount we were spending on things like welfare provision to plug the gaps that were starting to appear in forces at the same time. But because police officers were suffering low or non-existent pay rises, the Federation absorbed those rising costs by using our Reserves, rather than asking members to pay more for membership. The Federation has also invested large sums in upgrading our IT infrastructure (to ensure the highest level of security and protection of confidential, sensitive data) and on funding costly legal cases during that time, all requiring use of the Reserves.

Don't you have £70m or more in Reserves?

The figure of £70m is not accurate, and includes assets, such as buildings and offices used by reps across the country. Chief Constables are only technically obliged to provide office accommodation for one person to undertake Federation duties, which meant the Federation had to purchase accommodation in many areas. At the time of publication, there is currently approximately £8.6m in national cash reserves. This compares to a high mark of approximately £20m around five years ago.

What is so important about the Federation National Reserve Fund?

This fund pays for everything the Federation does, both nationally and locally, and ensures we can represent members when they need us. Depleting the reserves would mean this burden would fall to individual branches and would jeopardise the support and cover the Federation is able to give to colleagues.

What does the Federation do with my money?

The Federation is much more than an insurance policy.

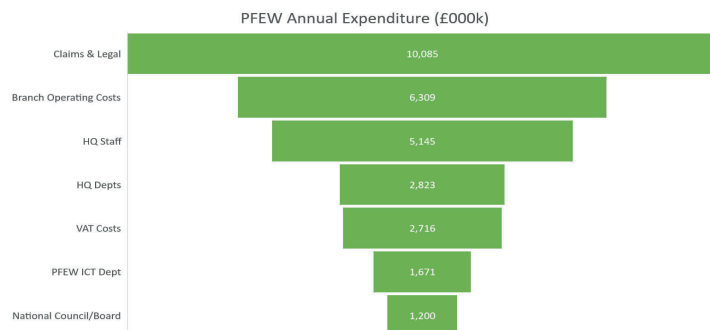
Our network of reps works across strands, such as;

Health and Safety - making sure you're as safe as possible doing an incredibly dangerous job.

Equality - ensuring you're treated fairly at work while you protect the public.

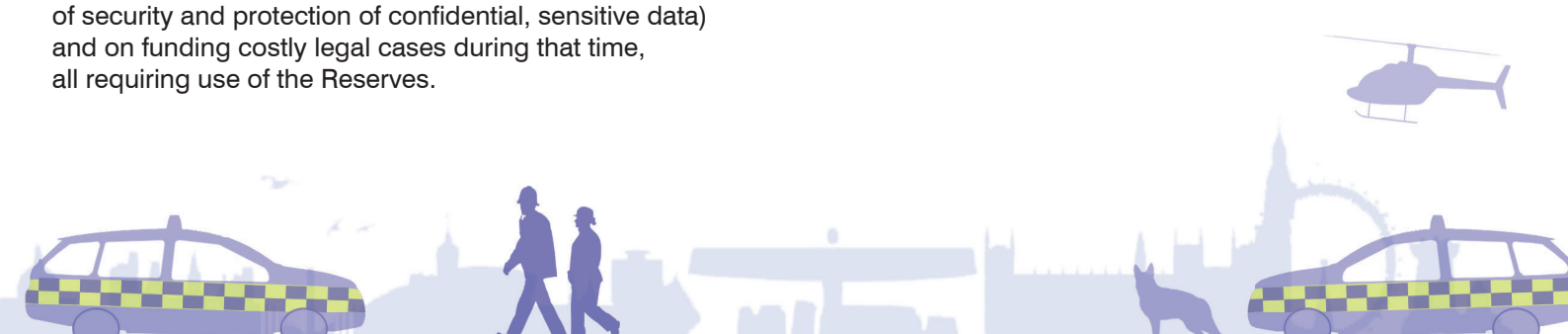
Conduct and Performance - supporting our colleagues through the misconduct process.

Most of our costs are heavily weighted towards funding legal support and funding our Branch network, where most of our face to face work takes place.



Why don't you just simply cut your budget and make do?

The Federation has made huge efficiencies over the last few years to ensure money is not wasted and is used in the right areas. But our core purpose is to provide a range of services for our members and we are now at the point, with rising costs, where even with those efficiencies, we would have to cut those core services. We cannot let this happen; we must protect these services so that our members have the support and assistance they need, when they need it.



Why are we so reliant on subscriptions?

We are a subscriptions-based organisation, but we do seek alternative sources of income to relieve the burden on our members. Even so, these other income streams, such as hosting events at our HQ, cannot replace the proportion of income which is raised by subscriptions.

The Federation launched a Pension Compensation Claim against the Government - is this subscription increase to fund that claim?

There is no requirement for any additional funding for the Pension Compensation Claim to come directly from members – the two issues are separate. The Pension Compensation Claim does not rely on an increase in subscription rates. An increase in subscriptions will not impact on the Federation's existing capacity to fund this claim.

Why is our budget estimated to increase?

