

PERSONAL DEVELOPMENT SCHEME

The Foundation is keen to assist the development of staff either in their work at Esmée, towards a career outside the Foundation or to further a leisure interest. The Personal Development Scheme allows staff to apply for funding up to £300 per annum, to undertake a course or activity that will broaden skills or knowledge or that is designed to increase self-esteem or self-confidence. Examples of activities that may be eligible under the Scheme are given below. The important factor is that you have considered what benefits you hope to accrue and how these will assist you in your current work, future career path or self-development.

Examples of eligible activities

- Driving lessons
- Further education e.g. evening classes, Open University
- Formal training/academic qualifications
- Study aids associated with a course e.g. software, books.
- Counselling training
- IT training i.e. training not already offered by the Foundation.
- Health Club membership e.g. gym, yoga classes

Examples of activities not eligible

- Political/campaigning
- Travel and holidays
- Equipment
- Social activities e.g. dining, clubbing.

Please note that this list is not exhaustive.

Criteria

- Permanent and fixed term staff (12 months or more) are eligible to apply
- New staff are eligible to apply on successful completion of their probationary period
- The scheme runs within each HMRC tax-year (c. 6 April – 5 April)
- Payment is subject to endorsement by the Chief Operating Officer
- If the course or activity involves time out of the office, this will need to be taken from annual leave
- Travel costs related to activities cannot be reimbursed under the Scheme
- The Personal Development Scheme is a taxable benefit.
- Employees can only make one claim per year – so if claiming for a number of activities should wait until have details of all of these.

Application Procedure

1. Applications must be made using the Personal Development Scheme Application Form.
2. The form should be passed to the Chief Operating Officer for authorisation and approval for payment. A copy of the form will be kept on record.
3. Reimbursement of up to £300 will be made only on submission of Part II of the Form and the official receipt from the course provider, which should be attached. Payment will not be made in advance of need.

The Foundation is keen to support as diverse a range of activities as possible. If you are in any doubt about the eligibility of your activity under the Scheme, please check with the Chief Operating Officer before paying any fees/subscriptions.

February 2026

Name:

PART I

Details of Personal Development Activity

Description:

Location:

Timescale:

Benefit to Employee/Foundation:

Cost:

Authorised by:

PART II

Payment details

Amount to be reimbursed:

Receipt attached:

Payment to be made by Bacs payment (please delete as appropriate): Yes

Signed by (applicant):

Date:

Approved by:

Date: