

relinquished their Licence and have the Bishop's Permission to Officiate), or to Readers. Expenses at the current rate should be paid **automatically** to all clergy, **whether or not** retired. A meal or other refreshment should be provided, where appropriate. Said services on weekdays may be the subject of individual arrangements at reduced rates. A detailed paper about fees will be found in the Diocesan Handbook.

10. ASSIGNMENT OF FEES

This scheme is available for anyone who wishes to make use of it. Those who want to assign their fees to the Board and receive in exchange a balancing stipend grant must complete a Deed of Assignment which will be sealed by the Board and sent to the Inland Revenue. Deeds of Assignment and information about the scheme can be obtained from the stipends department.

11. STATUTORY SICK PAY AND SICKNESS BENEFIT FOR THE CLERGY

Those on Common Tenure:

The Terms of Service Regulations provide that anyone in receipt of a stipend who is unable to perform the duties of his or her office because of illness for one working day or longer must report the absence to the archdeacon of the archdeaconry in which the person concerned holds office, who will then inform the Church Commissioners.

Each Archdeacon has a separate email address to be used solely for the purpose of reporting sickness absence:

- bedfordsickness@stalbans.anglican.org
- hertfordsickness@stalbans.anglican.org
- stalbanssickness@stalbans.anglican.org

All Clergy:

Anyone absent from work because of illness for a continuous period of more than seven days must provide the archdeacon of the archdeaconry in which the person concerned holds office with a doctor's certificate which will then be copied to the Church Commissioners.

If your illness lasts longer than twenty-eight weeks, the Church Commissioners will send you a change-over form SSP1 which will enable you to claim Employment and Support Allowance direct from the Department for Work and Pensions. In principle this would be for your use but if the illness is long-lasting the Board may wish to review the situation in consultation with the Bishop and treat the amount of sickness benefit you receive, net of any necessary medical or convalescence expenses, as part of your stipend.

A copy of this letter will be sent to your PCC Treasurer with a mailing from the Accounts Department in the New Year. Additional copies are available, if required, from the Diocesan Office.

Further information which may be of interest, particularly to those moving to Common Tenure, is available in the new on-line Clergy Handbook at www.stalbans.anglican.org/information/clergy-handbook.

Susan Pope, Diocesan Secretary