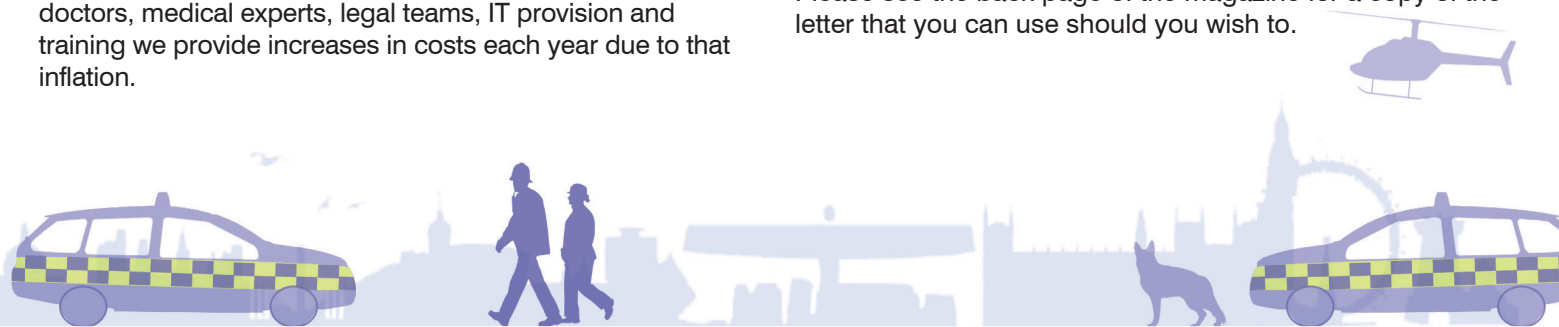
Our costs increase by approximately £900k to £1m each year due to cost of living factors that affect all of us. Operating costs for 2020 are approximately £30,333,000 and the doctors, medical experts, legal teams, IT provision and training we provide increases in costs each year due to that inflation.

What if we don't increase subscriptions now?

The financial viability of the Federation in the longer term would be threatened and some Branches could struggle to maintain the current levels of service for members. This could bring marked differences to the levels of service and support we currently offer, and we do not want to cut back on those core services. However, if we do increase subscriptions we can invest more in our members, adding to the value members already receive for their subscriptions and ensure the Federation is still here, supporting and protecting police officers well into the future.

How to claim your tax relief

Members can either send a letter direct to Her Majesty's Revenue and Customs (HMRC) to claim their tax relief on Federation subscriptions or download a form which must be then filled out and sent by post. There are two template letters on our website – one for officers and one for student officers – which you can use to help or you can download the form and get more information from the HMRC website. Please see the back page of the magazine for a copy of the letter that you can use should you wish to.



Do you know what welfare support is available to you and your family?

Warwickshire Police have introduced a new welfare package to replace PAM Assist. Vicki Sawyer from HR has kindly provided a summary of the changes for you. Please take the time to read it.

What is an Employee Assistance Programme (EAP)?

An EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health and general wellbeing. Warwickshire Police has appointed Health Assured as our new EAP provider and they replaced PAM Assist with effect from 1st July 2020.

How can an EAP help me?

Balancing everyday life with the requirements of work and home can create pressures for all of us. Work is a large part of people's lives. With increasing working hours as well as technological developments to support remote working, it is vital to ensure that there's a productive, healthy environment that is conducive to a healthy lifestyle.

Health Assured, in partnership with Warwickshire Police, provides all employees with complimentary access to an enhanced Employee Assistance Programme (EAP) to assist you in achieving this balance.

Services Available

Health Assured offers cover for you and your immediate family members*, 24 hours a day, 7 days a week, 365 days a year. Our EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues:

- **Life support:** Unlimited access to counselling for emotional problems.
- **Legal information:** For any issues that cause anxiety or distress including debt management, accountancy, lawsuits, consumer disputes, property or neighbour legalities (employees only).
- **Bereavement support:** Health Assured offers qualified and experienced counsellors who can help with grief and related stress plus a team of legal advisors to help with legal issues.
- **Medical information:** Qualified nurses are on hand to offer advice on a range of medical or health

related issues. They can't diagnose but can offer a sympathetic ear and practical information and advice.

*Health Assured define dependants as immediate family members (spouse/partners) and children aged 16 to 24 in full time education, living in the same household.

Introducing the My Healthy Advantage smartphone app

The health and wellbeing of our team members is paramount. This is why we are proud to offer you all access to My Healthy Advantage, Health Assured's comprehensive health and wellbeing app.

Through My Healthy Advantage, you will have access to a range of features, all aimed at improving your health and wellbeing. These include:

Wellness

- **Weekly mood tracker** – Keep track of your financial, physical and general wellbeing via our weekly mood tracker. My Health Advantage uses push notifications to remind you to complete your weekly mood tracker, via a set of simple questions.
- **Mini health checks** – My Healthy Advantage offers a collection of mini health checks within the app for the following: height & weight (BMI), waist, sleep, alcohol, mental health and fatigue.
- **Four week plans** – Through My Healthy Advantage, you can access a selection of four week plans all aimed at improving your health, such as quitting smoking, losing weight and coping with pressure. You can reflect on your progress and input diary entries at the end of each week.

User wellbeing

- **Wellbeing articles** – Covering a wide variety of topics, including; emotional, physical and financial wellbeing, legal, housing and consumer issues, retirement, child care and much more.
- **Personalisation** – Personalise your newsfeed by selecting specific topics that interest you. My Healthy Advantage will generate learning materials tailored to your choices, such as equality & diversity, exercise and childcare & parenting.

To access the My Healthy Advantage app, please download it from the App Store or Google Play and enter the following employer code when prompted: **MHA155795**

Wellbeing Portal

In addition to counselling support and advice, we also offer a virtual library of wellbeing information. These informative articles and self-help guides provide support on a range of health and advisory issues, as well as instant guidance to aid of an employee's physical and mental health.

