****

**Staffordshire Police**

**Federation Office**

**(Documents to be returned to the Federation Office on completion)**

**AUTHORITY FOR DISCLOSURE TO STAFFORDSHIRE POLICE FEDERATION**

Name (block capitals)……………………………………………………………………

Rank & Number …………….….Station/Department…………………………….

I do/do not\* authorise the Staffordshire Police to forward details of all changes to my personal records to the Staffordshire Police Federation.

I do/do not\* authorise the Staffordshire Police to forward details of any long term absence I may have to the Staffordshire Police Federation.

I wish/do not wish\* to receive commercial mail shots, which may be forwarded to me from time to time.

\* Please delete as appropriate.

Signed ………………………………………………. Date ……………………….

Cc: Force Data Protection Officer

 Human Resources

 Payroll Department

………………………….✂……………………………………………………………..

**AUTHORITY FOR DISCLOSURE TO STAFFORDSHIRE POLICE FEDERATION**

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I wish/do not wish\* to receive commercial mail shots, which may be forwarded to me from time to time.

\* Please delete as appropriate.

Signed ………………………………………………. Date ……………………….

Cc: Force Data Protection Officer

 Human Resources

 Payroll Department

*Please forward this to the Federation Office, Hearn Court, Stafford.*

***MEMBERS’ SERVICES***

Name (block capitals) ……………………..………………………………………….

Rank & Number ………………………Station/Department………………………

Date of joining Force …………………………….

I wish to contribute to the following schemes and hereby *authorise* that deductions be made from my police pay. (Prices are per month and include an admin. charge)

(Each entry whether yes or no *Must be Endorsed* with a signature)

Police Federation - First 12 months **£11.79** (These amounts are tax deductible)

Thereafter £23.58 \*Yes / No Signature………………………………

\*\*\***Group Life** £25.50 \*Yes / No Signature…………….………………… (includes rac, travel and legal cover)

Add Partner cover for additional

 £11.75 \*Yes / No Signature ………………………………

Critical Illness Cover £3.78 \*Yes / No Signature ………………………………

Add Partner cover for additional

£3.62 \*Yes / No Signature ………………………………

\*\***St. Georges Fund** £1.50 \*Yes / No Signature ………………………………

❑ I agree to the use of my personal contact details to enable St George’s Police Children Trust to make calls, send texts or emails about the vital work it does for the Police Family, it’s fundraising appeals and opportunities to support the SGPCT. Our Privacy Policy is available at www.stgeorgespolicechildrentrust.org

Police Care UK 0.04p \*Yes / No Signature………………………………

Benevolent Fund £5.00 \*Yes / No Signature ……………………………..

\*\* **Welfare Fund/Police Treatment**

**Centre** £8.88 \*Yes/No Signature ……………………………..

❑ I agree to the use of my personal contact details to enable The Police Treatment Centres to make calls, send texts or emails about the vital work it does for the Police Family, it’s fundraising appeals and opportunities to support the PTC. Our Privacy Policy is available at [www.the](http://www.the)policetreatmentcentres.org

\* delete as appropriate.

\*\* **No deduction from salary for first 52 weeks**

\*\*\* Group Life Insurance is provided free for first 52 weeks when subscribing to the Police Federation

Signature of Officer ……………………………………………… Date ………

You have a right to cancel any of the above subscriptions for up to 14 days from the date of signing this form.

Please retain the second copy of this form for information.

***STAFFORDSHIRE GROUP LIFE INSURANCE SCHEME***

**DISPOSAL OF DEATH BENEFITS**

**Expression of Officer's Wish**

Officer's Name ………………………………………………………. Collar No. ………………….

Address …………………………………………………………………………………………………

…………………………………………………………………………………………………………..

The Rules of the Scheme governing the disposal of Death Benefits may be summarised briefly as providing that any death benefit will be paid to such one or more of the officer's dependants, as the Trustees may determine.

To assist the Trustees in making this selection, members are asked to indicate their own wishes in the matter by completing the lower portion of this nomination and forwarding the completed form to the Federation Office. In the event of a selection having to be made, this expression of the officer's wishes can then be taken into consideration by the Trustees. However, officers are reminded that the expression of their wishes in this way will not be binding on the Trustees who will retain a discretion in the terms of the Trust and the Scheme in the selection of a beneficiary or beneficiaries.

If more than one person is named the proportion of the total death benefit, which the officer wishes each person to receive can be indicated in the appropriate column below alongside the details relating to that person, but again this indication will not bind the Trustees.

