



Joint Audit and Risk Committee – Report Pro Forma

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| Report Title: | SCO Gifts & Hospitality Report |
| Report Author: | Kathryn Grattage |
| Meeting Date: | 24 September 2025 |
| Contact Email: | Kathryn.grattage@staffordshire-pfcc.gov.uk |

Executive Summary:
This report provides an overview of all Gifts & Hospitality offered, accepted or declined by staff members in the Staffordshire Commissioner’s Office for the period April 2024 – March 2025.

Risk Impact: reference Strategic Risks this paper mitigates

Reputational Risk: Maintaining transparency and accountability in relation to the offers of Gifts & Hospitality made to the members of the SCO, reducing the risk of perceived or actual misconduct, which could damage public trust.

Governance Risk: Strengthens internal controls and ethical oversight, supporting the integrity of decision-making processes and reducing the likelihood of conflicts of interest.

Audit & Assurance Risk: Provides a clear audit trail and evidence of pro-active risk management, supporting internal and external assurance processes.

Financial Implications: Did this require approval? Meeting and date if approved

No formal approval required

Report Progress: Governance Process - Boards/Meetings (titles and dates):
This report is for JARC as part of the Governance Process and is not heard at other boards.

Actions and Recommendations:
JARC are requested to review the report and raise any questions through the JARC public meeting process.

Committee actions required : Acknowledge



Staffordshire Commissioner's Office (SCO)

Report to Joint Audit and Risk Committee (JARC)

Expenses, Gifts and Hospitality

Meeting 24 September 2025

Chief Executive



1st April 2024 – 31 March 2025

1. Introduction

- 1.1 The Joint Audit and Risk Committee (JARC) has requested that details of the expenses, gifts and hospitality relating to the Executive Team and Senior Management of Staffordshire Commissioner's Office (SCO) are reported for the relevant period every 12 months.
- 1.2 This report sets out the expenses paid on behalf of the Staffordshire Commissioner, DPFCC & Senior Staff of the SCO for the period.
- 1.3 This expenditure is incurred in several ways:
 - through use of a company credit card that is allocated to the SCO;
 - "out of pocket" expenses, including mileage claims, paid for initially by the individual and reimbursed through the Payroll; and
 - Travel and Accommodation costs through the CAPITA contract and paid by invoice.
- 1.4 Other allowances and expenses are also reimbursed to the JARC members appointed by the SCO.
- 1.5 Details of the Gifts and Hospitality registered during the period are also reported.

2. Credit Card Expenditure

- 2.1 The SCO is allocated a corporate VISA card as per Force policy and procedures which is provided by the Force's bankers, Lloyds Bank. This is for exceptional use in cases where it is not practical to follow the usual process of paying for the expenses up front and then being reimbursed through the Payroll.
- 2.2 Details of the expenditure incurred by each of the VISA card holders for the period are set out in **Appendix 1**.

3. Expenses Reimbursed through the Payroll

- 3.1 Expenses are incurred by SCO Staff whilst they are on SCO business that they pay for out of their own pocket and then subsequently reclaim through the Payroll system (ensuring that they have an appropriate receipt for the payment).
- 3.2 Details of the expenses that have been incurred by the SCO for the period as set out in **Appendix 2**.
- 3.3 The majority of the expenditure for each period covered relates to claims for employee's essential vehicle allowance and mileage reimbursement.



4. Travel and Accommodation Invoices

- 4.1 Travel and Accommodation bookings are made directly through Agito (formerly Capita) online by SCO staff. These are paid by invoice to the provider of these services.

Appendix 3

5. Ethics Transparency and Audit Panel (ETAP) transferred to the Joint Audit and Risk Committee (JARC) from 31 July 2025

- 5.1 As at the 31 March 2025 there were 12 members of ETAP. ETAP members sought to provide assurance to the Staffordshire Commissioner, the Chief Constable and Staffordshire Fire and Rescue around decisions, policies and processes.
- 5.2 ETAP agreed Terms of Reference which are revised annually and these include an extended remit to scrutinise various business activities to ensure transparency.
- 5.3 An allowance of £25.00 per hour was payable to members for their attendance at public ETAP meetings, Finance Panel meetings and for working on Thematic Reviews. In addition, an annual payment was made to the Chair of the panel of £1,500 and the Deputy Chairs were paid £500, this in recognition of their additional responsibilities.
- 5.4 Mileage is paid to all members at a rate of 0.45p per mile. Members are encouraged to use the most practical, economic and sustainable method of travel for attendance at all meetings, with opportunities to share transport being encouraged.
- 5.5 The total cost of allowance and expenses in the period was **£19,846.26**

6. Gifts and Hospitality

- 6.1 The SCO has agreed a Gifts, Gratuities, Hospitality and Discounts Policy whereby any offer (even if not accepted) and acceptance of gifts, gratuities, hospitality or discounts received by the PFCC and DPFCC shall be declared in a Register of Interests.

Appendix 4 lists the entries made in the Register by the SCO for the period.

7 Recommendation

- 7.1 That the report be received.

Louise Clayton
Chief Executive

Contact:
Kathryn Grattage
Governance Manager

Credit card expenses

Appendix 1

| Description | Amount |
|-------------------------------|------------------|
| APCC Membership | 60.00 |
| Conference Fees | 1,893.94 |
| Contributions To Partnerships | 1,045.87 |
| Employee Travel - Fares | 632.81 |
| External Training | 736.88 |
| Hotel & Accommodation Costs | 682.50 |
| Office Furniture/Equip Purch | 1,246.61 |
| Other Media & Marketing Cost | 3,194.39 |
| SCC Benefits Realisation Team | 1,012.70 |
| Grand Total | 10,505.70 |

Payroll Expenses

Appendix 2

| | Employee Mileage £ | Employee Essential Vehicle All £ | Employee Subsistence £ | Employee Travel - Fares £ | Toll Charges £ | Parking Charges £ | Professional Subscriptions £ | Grand Total |
|-----------------------------|-------------------------------|---|---------------------------------------|--|-------------------------------|----------------------------------|---|------------------------|
| Police & Crime Commissioner | 960.56 | | | 437.36 | 66.92 | 100.42 | | 1,565.26 |
| Deputy PCC | 610.65 | | | | | | | 610.65 |
| PCC Chief Exec | 264.60 | 1,239.00 | | 79.40 | | 30.92 | | 1,613.92 |
| Grade L | 323.10 | | | 66.87 | 7.42 | 43.25 | | 440.64 |
| Grade I | 2,088.03 | 1,239.00 | 166.49 | 239.86 | | 138.17 | 84.12 | 3,955.67 |
| Grade H | 127.28 | | | | | 6.33 | | 133.61 |
| Grade G | 718.98 | | | | | 13.76 | | 732.74 |
| Grand Total | 5,093.20 | 2,478.00 | 166.49 | 823.49 | 74.34 | 332.85 | 84.12 | 9,052.49 |

Travel and Accommodation

Appendix 3

| Row Labels | Sum of JOURNEYS | Travel £ | Accommodation £ | Total |
|------------------------------------|-----------------|--------------|-----------------|---------------|
| Grade F | 2 | 60.5 | | 60.5 |
| Grade I | 6 | 491 | 120 | 611 |
| Deputy Police & Crime Commissioner | 2 | 297.9 | | 297.9 |
| Grand Total | 10 | 849.4 | 859.4 | 1708.8 |

Gifts and Hospitality

Appendix 4

Gifts & Hospitality Register for 2024- 2025

The Staffordshire Office of the Police, Fire and Crime Commissioner publishes a register of gifts or hospitality received.

Gifts and hospitality received by the Commissioner, the Deputy Commissioner, Chief Executive and staff of the Office of the Police, Fire and Crime Commissioner for Staffordshire is recorded below.

| Recipient Name | Recipient Role | Date of Receipt | Detail | Cost | Status |
|----------------|------------------------------------|-----------------|---|---------|----------|
| Ben Adams | Police Fire and Crime Commissioner | | SoT Mayors prayer Breakfast | Unknown | Accepted |
| Ben Adams | Police Fire and Crime Commissioner | 12/06/2024 | Perkins Eco Awards and STEM Awards 2024 ” event at Perkins on Wednesday 12th June 2024 . Food and refreshments provided. | Unknown | Declined |
| Ben Adams | Police Fire and Crime Commissioner | 10/09/2024 | High Sheriff of Staffordshire Formal Opening of the Michaelmas Term of the Crown Court. Luncheon 10:15am Collegiate Church of St Mary 8 th October 2024 | Unknown | Accepted |
| Ben Adams | Police Fire and Crime Commissioner | 11/09/2024 | Official unveiling of the Queen Elizabeth II Statue in the Queens Gardens - buffet | Unknown | Declined |



| Recipient Name | Recipient Role | Date of Receipt | Detail | Cost | Status |
|----------------|------------------------------------|-----------------|---|---------|----------|
| Ben Adams | Police Fire and Crime Commissioner | 28/08/2024 | Invite to the opening of the Noreen's Recovery Lounge , Fenton, with light lunch 11th September 2024 | Unknown | Accepted |
| Ben Adams | Police Fire and Crime Commissioner | 26/09/2024 | Burslem Association For The Prosecution Of Felons AGM. Port Vale Football Club, Hamil Road, Burslem 17 th October 6:15pm | Unknown | Accepted |
| Ben Adams | Police Fire and Crime Commissioner | 07/10/2024 | Formal opening of the Michaelmas Crown Court and refreshments | Unknown | Accepted |
| Ben Adams | Police Fire and Crime Commissioner | 23/10/2024 | Invitation to BAC O'Connor Christmas Celebration of Recovery 12 th Dec 6.30pm Burton Town Hall Sit down meal, awards, entertainment | Unknown | Declined |
| Ben Adams | Police Fire and Crime Commissioner | 18/11/2024 | Community Carol Service Drake Hall - Mince pies and a drink served | Unknown | Declined |
| Ben Adams | Police Fire and Crime Commissioner | 19/11/2024 | City of Stoke-on-Trent's Civic Carol Service Stoke Minster, Glebe Street, Stoke-on-Trent ST4 1LP hosted by Rev Alison Thomas | Unknown | Declined |
| Ben Adams | Police Fire and Crime Commissioner | 18/12/2024 | Lily O'Brien's Chocolates from High Sheriff | Unknown | Accepted |
| Ben Adams | Police Fire and Crime Commissioner | 23/12/2024 | The Presentation of The King's Award for Voluntary Service to Stafford Street Pastors – Presentation and refreshments | Unknown | Declined |

| Recipient Name | Recipient Role | Date of Receipt | Detail | Cost | Status |
|----------------|------------------------------------|-----------------|--|---------|----------|
| Ben Adams | Police Fire and Crime Commissioner | 13/01/2025 | Invitation to attend - Sir Iain Duncan Smith MP and Carolyn Harris MP - Visit to Langan's Tea Rooms - Monday 3rd February 2025, 1.15pm-2.30pm | Unknown | Declined |
| Ben Adams | Police Fire and Crime Commissioner | 13/01/2025 | National Rural Crime Annual Conference – 25 th March 2025 Drinks reception | Unknown | Declined |
| Ben Adams | Police Fire and Crime Commissioner | 21/01/2025 | Personal invitation - GG2 Leadership & Diversity Awards Tuesday 4th March 2025 | Unknown | Declined |
| Ben Adams | Police Fire and Crime Commissioner | 18/02/2025 | Fire & Rescue Long Service and Good Conduct Awards | Unknown | Accepted |
| Ben Adams | Police Fire and Crime Commissioner | 05/03/2025 | Community Unity Ramadan Event | Unknown | Accepted |
| Ben Adams | Police Fire and Crime Commissioner | 19/03/2025 | Wildlife Training Tixall Heath Farm – lunch included | Unknown | Accepted |
| Ben Adams | Police Fire and Crime Commissioner | 21/02/2025 | Declaration of Office as High Sheriff of Staffordshire of Timothy Gillow Lunch included 31 st March 2025 | Unknown | Declined |
| | | | | | |

| Recipient Name | Recipient Role | Date of Receipt | Detail | Cost | Status |
|----------------|---------------------|-----------------|---|-----------|----------|
| Dave Evans | Deputy Commissioner | 10 August 2024 | Road Peace Wood Event National Memorial Arboretum event | Not known | Accepted |
| Dave Evans | Deputy Commissioner | 11 August 2024 | JCB Biker Event , Uttoxeter | Not known | Declined |
| Dave Evans | Deputy Commissioner | 18/11/2024 | Community Carol Service Drake Hall - Mince pies and a drink served | Not known | Declined |
| Dave Evans | Deputy Commissioner | 19/11/2024 | City of Stoke-on-Trent's Civic Carol Service Stoke Minster, Glebe Street, Stoke-on-Trent ST4 1LP hosted by Rev Alison Thomas | Not known | Accepted |
| Dave Evans | Deputy Commissioner | 23/10/2024 | Invitation to BAC O'Connor Christmas Celebration of Recovery 12 th Dec 6.30pm Burton Town Hall Sit down meal, awards, entertainment | Not Known | Declined |
| Dave Evans | Deputy Commissioner | 13/02/2025 | CrimeStopper Event – lunch included | Not known | Accepted |
| | | | | | |



| Recipient Name | Recipient Role | Date of Receipt | Detail | Cost | Status |
|----------------|--|-----------------|---|---------|----------|
| Jon Connolly | Commissioning and Partnerships Manager- Anti-Social Behaviour | 14/05/2024 | Mayor's Civic Service and Reception on Sunday 19th May 2024 at St Mary's Church, Church Road, Stretton, Burton-on-Trent, DE13 0HN. Welcome drinks and afternoon tea | Unknown | Accepted |
| Jon Connolly | Commissioning and Partnerships Manager- Anti-Social Behaviour | 07/08/2024 | