

 AUCHTERARDER & HARROGATE			ELIGIBILITY POLICY
Owner:	Clinical Director	Policy Review:	Annually from date of issue, OR, where legislative or other issues prompt an earlier review.
Date of Issue/Approval:		BoT: 31 October 2024	

1. POLICY STATEMENT

- 1.1 The Police Treatment Centres (PTC and 'the Charity') is a registered Charity with both the Charity Commission in England and Wales and also the Office of Charity Regulator in Scotland (OSCR). This policy has been developed from the content of the Charity's Articles of Association' (governing documents) held by those regulatory bodies.
- 1.2 The income of the Charity is mainly supported by eligible Serving and Retired roles in police forces comprising the Charity's 'constituency', who make a voluntary donation to the Charity, normally through monthly payroll giving (Give as You Earn - GAYE) or by a direct debit mandate to the PTC. The donation rate for each group is regularly reviewed by the Board of Trustees and expressed as a weekly amount, although in practice those making donations through monthly payroll will pay less than this as the donation is collected in a tax efficient manner.
- 1.3 This policy sets out the framework by which those within the eligible roles as defined in this policy who make the voluntary donation, may receive advice and treatment from the Charity
- 1.4 The principle aim within the Charity's Articles of Association (governing documents) is that eligible Serving Police groups are the priority for treatment and that the Trustees have discretion where capacity (occupancy, treatment and financial) allows to consider eligible Retired Police groups who if they are current donors to the charity may request admission for treatment.
- 1.5 All decisions on admission for treatment will always be based on the merits of each individual case and admission prioritised on the need for treatment.
- 1.6 The definition of Serving and Retired eligible roles are contained within the policy

2. PURPOSE

- 2.1 The purpose of this policy is to provide clarity in the eligibility for treatment of eligible roles who make the voluntary donation to the Charity.

3. LEGAL SAFEGUARD

- 3.1 The contents of this policy have been drafted in accord with the 'Articles of Association' (governing documents) of the Charity and policy decisions made by the Board of Trustees acting in accord with those Sealed Schemes.

4. APPLICATION OF THE POLICY

- 4.1 All decisions on admission for treatment will always be based on the merits of each individual case and admission prioritised on the need for treatment.

5. RESPONSIBILITY FOR APPLICATION OF THE POLICY

- 5.1 The responsibility for the application of the policy will be that of the Clinical Director, although in their absence this authority may be devolved to other members of the Senior Management Team. Any applicant for admission who believes that they have been unfairly treated under this policy, or their representative, should in the first instance raise the matter, normally in writing (including email), with the Chief Executive.
- 5.2 Should the matter not be resolved by the Chief Executive the applicant, or their representative, will have the right to appeal the decision to the Chair of the Board of Trustees who will take under consideration the matters raised. This appeal should be submitted within 30 days of the original decision by the Chief Executive and should be submitted in writing or by email.

6. ELIGIBILITY CRITERIA

- 6.1 Individuals normally eligible for the Charity's benefits and provision of treatment are:
- (a) Serving Police Officers who hold the 'Office of Constable'.
 - (b) Serving Police Staff members who are employed by the Chief Constable, The Mayor/PCC.
 - (c) Retired Police Officers who served in a PTC constituency force or who now reside in a PTC constituency area..

AND

- (a) Who are current donors to the PTC.

6.2 Individuals not normally eligible for treatment are:

- (a) Any of the above defined groups who do not make the voluntary donation.
- (b) Any of the above defined groups who resigned, were required to resign, dismissed or otherwise left the service.
- (c) Anyone outside of the defined groups set out in this policy or not in the PTC constituent area.
- (d) Retired Police Staff roles.

7. NON-DONORS

- 7.1 The Board of Trustees are aware that there are many reasons why a potential Donor does not make the voluntary payroll giving donation but that the individual may at some point wish to begin contributing the voluntary donation to support the Charity. There are occasions where an individual who is a non-donor may seek treatment from the Charity. Where this is the case, the individual may request treatment but this is likely to be conditional on a donation being paid for said treatment.

7.2 The Board of Trustees have also agreed that:

- (a) If a Student Officer in any of the eligible groups defined in this policy sign up within three months of joining the Force, then their donations will not commence until 12 months from the date of joining, although the individual will be entitled to apply for treatment during this time. This free period can only be accessed at the initial point of joining the Police so should an individual change roles or transfer to a new Force, they would not be eligible for this free period again.
- (b) Those individuals in Serving eligible groups who wish to start donating part way through their career, together with Retired eligible groups that didn't commence donating when they retired, may do so at any time. However, individuals in these circumstances must donate for 12 months before they become eligible to receive free treatment. If an individual in this category requires treatment immediately or within 12 months, they can make a donation equal to the cost of their treatment and subject to clinical criteria, will be admitted at the earliest opportunity. The current cost of a two-week admission for treatment is £2,500, and for one week £1,500.
- (c) The Chief Executive and the Chief Financial Officer retain the discretion to consider each application from a non-donor on the merits of the particular case presented and take into account unique and/or significant circumstances that may apply when considering the proposed charge for admission and treatment, e.g. extreme financial hardship.
- (d) The average cost of admission for treatment will be reviewed annually and may therefore increase or decrease in accord with the Charity's annual running costs. The current cost of a two-week admission for treatment is £2,500 and one week £1,500.