**To be completed by the officer**

It is my wish, that in the event of my death, whilst a member of the above named Scheme, any death benefit should be paid to or for the benefit of:

Name(s) and Address(es) and DOB Relationship Proportion

Contact number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

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I understand in expressing this wish that it is no way binding upon the Trustees of the Scheme.

Officer's Signature …………………………………………………. Date ………………….

**IMPORTANT**

Please let the Police Federation know of any changes in your personal circumstances, however slight.

**STAFFORDSHIRE POLICE WIDOWS AND BENEVOLENT FUND** **FRIENDLY SOCIETY**

**(Regulated by the FCA)**

Surname ………………………………………………………………………………..

Forename(s) .....................................................................

Date of Birth…………………………………………………..

Date of joining force …………………………… Collar Number ……………………..

Address……………………………………………………………………………………

………………………………………………………………………………………………

………………………………………………………………………………………………

I Nominate:

Full Name(s)………………………………………………………………………………

Address……………………………………………………………………………………

………………………………………………………………………………………………

as the person to whom any sum of money payable by the Society on my decease, not exceeding the limit for the time being specified by law, shall be paid.

I wish to join the Staffordshire Police Widows and Benevolent Fund Friendly Society and hereby authorise the payroll department at Staffordshire Police to deduct £5.00 per calendar month from my pay.

Date: ………………………….. Signed………………………………….

**Upon completion, this form will be forwarded to Mr Peter Hall, Treasurer of the Benevolent Fund.**



Registered No: 647 Representatives of Staffordshire Police Widows and Benevolent Fund Friendly Society, in relation to long term business. Class 1 (Life and Annuity). Mr G G Thompson, Secretary/Chief Executive and Mr P Hall, Treasurer.

**OFFICE USE ONLY: Registration No. ……………………………..**

**STAFFORDSHIRE POLICE**

**THE ST. GEORGE’S FUND**

**DEED OF COVENANT**

(Charity Registration No. 234167)

To: The St. George’s Fund

I promise to pay annually, and for a period of four years or until I die, or for such a period as I shall be a serving officer in the

……………………………………………………………………………………………………………….

(name of police force)

a weekly sum from my general fund of taxed income, such a sum as will after deduction of Income Tax at the current rate yield a net amount equal to the great of (a) 0.15 pence or (b) a sum equal to the weekly subscription to the ST. GEORGE’S FUND as prescribed by the Annual Council for the time being.

Signed and Delivered …………………………………………………………………

Date ………………………………………… Collar No …………………………….

Full Name ……………………………………………………………………………..

Address ………………………………………………………………………………..

………………………………………………………………………………………….

Witnessed by …………………………………………………………………………..

Full Name ………………………………………………………………………………

Address ………………………………………………………………………………….

………………………………………………………………………………….……….



**NEW MEMBERSHIP FORM**

Surname**: ………………………………………………** First Name (s):….........................................................

Date of Birth: ……………………………………….. NI Number: ………………………………………………………………

Home Address: ……………………………………………………………………………………………………………………………

………………………………………………………………. Postcode: …................................................................

Home Telephone: ………………………………….. Mobile No: ………………………………………………………………

Work email: ………………………………………………………………………………………………………………………………..

Other email: ………………………………………………………………………………………………………………………………..

Collar Number: …………………………………….. Payroll No: ……………………………………………………………….

Rank: …................................................... Station: ……………………………………………………………………

**SECTION 1**

Answer either a) or b) and c) below:

|  |  |
| --- | --- |
| 1. **My cadet training began on:**
 |  |
| 1. **I joined Staffordshire Police Force on:**
 |  |
| **Previous Force was:** |  |

*When transferring Force this form must be completed within the first 6 months, even if previously a member of the PFEW*

1. **I wish to join and start subscriptions** [ ]

**Re-join the Federation and re-start subscriptions** [ ]

**SECTION 2**

1. Staffordshire Branch Board has informed me of the benefits of joining the Police Federation of England and Wales and that I may opt to join the PFEW but am not required to do so.

**I wish to be a member of the PFEW** [ ]

**I do not wish to be a member of the PFEW** [ ]

1. Staffordshire Branch Board has informed me that:
	* as a member of the PFEW, I will pay subscriptions to gain access to the full range of member services.
	* I am not required to join but that if I choose not to, I will not have access to those services (information about the cost of subscriptions is detailed on the next page)

**I wish to pay Federation subscriptions** [ ]

*(By confirming yes to paying Federation subscriptions I am authorising the Chief Constable to make the necessary deductions from my salary)*

**I do not wish to pay Federation subscriptions** [ ]

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

I understand that a copy of the above information will be retained by Staffordshire Branch Board and provided to the Police Federation of England and Wales.

A record of your fee paying status as a member will be stored on the members’ database held at Police Federation of England and Wales (PFEW) and updated regularly by your force for membership purposes in line with your contract.

PFEW will retain this information for the length of time you are a member.

The branch will retain this information for your lifetime in order to determine if you are entitled to any benefits or legal assistance to which you were contracted during your service.

It will not be shared outside of the European Economic Area.

**CURRENT POLICE FEDERATION VOLUNTARY FUNDS MONTHLY DEDUCTIONS**

* Year 1 50% of Full Rate Currently £11.79
* Year 2 onwards\* 100% Full Rate Currently £23.58

\*All new recruits at the rank of Sergeant or above Or Constables promoted to Sergeant (within 2 years) start on or move to this point.

**GROUP INSURANCE SCHEME**

To be a member of the Group Insurance Scheme you must contribute to Police Federation Voluntary Funds. Details of what is covered and included can be found in the Scheme Benefits Booklet.

As a **subscribing member** of the Police Federation, you are entitled to join the Staffordshire Police Federation Group Insurance Scheme **FREE OF CHARGE for the first 12 months** of your service. If you no longer wish to remain in the insurance scheme following your free period, you may cancel. In the event of your first month’s subscription being taken from pay and you wishing to cancel, we will refund the first month’s subscription.

Please indicate the cover you would like by ticking the appropriate box.

|  |
| --- |
|  |
| 1. Single (Member only)
 | £25.50 |[ ]
| 1. Married/Partner\*
 | £37.25 |[ ]

*\* Single member cover plus life insurance cover for spouse or partner who must reside at the member’s address*

***Nominated Beneficiary details:***

|  |  |
| --- | --- |
| Full Name: |  |
| Address: |  |
| Postcode: |  |

***Complete for Joint Cover ONLY***

|  |  |
| --- | --- |
| Spouse/partner Name: |  |
| Spouse/Partner Date of Birth: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**CHARITIES**

I authorise Staffordshire Police, until further notice, to deduct the appropriate amounts from my wages, each pay period, in respect of the charities indicated below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Charity** | **Subscription Year** | **Amount per month** | **Tick if YES** |
| Police Treatment Centre(must be a member of welfare fund) | Year 1 | FREE |[ ]
|  | Year 2+ | £7.80 |[ ]
| Welfare Fund |  | £1.08 |[ ]
| St George’s Police Children’s Trust | Year 1 | FREE |[ ]
|  | Year 2+ | £1.50 |[ ]
| Staffordshire Police Benevolent Fund |  | £5.00 |[ ]
| Police Care UK |  | £0.04 |[ ]

I agree to pay the above sums on a “Give as you Earn” basis to the nominated charities, I understand that if I wish to stop the donation(s) I must contact the Staffordshire Police Federation in writing, giving one clear month’s notice of cancellation.

**Please see the attached Privacy Notice for full details of your entitlements under General Data Protection Regulations (GDPR)**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

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**Staffordshire Police**

**Federation Office**

New Recruits Information Pack

**(To be retained by member)**

Staffordshire Police

Federation Office

Hearn Court, Stafford, ST17 9QN

🕿 01785 242215

***MEMBERS’ SERVICES – OFFICER’S COPY***

Name (block capitals) ……………………..………………………………………….

Rank & Number ………………………Station/Department………………………

Date of joining Force …………………………….

I wish to contribute to the following schemes and hereby *authorise* that deductions be made from my police pay. (Prices are per month and include an admin. charge)

(Each entry whether yes or no *Must be Endorsed* with a signature)

Police Federation - First 12 months **£11.79** (These amounts are tax deductible)

Thereafter £23.58 \*Yes / No Signature………………………………

\*\*\***Group Life** £25.50 \*Yes / No Signature…………….………………… (includes rac, travel and legal cover)

Add Partner cover for additional

£11.75 \*Yes / No Signature ………………………………

Critical Illness Cover £3.78 \*Yes / No Signature ………………………………

Add Partner cover for additional

£3.62 \*Yes / No Signature ………………………………

\*\***St.Georges Fund** £1.50 \*Yes / No Signature ………………………………

Police Care UK 0.04p \*Yes / No Signature………………………………

Benevolent Fund £5.00 \*Yes / No Signature ……………………………..