We understand that the information needs to be available in a way that is suitable for you, whenever you require it. From simple lifestyle changes to advice for many of life's most common concerns, the portal offers:

- Interactive health assessment providing personal tailor-made dietary tips and fitness plans

- Fitness and lifestyle advice, such as detoxing methods
- Four week self-help programmes
- Mini health checks
- Financial wellbeing articles

To gain access to the Wellbeing Portal you will require the below login credentials:

Username: Wellbeing
Password: WorkCookBell20

For those of you in the group insurance there have been some changes to the health part of the policy as well.

SERVING MEMBER BENEFITS

SERVING MEMBER AGED UNDER 65

Life Insurance	£125,000
Terminal Prognosis Advance on Life Insurance*	20% of Sum Insured
Critical Illness	£15,000
Child Critical Illness	£3,000
Child Death Grant	£3,000
Permanent Total Disablement	£105,000
Loss of one Eye or Limb	£25,000
Loss of Hearing in one ear	£10,000
Loss of both Eyes/two or more Limbs/Hearing both ears or Speech	£30,000
Unpaid Criminal Court Award Compensation	up to £500
On-Duty Assault:	
Firearm	£1,500
Stabbing	£750
Accidental Damage to Teeth	up to £500
Occupationally acquired HIV/Hep B	£30,000
Temporary Total Disablement (inc PTSD) up to 104 weeks (after seven days)	£20 per week
Hospitalisation Benefit up to seven nights	
Accident/incident/emergency admission	£50 per night
Planned admission after first three nights	£50 per night
Sick Pay Benefit (up to 26 weeks when on half pay)	20% scale pay
Health Assured	Family
GP24	Family
Worldwide Travel Policy	Family
Legal Expenses	Included
Motor Breakdown Cover (UK and Europe)	Member & Partner
Mobile Phone	Member & Partner
CALENDAR MONTHLY PREMIUM	£27.45

COHABITING PARTNER AGED UNDER 65

Life Insurance	£62,500
Terminal Prognosis Advance on Life Insurance*	20% of sum insured
Critical Illness	£7,500
Child Critical Illness	£1,500
Permanent Total Disablement	£52,500
Loss of one Eye or Limb	£7,000
Loss of Hearing in one ear	£2,000
Loss of both Eyes or two or more Limbs	£7,000
Loss of Hearing in both Ears or Speech	£6,000
Hospitalisation Benefit up to seven nights	
Unplanned (Accident/Illness)	£50 per night
Planned (excluding first three nights)	£50 per night
Temporary Total Disablement (inc PTSD) up to 104 weeks (after seven days)	£10 per week
CALENDAR MONTHLY PREMIUM	£9.50

*Terminal Prognosis Advance only available for members aged 63 and under
An annual rebate facility has now been set up for contributing members and cohabiting partners who are BOTH serving members of the scheme. This rebate will take into account the duplicate payments for the elements of the scheme where couple and family cover applies. To qualify for this rebate, you must register with the Federation Office. Claims will not be back dated and will only apply from the month following your registration.
The price includes an additional contribution to the Insurance Trusts to pay for administration of the scheme and other member benefits as determined by the Scheme Trustees.

For anyone who wishes to join the group insurance, it is open to officers and police staff. Please contact gill.naylor@polfed.org for an application form.

Finally, following the sudden closure due to Coronavirus we are pleased to announce that Flint House is back open for busy. It is taking reduced numbers at the moment to ensure social distancing, but if you need to apply to attend you can get the application form from www.flinthouse.co.uk.

If you don't currently subscribe to Flint House and would like to start, this is a registered charity that provides incredible rehabilitation treatments for physical and psychological injuries. It costs £9.21 per month with the first 32 weeks cover free. If you wish to join please email gill.naylor@polfed.org.

H & S Update:

Well the first half of 2020 has been quite eventful from a H & S perspective, with the forces response to the COVID-19 pandemic being the focus of my activity and time.

This has been a testing time for the police service, being asked to police in unprecedented times, with hastily prepared regulations that are often difficult if not impossible to enforce given our tradition of policing by consent. The four E's approach of engaging, explaining and encouraging before enforcement has meant that our members have had to put themselves in harm's way, and at least initially with a lack of information and guidance as to the risks of infections, how to reduce the risk and a paucity of PPE available to you.

I have been engaging with Chief Officers and senior leaders throughout the pandemic, from the initial anticipation and planning for the police response to lockdown, through lockdown itself to emerging on the other side as certain restrictions have been relaxed and others introduced!

What was clear to me at the very beginning was that despite the looming pandemic having been a fait accompli since before the New Year, along with other public services the police was slow off the mark especially, in my view, around securing, issuing and advising on how to use appropriate and effective PPE. Locally in Warwickshire I checked the availability of PPE that initially was only available from custody stocks originally obtained for use in the custody environment should there be any Ebola symptomatic prisoners. On physically checking the PPE at Leamington custody I found a handful of face visors, face masks that were not of the correct type and a roll of disposable plastic aprons stuffed into a cardboard box at the back of the custody office. Given all of these items were for single use there was clearly not enough PPE within force for the anticipated demand.

Additionally, at that time officers were expected to attend an incident assess if COVID PPE was required and if so stand off until another unit had collected it from custody. The situation was unacceptable and at the end of February a formal and strong challenge was put into the force about levels of compliant PPE and its' accessibility and availability to front line officers, who were not able to protect themselves or the public while complying with Public Health England guidance. The forces guidance at that time around circumstances where PPE should be worn and what PPE should be donned in any particular situation also fell short of the guidance issued by HM Government for first responders.

The Health and Safety Act 1976 is a powerful piece of legislation that provides that employers (including the police since 1997) have a positive duty to provide a safe working environment. Criminal offences can be committed if this is not complied with and there are also powers to serve notices that could stop an organisation operating or doing certain acts in the most serious cases and this is what backs up the Federations H & S challenges to the organisation.

There is no question that the force wanted and was striving to do the right thing, however it was not fleet of foot and as proactive as it could have been in the early stages of the crisis. This meant we were behind the curve of compliant PPE demand and were victim to national shortages. I am pleased to report that the organisations response to our challenges was to react and change/develop guidance in partnership with us. PPE shortages were a national problem with supplies understandably prioritised for the NHS, however the usual restrictions on procurement were relaxed and supplies were built up with weeks' worth of resilience as soon as was humanly possible. Hand sanitisers were also sourced and these were bolstered by the Federation Sourcing a further 2000 items that could be obtained through representatives should force stocks have failed.

We have been continually engaging with the force throughout the changing COVID landscape, and have actively assisted in developing the communications that have been delivered, helping to ensure they are relevant to your role and in line with Government, PHE and HSE guidance. I have had a seat at both the Gold and Silver command team COVID meetings and the Workforce Protection Group, I have also had a direct line to ACC Tedds, Supt Smith and D/Supt Baker who chair these respective meetings, which has enabled me to raise and get issues addressed and resolved quickly.

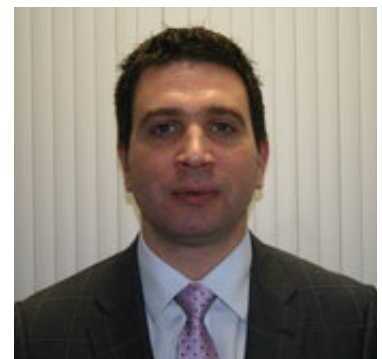
Amongst the issues raised and resolved were highlighting the increased risk to minority ethnic colleagues from COVID and suggesting that BAPA to be included in command team meetings, identifying alternative procurement opportunities for PPE, issuing correct guidance for the donning / doffing of PPE, correct disposal and that PPE should be personal issue, amended guidance regarding situations where a higher level of PPE is required, annual leave cancellation/reallocation, self- isolation and working from home and COVID secure workplaces.

What started as a mildly confrontational situation with the force rapidly became and continues to be a partnership with the leadership team. Where challenge has been necessary

it has been well received and delivered with potential solutions for consideration. We have sought and succeeded, on your behalf, in positively influencing decision making and policy that has had a direct impact upon your mental and physical health in the workplace. I genuinely believe that our engagement as a critical friend to the organisation has been welcomed and appreciated by senior leaders, assisting in dealing with what is a genuinely unprecedented crisis with unique challenges. I would particularly thank ACC Tedds, Supt Smith and D/Supt Baker for making themselves available when issues arose.

One matter I will highlight is that of personal responsibility; H&S in the workplace is as much our own responsibility as it is the organisations.. Both the force and Federation have worked hard to make sure you are all as safe as can be reasonably made, the guidance and type of PPE has evolved over the months and we are in a position where most foreseeable risks can be averted through compliance, self-awareness and professionalism. There is a national issue, that I have also noted locally, with officers not wearing PPE where guidance states they should; this put ourselves, the public and colleagues at risk. The virus has not gone away and there are local spikes where lockdowns have been imposed, there is an ever present risk that there could be a national second spike in the coming months and now is not the time for complacency. Warwickshire has been relatively unscathed, but this may not continue to be the case (some towns in the north have had raised incidences), so I again urge you to wear PPE, wash your hands regularly and use the sanitisation stations when entering or exiting our workplaces. There are plentiful supplies of all that we need to protect ourselves, enough for personal issue so there's no excuse!

Hopefully we look forward to Autumn without a local spike or second wave. Stay safe and look after one another.



Stu Hinton
Federation H & S and COVID-19 Lead

Health Protection (Coronavirus, wearing of face coverings in a relevant place) England Regulations 2020

Do you know the law in relation to face coverings and your powers?

These regulations came into force on 24th July 2020 and were amended on 8th August 2020. This is an **ever changing** situation as scientific advice adjusts in response to the spread of Coronavirus, but please take the time to read your powers. We will try to keep you up to date with the latest information as it is issued.

The Regulations

No person may, without **reasonable excuse**, enter or remain within a **relevant place** without wearing a face covering.

A '**face covering**' means a covering of any type which covers a person's nose and mouth.

Relevant places where face coverings must be worn include, but are not limited to:

- a) a shop (exemptions apply)
- b) enclosed shopping centres, excluding any area in that building which is open to the public and where seating or tables are made available for the consumption of food and drink
- c) banks and building societies
- d) post offices
- e) enclosed transport hubs; indoor places of worship; and crematoria
- f) Public areas in hotels; and cinemas

Relevant places do not include:

- a) restaurants with table service, including restaurants and dining rooms in hotels or members' clubs
- b) bars, including bars in hotels or members' clubs
- c) public houses

For the purposes of these Regulations a '**relevant person**' includes a constable and a police community support officer (PCSO).

Exemptions

The requirement to wear a face covering does not apply to certain people including:

- A child under the age of 11
- A person responsible for a relevant place or an employee of that person acting in the course of their employment
- Persons providing service in the relevant place
- An emergency responder (other than a constable) acting in their capacity as an emergency responder

- A constable or PCSO acting in the course of their duty

While the Regulations do not require a constable or PCSO to wear a face covering, local force policies may exist detailing any requirement for their operational employees to wear face coverings.

Reasonable excuse

- the person cannot put on, wear or remove a face covering because of any physical or mental illness or impairment, or disability, or without severe distress
- the person is accompanying, or providing assistance to another person who relies on lip reading to communicate
- the person removes their face covering to avoid harm or injury, or the risk of either, to themselves or others
- the person is entering or within a relevant place to avoid injury, or to escape a risk of harm, and does not have a face covering with them
- it is reasonably necessary for the person to eat or drink, and they remove their face covering to do so
- the person has had to remove their face covering to take medication
- a police constable or PCSO (or other relevant person) requests the face covering is removed
- a person responsible for a relevant place or an employee of that person acting in the course of their employment requires someone to remove their face covering in order to verify their identity
- the person is in a registered pharmacy under specified circumstances

The list of reasonable excuses is not exhaustive and officers should use their discretion to determine what may be reasonable in the circumstances with which they are presented.

These Regulations **do not** give officers the power to forcibly remove a face covering from the wearer. Not every disability is visible. Where a member of the public needs more support or cannot wear a face covering, officers should engage with them but they should be sensitive to an individual's confidentiality and circumstances.

Enforcement options (including children)

Where a constable/PCSO considers that a person is, at the time of entering the relevant place, not wearing a face covering, they can deny them entry. The relevant person (constable/PCSO) can also:

- direct them to wear a covering
- direct them to leave the relevant place

Where a person does not comply with the direction the constable may remove them from the relevant place. A constable may use force if necessary.

Where someone is reasonably believed to have committed an offence under these Regulations and is 18 or over, officers may issue them with a fixed penalty notice for £100 payable within 28 days (regardless of whether previous FPNs have been issued), but this is reduced to £50 if paid within 14 days. Court proceedings may be brought in cases of non-payment.

Offences include:

- a) Contravening the requirement to wear a face covering in a relevant place
- b) Contravening a direction, without reasonable excuse
- c) Obstructing a relevant person carrying out a function under these Regulations, without reasonable cause.

Recording

These are non-recordable offences and cannot be punished with imprisonment.

Powers of arrest

The necessity test under Section 24 PACE has been temporarily amended by the Health Protection Regulations to include:

- to maintain public health
- to maintain public order

Usual applications of **Section 24 PACE** still apply and officers' attention is specifically drawn to the **necessity to arrest in relation to ascertaining name and address, and to protect a child or other vulnerable person from the person in question**. In this context, this aspect is linked to the spread of infection.

Coronavirus: How is Police Mutual supporting you during the pandemic

We are naturally doing everything we can to ensure the safety and wellbeing of our colleagues and, at the same time, focusing on maintaining the service we provide to you, our Members and customers. For more information on how we are supporting you take a look at the coronavirus hub on our website.



Whilst circumstances have meant that we have stopped our face to face meetings, educational inputs and events, our Financial Wellbeing Consultants have been delivering digital versions of our financial education programme.



We have produced several wellbeing factsheets to provide guidance to anyone worrying about the financial, physical and mental health impact of coronavirus.



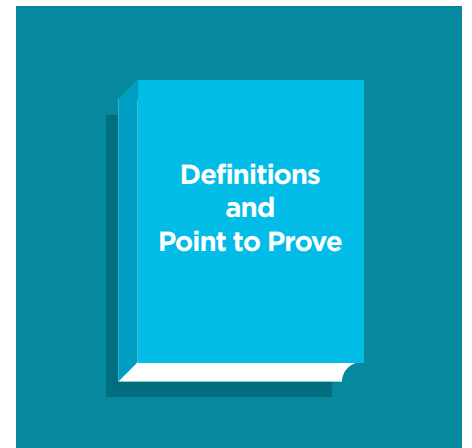
We continue to work closely with PayPlan, one of the UK's leading free debt advice providers, who offer free and confidential advice to anyone in serious financial difficulties. Call PayPlan on 0800 197 8433 or use the live chat facility on their website.



We have increased our Care Line provision, offering 24/7/365 access to a confidential telephone helpline and a health and wellbeing e-portal and app, along with counselling for those that need it.



To help those working from home and home schooling, we have produced informative factsheets as well as a Children's activity pack.



We have increased the number of 'Definitions and Point to Prove' booklets we are printing to support those officers returning to or joining frontline services along with new entrants.

Call us 01543 441630
Visit policemutual.co.uk

Coronavirus: How the pandemic has been a struggle for those suffering with a gambling addiction

While gambling can be fun, there are some downsides. These include financial implications, like running up large debts, damaging your chances of borrowing money or even securing a mortgage in the future. Gambling can also lead to mental health, sleep and relationship problems.



Gambling can lead to problem debt. Worrying about money can be extremely stressful and may lead to mental health conditions.



For regular gamblers, the amount of time and money spent on gambling has increased during lockdown. This is thought to be mostly due to boredom, loneliness or financial difficulties.



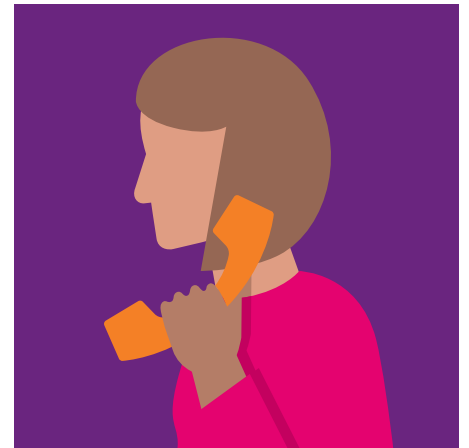
Having a gambling problem can also have a devastating impact on your relationships with other people.



