



## **PAYMENTS OF SUBSCRIPTIONS TO PROFESSIONAL BODIES, SOCIETIES AND BUSINESS INTEREST GROUPS**

### **Introduction**

1. The City of London Corporation is committed to developing its employees so that they are able to efficiently carry out their roles and responsibilities within the City Corporation. In support of our Learning and Employee Development Policy and bearing in mind that membership of professional bodies can often be mandatory for certain posts, the City Corporation will pay, subject to certain conditions, the required professional subscription fees of its employees.
2. The City Corporation also recognises that there are a variety of types of professional bodies, in addition to those that employees belong to on their own behalf. We have therefore introduced 3 categories of membership - Individual Membership of Professional Bodies, Societies and Business Interest Groups.

### **The Scheme**

3. The Corporate HR Director (in consultation with the Chairman / Deputy Chairman of the Establishment Committee) is responsible for the administration of the professional subscriptions scheme including adding professional bodies to an approved list ([Annex A](#)), providing they are on the Inland Revenue approved tax list. It is necessary for such bodies to be on this tax list in order for the City Corporation, on behalf of its employees, to be exempted from paying tax on employee professional subscription fees.

### **Individual Membership Of Professional Bodies**

4. The City Corporation will reimburse payment of professional fees for all employees who are members of professional bodies where membership, directly connected to the work they carry out, enhances their capability to perform their job or is legally necessary in order for the individual to carry out their duties e.g. solicitor's practising certificates. This is restricted to one subscription per employee per year.



## Section C5

5. Any employee benefiting from the re-imbursement of a subscription payment in these circumstances will not normally be eligible for a further payment under this category. However, in exceptional circumstances, a Chief Officer can make a case to the Corporate HR Director, to support the payment of a second subscription e.g. where a postholder's main duties encompass two major areas. An example could include membership of both the Chartered Institution of Building and the Institute of Civil Engineers. The case should outline how membership would provide value for money, add value to the function and improve service delivery etc. The payment of fees will be financed by the City Corporation from the central training budget.

### **Societies**

6. The City Corporation will pay the annual subscription of a society where the Chief Officer deems it is beneficial to the City Corporation for an employee or group of employees to belong. Societies can range from those in which a limited number of employees benefit from membership e.g. the Society of Archivists, to an organisation such as the Institute of Administrative Management, where corporate membership could benefit numerous departments / employees. Costs of corporate membership will be met from the training budget. The type of organisations we define as societies for the purpose of this section include the Society of Local Authority Chief Executives (SOLACE), Society of Chief Quantity Surveyors in Local Government, Society of Chief Personnel Officers in Local Government (SOCPO), and the Society of Archivists.
7. Such societies are essentially organisations that promote best practice in their profession and provide a forum for people to discuss ideas and share information. Membership of such organisations is often corporate and should benefit the City Corporation as a whole, with shared membership benefits across all departments. Where membership is of corporate status a list of such organisations along with the principal City Corporation contact, is circulated to all departments.



## Section C5

### **Business Interest Groups**

8. This category allows departments the scope to belong to groups which do not fall into the categories above and are those that Chief Officers consider membership to be beneficial to the work of the department e.g. in terms of expert advice and sharing best practice. One such example would be the Investment Property Forum.
9. Membership of such forums or groups would be financed from a department's own budget.

### **Administration Of The Scheme**

10. Fees to professional bodies and societies will only be eligible for reimbursement if claimed within 3 months of payment being made. This will be the guiding principle in each financial year.

### **Professional Bodies And Societies - Payment Of Annual Subscriptions**

#### **Professional Bodies**

11. As employees are individual members of their professional bodies, it is the employee's responsibility to pay his or her annual subscription and thereafter apply for reimbursement. Reimbursement will only be made subject to satisfactory evidence of payment, ie. official receipt.
12. Forms to be completed for the reimbursement of annual professional fees (Pay Form 52A) are obtainable from Chief Officers and should be forwarded to the Pay Office, who will make the reimbursement as a non-taxable item. As mentioned in section 3, re-imbursement will be dependant on the organisation being on the Inland Revenue approved tax list.

#### **Societies**

13. There is a separate form (Pay Form 52B) for paying annual subscriptions of societies where the Chief Officer deems it is beneficial to the City Corporation for a member of staff to belong. The form for paying such a subscription should be authorised by the Chief Officer and forwarded to the Corporate HR Director for approval. It will then be forwarded on to the Pay Office for payment.