\*\* **Welfare Fund/Rehabilitation**

**Centre** £8.88 \*Yes/No Signature ……………………………..

\* delete as appropriate.

\*\* **No deduction from salary for first 52 weeks**

\*\*\* Group Life Insurance is provided free for first 52 weeks when subscribing to the Police Federation

Signature of Officer ……………………………………………… Date ………

You have a right to cancel any of the above subscriptions for up to 14 days from the date of signing this form.



***INTRODUCTION***

This information pack has been produced by Staffordshire Police Federation to explain and introduce the organisation and rules of the Police Federation, together with the benefits thereof to you and the various schemes administered or sponsored by us for your welfare and convenience.

**Contents Page No.**

1. The Police Federation and You 2

2. Police Discipline Advice 4

3. Funds Explained 6

4. Members’ Services 7



The Police Federation of England and Wales (PFEW) is the staff association for police constables, sergeants and inspectors (including chief inspectors).

We are one of the largest staff associations in the UK representing 120,000 rank and file officers.

**Core purpose**

Our core purpose was amended in May 2014 for the first time since the Federation was set up in 1919, following a recommendation in our Independent Review for it to reflect our commitment to act in the public interest, with public accountability, alongside our accountability to our members.

In fulfilling our statutory responsibilities for the welfare and efficiency of our members we will, at all levels:

•ensure that our members are fully informed and that there is the highest degree of transparency in decision-making and the use of resources.

•maintain exemplary standards of conduct, integrity and professionalism.

•act in the interests of our members and the public, seeking to build public confidence in the police service and accepting public accountability for our use of public money.

•work together within the Federation and in partnership with others in the policing world to achieve our goals.

**Aims & objectives**

The Police Federation of England and Wales has a statutory obligation to ensure that the views of our members are accurately relayed to government, opinion formers and key stakeholders. To ensure this we measure the work we do and what we seek to achieve against our organisational aims and objectives.

**Represent and support**

Aim: To represent and promote the interests and welfare of our members, and to support colleagues to achieve the required professional standards.

We do this by:

•meeting our statutory responsibilities

•representing our members’ interests in matters of discipline, diversity, health and safety, welfare, pensions, claims and member services and many other issues

•ensuring that representatives have the required skills and abilities to fulfil their role and meet their statutory responsibilities

•providing national and local representation to ensure that our members receive appropriate training to deliver a professional police service.

**Influence**

Aim: To influence internal and external decision makers at local and national levels on matters affecting our members and the police service.

We do this by:

•providing clear leadership locally and nationally on issues affecting the membership

•listening to and reflecting issues concerning our members

•maintaining an effective communications strategy

•engaging with all internal and external stakeholders and decision makers

•putting evidence-based information in the hands of decision makers.

**Negotiation**

Aim: To maintain and improve the conditions of service and pay of our members.

We do this by:

•actively participating in national, force and local negotiations

•negotiating collectively and on behalf of individual members

•using evidence-based information in our business practices.

The subscription, which is presently £23.58 per month is tax deductible. All Staffordshire subscribing officers’ details have been sent to the tax office, so you should be receiving this deduction already. If in doubt you can check with your local taxation office.

**POLICE DISCIPLINE ADVICE**

*What is a friend*? A ‘Friend’ may represent a fellow officer in Misconduct matters from the service of Regulation 17 Notice and throughout the Unsatisfactory Performance Procedures. A ‘Friend’ may be any serving police officer.

Misconduct Form under Regulation 17 Police (Conduct) Regulations 2020/Regulation 17 Police (Complaints and Misconduct) Regulations 2020.

The investigating officer shall as soon as practicable (without prejudicing his/her or another investigation of the matter) cause the member concerned to be given written notice that there is to be an investigation, outlining the nature of the report, complaint or allegation. And informing them that they are not obliged to say anything concerning the matter but that they may, if they so desire, make a written or oral statement concerning the matter to the investigating officer or to the Chief Officer concerned. And inform them that if they make such a statement it may be used in any subsequent misconduct proceedings. The notice shall inform them that they have the right to seek advice from their staff association and have the right to be accompanied by a member of a police force, who shall not be an interested party, to any meeting, interview or hearing.

*Upon receipt of a Regulation 17 Notice accused officers are advised not to make any immediate written or oral statement but to acknowledge receipt of the notice and inform the investigating officer that they wish to seek advice before doing so. Advice should be sought as soon as practicable.*

Home Office Guidance on Police Unsatisfactory Performance, Complaints and Misconduct Procedures

*Unsatisfactory Performance Procedures*

The officer concerned and their ‘Friend’ will be given adequate duty time to deal with any matters arising from the unsatisfactory performance procedures. The officer will be given copies of all relevant documentation at least 21 days before the hearing unless the officer agrees in writing to a shorter timescale. Hearings will be carried out in accordance with the principles of Natural Justice. Since any unsatisfactory performance hearing could result in the officer concerned being required to resign or reduced in rank, the opportunity to be legally represented must be offered in all cases.

*Misconduct Procedures*

Whether or not an officer is to be legally represented they should be reminded at an early stage of the right to be accompanied to the hearing by a ‘friend’ or, where applicable, a legal representative. The role of the ‘friend’ or legal representative will be to advise and assist the officer concerned, including speaking on the officer’s behalf, calling and/or questioning witness and/or producing witness statements, other documentation or exhibits to assist the officer’s case. Both the ‘friend’ and the officer concerned should be given adequate duty time to prepare for the hearing (at which the friend may wear plain clothes).

ANY OFFICER WHO IS SERVED WITH A REGULATION 17 NOTICE IS ADVISED TO MAKE IMMEDIATE CONTACT WITH A FEDERATION REPRESENTATIVE.

At both local and national level we are also involved in;

STAFFORDSHIRE POLICE WELFARE FUND

- You never know when misfortune will strike and joining now will make you eligible to receive grants and interest free loans. The first 52 weeks are free. You will also need to be a member of the welfare fund to access the police treatment centres. Additionally, if you attend the treatment centre a contribution will be made to your mileage.

THE POLICE TREATMENT CENTRES

- the Police Treatment centres at Harrogate and Auchterarder aim to provide the highest standards of individually planned, rehabilitation services, for both mental and physical health, to warranted serving Police Officers, retired Police Officers, Special Constables, PCSO’s and Detention/Custody Officers.

THE STAFFORDSHIRE POLICE BENEVOLENT FUND

- the fund is managed by a committee and funded through voluntary subscriptions from its members. Membership of the fund would provide entitlements, upon your death, of an immediate lump sum payment to your beneficiary of £5000. The rules of the society allow for members who find themselves in distressed circumstances to apply to the Committee for consideration of a grant. All cases are dealt with in strict confidentiality by use of ‘case numbers’. You never know when misfortune will strike and joining now will make you eligible to received grants and interest free loans.

THE ST GEORGE’S FUND

- the St George’s Police Children Trust is a registered charity which provides financial support to children and young people throughout their school years and in many cases, further education. Support is given to children whose police officer parent has either lost their life or had an injury/illness preventing them from being able to work.

THE WIDOWS AND ORPHANS COMPASSIONATE FUND

- another form of benefit to either members or their beneficiaries.

POLICE CARE UK

- established in 1966 following the murders of three Metropolitan police officers. The objective to assist in cases of need for dependants of police officers, men and women who have died as a result of injuries received in the execution of their duty. Police officers or former police officers that have been incapacitated as a result of injury received in the execution of duty, or the dependants of such officers.

**MEMBERS’ SERVICES**

In addition to the above facilities being available at national level to subscribing members, the following “Members’ Services” are available at an additional reduced cost to the subscribing Federation members of Staffordshire Police:

* Group Life and Accident Insurance (**First 52 weeks free for new entrants upon subscribing to the Police Federation, automatic deductions from salary at the end of 52 weeks) includes;**
* Legal Insurance - ARC Legal Insurance
* Best Doctors - George Burrows
* Half Pay Insurance - George Burrows
* Travel Insurance - Aviva
* Motor Breakdown - RAC
* Critical Illness - George Burrows (additional premium)

Further Members’ Services provided to officers include reduced costs for:

* Alton Towers Tickets
* Shakespeare Birthplace Trust
* Uttoxeter Races
* Dudley Zoo
* Chester Zoo
* Police Credit Union
* Copperpot
* PMAS
* Pant Enddwyn Holiday Cottage

Visit our website [www.staffordshire.polfed.org](http://www.staffordshire.polfed.org) for more details and prices.

All application forms, claim forms and travel policy can be found on our website under Insurances, downloadable forms,

Further services provided by your Federation Office include:

* Matrimonial Surgeries (First hour free)
* Financial Advice
* Discipline/unsatisfactory performance/misconduct issues
* Civil claims

OFFICE DETAILS

Staffordshire Police Federation

6 Hearn Court

Stafford

ST17 9QN

Tel: 01785 242215

[www.staffordshire.polfed.org](http://www.staffordshire.polfed.org)