



## Professional Subscriptions Policy

### 1. Introduction

Departments within Spurgeon's College are able to subscribe to professional associations or similar organisations on a corporate basis where the reason for the subscription is to obtain access to professional literature, journals, advice, etc. Department's wishing to seek professional associations or similar organisations on a corporate basis must present a business case to the Heads of Department meeting. Corporate membership must be in the name of the College or a post (e.g. 'The Administrator'), paid for directly by the College, and the membership address must be the College's premises.

### 2. Process

Where a member of staff is required to be a member of a professional organisation in order to fulfil their duties as required for their employment at the College, they may in some circumstances have those fees paid by Spurgeon's. Criteria for decisions should include maintenance and development of primary services, limitations of the current budget, and normal expectations for the group of professionals concerned, e.g. recruitment and retention issues.

Spurgeon's College will only pay subscriptions to professional associations if the association is one that appears on HMRC's approved list. The College does not normally pay for individual membership of non-qualifying bodies as there is a tax liability.

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