8. RECOVERY OF PTC COSTS WITHIN PERSONAL INJURY CLAIMS

- 8.1 In circumstances where an individual attends for treatment for an injury or illness that was caused by an event for which a third party is subject to a claim for compensation in respect of personal injury, the PTC will seek 'rights of subrogation' (see below) to ensure recovery of the individual's PTC treatment costs against third parties, in such cases the following policy statement will apply:

The Police Treatment Centres will be entitled to claim on behalf of any individual whom has been provided with treatment, the use of facilities and services at The Police Treatment Centres, the cost of such treatment and cost of use of such facilities and services from third parties against whom a claim for personal injuries is brought'

- 8.2 The PTC Application for Admission Form contains two sections where an individual undertaking a claim for compensation from a third party is requested to provide information and an endorsement prior to treatment being received.
- 8.3 **Note: Subrogation** is a legal term regarding the substitution of one claim for another, especially the transfer of the right to receive payment of a debt to somebody other than the original creditor. In this case it is the cost of treatment reimbursed to the PTC.

9. RELATED ELIGIBILITY MATTERS

9.1 Officers transferring between police forces:

There is now a strong 'transfer market' between forces and the frequency of Officers transferring between forces has increased. To transfer between forces, an individual resigns from their former force and joins their new force in the 'office of Constable' (no matter what rank they transfer in) or into a staff role.

Many individuals fail to realise that their donation ceases when they leave their first Force and doesn't automatically restart when they join their new Force. In effect they have to authorise a new payroll giving voluntary donation to the Charity (or direct debit mandate for certain cases) and if they fail to do so, they then risk becoming a non-donor.

This can not only occur when individuals transfer within constituent forces of this Charity, but also when transferring from forces covered by The Police Rehabilitation Centre (Flint House) constituency area to constituent forces of the PTC.

An individual will not therefore have an automatic right to apply for treatment at the PTC on the assumption that they are already paying their donation with their previous force, but they will have a personal responsibility to ensure that if their circumstances have changed, that they have taken steps to continue or start paying a PTC donation, if they are to be eligible for treatment at the PTC.

9.2 Maternity Leave:

Individuals on unpaid Maternity Leave, who had been donors to the Charity prior to Maternity Leave, will be granted a 'donation break' until resuming duty or ceasing to hold the 'office of Constable'/leaving the Force. By complying with this the individual is entitled to attend while on maternity leave as long as they have a clinical reason. Please note that it is the responsibility of the individual to ensure they sign up to donate to the Charity on return from their maternity leave as in practice, payroll will stop all voluntary donations automatically when an Officer departs on Maternity Leave.

9.3 Sick Leave

An individual on sick leave should ensure that their voluntary donation to support the Charity continues to be made whilst on paid sick leave otherwise they then fall into becoming a non-donor. Individuals on unpaid sick leave, who had been donors to the Charity prior to sick Leave, will be granted a 'donation break' until resuming duty or ceasing to hold the 'office of Constable'/leaving the Force. By complying with this, individuals are entitled to attend while on sick leave as long as they have a clinical reason. Please note that it is the responsibility of the individual to ensure they sign up to donate to the Charity on return from their sick leave.

9.4 Career Breaks

If an individual takes a career break, their voluntary donations will be stopped by their Force Payroll and they will not be eligible for treatment at the PTC during this period. An individual can continue to make donations by signing up to the PTC via Direct Debit. Those already donating via the Direct Debit on a career break will continue their Direct Debit donations unless the PTC is notified to stop. If they then return to duty, please note that it is the responsibility of the individual to ensure they sign up to donate to the Charity on return from their career break.

9.5 Suspended Officers

There are many reasons why a Police Force has taken the decision to suspend an Officer or member of Staff from duty. Suspended Officers/Staff remain bound by the direction of their respective Force and applicable conduct regulations. If a suspended

Officer is applying for treatment, prior to submission of their application, they must seek the permission of their Force's "Appropriate Authority" to apply for treatment through their contact Officer or representative. If this is not provided, the Charity is unable to provide treatment.

Where authority to apply has been granted by your Force, access will always be considered on an individual basis. The Charity will base any decision on admission around whether there is a potential of harm or danger to the suspended Officer, other Patients and Employees, or there are concerns surrounding the nature of the allegation in respect of potential embarrassment for the Officer, Force or Charity.

Where any concerns exist, and in particular in the case of officers facing criminal charges, admission will only be approved at the Chief Executive's discretion.

9.6 Retired Police Officers or Police Staff Members on the College of Policing Barred List

Those retired police officers or retired police staff members on the College of Policing barred list are not eligible to attend the PTC.