More than double the amount of people affected by gambling problems say that they have considered taking their own life compared to those who are not affected by gambling.



According to the Royal College of Psychiatrists, problem gamblers are more likely to suffer from low self-esteem, develop stress-related disorders, to become anxious and have poor sleep and appetite.



It is important to speak to professionals if you are concerned about your gambling, call the [National Gambling Helpline](https://www.nationalgamblinghelpline.co.uk) on Freephone 0808 8020 133, advisers are available 24 hours a day.

Call us 01543 441630
Visit [policemutual.co.uk](https://www.policemutual.co.uk)

The PAG Report & Treatment of Police Pensions upon Divorce



The report of the Pension Advisory Group ("PAG"), "a Guide to the Treatment of Pensions on Divorce" was published in July 2019.

Three recent decisions by the Family Court concerning the divisions of pensions have all referenced the PAG report as being influential on judicial decision making.

The judgment of HHJ Robinson in [KM v CV \[2020\] EWFC B22](#) and [RH v SV \[2020\] EWFC B23](#) along with HHJ Hess' judgment in [W v H \(divorce: financial remedies\) \[2020\] EWFC B10](#) can be drawn together to provide the following authority regarding the treatment of pensions:

- Expert evidence from a Pensions on Divorce Expert or "PODE" where proportionate and affordable is invaluable and often essential to provide evidence on the pension claim on divorce to achieve equality of income.
- The court is to determine the claim to a Pension Sharing Order taking into account the income – yield of pensions, as well as their capital value (CE), particularly in small to medium money cases, where needs are an issue. It will often be fair in such cases to aim to provide the parties with similar incomes in retirement by way of a Pension Sharing Order, rather than a simple division of CEs.
- When needs take precedence, the court will give less weight to contribution based arguments and excluding any portion of a pension as "non-matrimonial" is unlikely to be justified where pensions are

the sole or main asset to meet the parties' post-retirement needs.

- Pensions cannot be compared as like for like value with other capital assets. Mixing categories of assets by way of offsetting, risks unfairness and often the appropriate method is to divide the pension separately from other assets.

How does this effect the claim on a police pension upon divorce?

The police pension is an unfunded final salary occupational pension scheme and the income from within the scheme per £ of CE is generally higher than annuity income outside the scheme per £ of CE. As such, subject to the CE being valuable, in a case where retirement is on the horizon and the case being one in which needs arise, the guidance from the PAG Report is that the fair outcome would be for the Pension Sharing Order to be based on an equalisation of incomes on retirement and this approach requires expert evidence from a PODE. This is different to adopting the approach of simply dividing the pensions by equality of capital value (CEs). Therefore, in the majority of cases, before the claim to a Pension Sharing Order can be determined, it's now more likely than ever that there will need to be a joint instruction to an expert Pension Actuary (at joint expense) to prepare a pension report and to calculate the Pension Sharing Order to equalise incomes.

Further, it's certainly not clear cut, nor guaranteed that the portion of the police pension accrued prior to cohabitation/marriage will be automatically ring-fenced from the pot for

division. Where the pensions concerned represent the sole or main mechanism for meeting the post-retirement needs of both parties and where the income produced by the pension funds after division falls short in meeting needs, the court's approach is likely to be that no portion of the pension should be excluded and that all the pension provision, regardless as to when it accrued, should be taken into account in determining the Pension Sharing Order.

This is not to say that practitioners should stop asking the PODE to calculate percentages for Pension Sharing Orders on the basis of both the entirety of the pension provision as well as only that pension that has accrued during the relationship, but unless the latter calculation meets the needs of the receiving spouse, the likelihood is that the Judge will order a Pension Sharing Order that is higher, thereby dipping into the pre-marital/post-separation pension contributions.

Whilst there's no "one size fits all" to the answer as to how pensions should be treated upon divorce and every case is decided on its own facts, at the discretion of the Judge, the comments on pensions in recent case law, referencing the PAG report should be treated as authoritative and persuasive.

When going through a divorce, it's imperative that you seek advice from a divorce specialist experienced in dealing with police pensions.

If you'd like specialist advice from a family lawyer please contact Slater and Gordon on **0808 175 7710** and we'll be happy to help.



Authorised and Regulated by the Solicitors Regulation Authority.

"It's nice to relax knowing my divorce settlement is sorted."

Getting a divorce is never easy, especially on top of the pressures of police work. At Slater and Gordon we offer Police Federation members a free initial consultation, a divorce fixed fee package and discounted hourly rates. We'll be with you every step of the way so you can focus on your job and let us deal with everything else.

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For all life's legal needs and with offices throughout the UK.

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Menopause at work

In 2018 PFEW held a nationwide survey. The results were published in April 2019.

Below are the key findings:

- 76% of respondents who had either gone through or were going through the menopause said that they had found symptoms of the menopause either moderately or extremely problematic at work.
- More than eight out of ten respondents said that tiredness and sleep disturbances resulting from the menopause had been either moderately or extremely problematic for them at work.
- In addition, a majority of respondents said that low mood and lower confidence as a result of the menopause had been either moderately or extremely problematic for them at work.
- Overall, 20% of respondents said that they had considered leaving because they have found it difficult to deal with the menopause at work; this increased to 44% of respondents who found their symptoms extremely problematic.
- 44% of respondents who had taken sickness absence due to the menopause had not told their manager the real reason for their absence; only 9% who had told their manager the real reason said that their absence had been recorded accurately.
- 62% of respondents had attended work despite feeling that they should have taken sick leave because they were experiencing symptoms of the menopause, and 35% of respondents had taken annual leave or rest days to take time off because of their symptoms.
- 86% of managers who responded to the survey said that they would be at least somewhat confident to support someone they line-managed who was going through the menopause.
- Only 11% of managers said that they had been given training on how to support someone going through the menopause.
- A majority of managers did not know whether their force had a formal policy or guidance on managing the menopause at work; at least two thirds of these managers said that they would find it useful to have a formal policy and guidance

So, why mention this now?

As a result of the survey there is now a national working group with Chief Officers included in the work. In Warwickshire we are lucky because we have Hayley Aley who is leading on the work around supporting people affected by the menopause nationally. We also have Catherine Friend, the welfare officer in force who represents Warwickshire on the national working group.

Over coming editions and on the web site we will be keeping you up to date on the work being done.

So let's start with basics. Do you know what the symptoms are for menopause? Do you need to visit your GP and if so when? Please feel free to use the table below to prepare for any GP appointment.

Menopause and your GP

10 Things Your Doctor Should Know About Menopause

1. **The NICE guidelines** on Menopause were published for health care professionals in November 2015; your GP should have knowledge of and apply the recommendations in the guidelines to their practice. Don't be afraid to ask your GP if they have read them as many haven't and many others are not even aware of them.
2. **The average age** of menopause is 51 but for many women the symptoms of peri-menopause start in their early forties. Blood hormone tests for women over the age of 45 are not appropriate and menopause should be diagnosed on symptoms. Periods do not need to have changed to indicate peri-menopause, women do not need to have stopped having periods to enable them to have HRT.
3. **Premature menopause** affects one in a hundred women under the age of forty, one in a thousand women under thirty and one in ten thousand under twenty. It is very important that women in premature menopause are provided with information about the importance of hormone replacement therapy (where appropriate) to protect their long term health.
4. **Surgical menopause** affects women who have had their ovaries removed, sometimes in conjunction with their womb. These women must receive hormone replacement therapy (where appropriate) to protect their long term health.
5. **Common physical symptoms** include; palpitations, feeling tired or lacking energy, feeling dizzy or faint, headaches, joint pain, itchy skin, hair loss, vaginal dryness, increased urinary tract infections and loss of libido.
6. **Menopause symptoms** are not just hot flushes, night sweats and changing periods. Many women experience mental and emotional symptoms before any physical symptoms, these can include; anxiety, panic, low mood, difficulty concentrating and a loss of confidence.
7. **Hormone Replacement Therapy**, not anti-depressants is the first line treatment for menopause. Many women are being diagnosed as stressed or depressed and prescribed anti-depressants when they are in fact peri-menopausal. Women who prefer not to, or are not recommended to use HRT should be given information on alternative treatment choices.
8. **Body identical hormone replacement therapy** is available via the NHS. Many women are told by their that it's not. The majority of oestrogen called estradiol available in the UK is body identical; most GP's can also prescribe micronized body identical progesterone. There is no time limit on how long a woman can use HRT.
9. **Women who still have their womb must be prescribed oestrogen and progesterone** to protect the womb lining. Women are sometimes prescribed oestrogen only; this is incorrect and potentially dangerous.
10. **Women in medical menopause** due to a cancer diagnosis or who present with complex medical histories should be referred to an NHS menopause specialist clinic for consultation and treatment options.

How you can prepare for your appointment?

1. Do your research; take a look at the NICE guidelines, knowledge is power.
2. Make a list of all your symptoms and anything you have used to try to alleviate them.
3. Take a trusted friend or family member with you; it can be great to have support.
4. Make a list of your questions; it's easy to forget once you sit down with the doctor.
5. Be prepared to wait for answers; if your doctor is unsure ask him or her to consult a colleague or read the NICE guidelines before coming back to you.



Menopause Symptom Checker

SYMPTOM	YES	NO	DETAILS
DEPRESSION	<input type="checkbox"/>	<input type="checkbox"/>
MOOD SWINGS	<input type="checkbox"/>	<input type="checkbox"/>
CRYING SPELLS	<input type="checkbox"/>	<input type="checkbox"/>
BRAIN FOG	<input type="checkbox"/>	<input type="checkbox"/>
LOSS OF CONFIDENCE	<input type="checkbox"/>	<input type="checkbox"/>
IRRITABILITY	<input type="checkbox"/>	<input type="checkbox"/>
LOSS OF JOY	<input type="checkbox"/>	<input type="checkbox"/>
POOR MEMORY	<input type="checkbox"/>	<input type="checkbox"/>
POOR CONCENTRATION	<input type="checkbox"/>	<input type="checkbox"/>
DIFFICULTY SLEEPING	<input type="checkbox"/>	<input type="checkbox"/>
TIRED/LACKING ENERGY	<input type="checkbox"/>	<input type="checkbox"/>
HEADACHES	<input type="checkbox"/>	<input type="checkbox"/>
PALPITATIONS	<input type="checkbox"/>	<input type="checkbox"/>
HOT FLUSHES	<input type="checkbox"/>	<input type="checkbox"/>
NIGHT SWEATS	<input type="checkbox"/>	<input type="checkbox"/>
PAINFUL/ACHING JOINTS	<input type="checkbox"/>	<input type="checkbox"/>
CHANGES TO PERIODS	<input type="checkbox"/>	<input type="checkbox"/>
VAGINAL SYMPTOMS	<input type="checkbox"/>	<input type="checkbox"/>
URINARY SYMPTOMS	<input type="checkbox"/>	<input type="checkbox"/>
LOSS OF LIBIDO	<input type="checkbox"/>	<input type="checkbox"/>
DRY ITCHY SKIN	<input type="checkbox"/>	<input type="checkbox"/>
DRY EYES/EARS	<input type="checkbox"/>	<input type="checkbox"/>
ORAL HEALTH CHANGES	<input type="checkbox"/>	<input type="checkbox"/>
THINNING HAIR	<input type="checkbox"/>	<input type="checkbox"/>
WEIGHT GAIN	<input type="checkbox"/>	<input type="checkbox"/>
FEELING DIZZY/FAINT	<input type="checkbox"/>	<input type="checkbox"/>
CHANGE TO BODY ODOUR	<input type="checkbox"/>	<input type="checkbox"/>
TINNITUS	<input type="checkbox"/>	<input type="checkbox"/>
RESTLESS LEGS	<input type="checkbox"/>	<input type="checkbox"/>
INCREASED ALLERGIES	<input type="checkbox"/>	<input type="checkbox"/>
DIGESTIVE ISSUES	<input type="checkbox"/>	<input type="checkbox"/>

World Menopause Day October 18th.

This is held every year on the same day. It is used to raise awareness of the support that menopause has on not only the person suffering the physical symptoms, but also the wider family and friends. Each year the day is used to highlight on going work to help sufferers and provide support and guidance. If you are interested in this, look out for more articles in the news and on the PFEW website.

So, what other work is being progressed to help support everyone across the policing family?

In our next addition we will be looking at the Hear 'Man Up', Think 'Man Down' campaign

Police officers do a difficult and dangerous job. But there is one threat that is often ignored, overlooked and the warning signed routinely dismissed: officer suicide.

The most recent statistics show that 22 officers took their own lives in 2015, 23 in 2016 and 21 in 2017. In response, the Police Federation of England and Wales (PFEW) has launched a new campaign, designed to complement the work it is already doing to put pressure on the government and police forces to improve support for mental health. The campaign will build awareness on what else can and should be done to support officers, and reps, and the practical steps we can all take to recognise colleagues who may be suffering from stress, depression and even suicidal thoughts.

Hear 'Man Up', Think 'Man Down' will encourage officers to have conversations about mental health, and instead of perhaps telling colleagues who are consistently tired, anxious or irritable to 'man up', think if something more serious could be going on and offer support.

Launching the campaign, Belinda Goodwin, the Federation's Wellbeing Subcommittee Secretary said: "Cops are great at supporting and protecting each other when the physical safety of one of their own is at risk. The same cannot always be said for mental wellbeing. Telling someone to 'man up' can ultimately lead to a 'man down'. We can all do more to better support our colleagues – this campaign seeks to address how we can do that." There will be more information about this in our next edition, but in the meantime if you want to know more, please look at the PFEW website.

Stay safe everyone.

You may be entitled to a tax refund...

If you pay tax, there's a fairly high chance you've paid too much.

As a member of Warwickshire Police Federation you are eligible to have your tax code checked by professional tax experts at The Tax Refund Company.

Very few members think they are owed a refund before they fill in the form. Most of those getting a refund were pleasantly surprised when a cheque arrived in the post.

The main points to note are...

- For every £1 paid back by HMRC, you keep 62p (minimum fee £38*)
- Your review is free if you do not get a tax refund
- You will keep all future savings

You should not assume HMRC will send you a refund if you have overpaid tax. It is up to you to check if you have paid too much.

To find out if you are due a refund go to
www.checkmycode.co.uk/warwick

*If your refund is less than £38, the minimum fee will be reduced to the same value as your refund so you have nothing more to pay

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P

The Myth
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is a wasteful product

The Fact
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most recycled products
in the world

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PO Box 1970
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(Tel No. 0300 200 3300)

Your Name & Address

National Insurance Number _____

Date: _____

Dear Sir,

Income Tax Relief – Police Federation Subscriptions

INLAND REVENUE HEAD OFFICE REFERENCE = SAPP/T1644/23/82/MA

I am a subscribing member to the Police Federation and have been since *(date of either joining the force or date of re-joining)*.

I understand that there is a national agreement under Inland Revenue Head Office reference number of – SAPP/T1644/23/82/MA for relief from 1st April 1994 to be given on subscriptions to the Police Federation. Accordingly, I wish to make a claim for such reimbursement of that relief. To assist you in assessing my relief the rate of my subscriptions to the Police Federation has been as follows:

PROFESSIONAL FEES AND SUBSCRIPTIONS

<u>Federation Subscription Rates</u>		<u>Subs Paid in Tax Year</u>
1/01/15 – 31/12/15	£21.58 per cal month	1/04/15 to 31/03/16 = £258.96
1/01/16 – 31/12/16	£21.58 per cal month	1/04/16 to 31/03/17 = £258.96
1/01/17 – 31/12/17	£21.58 per cal month	1/04/17 to 31/03/18 = £258.96
1/01/18 – 31/12/18	£21.58 per cal month	1/04/18 to 31/03/19 = £258.96
1/01/19 – 31/12/19	£21.58 per cal month	1/04/19 to 31/03/20 = £258.96

FLAT RATE EXPENSE ALLOWANCE

06/4/2008 onwards Tax Relief on the sum of **£140** for the tax year is claimable

I ask that the entitlement to previous years expenses be calculated and put into my current code number as an Early Years Adjustment and any tax overpaid be repaid to me through my wages.

Yours faithfully

Signature.....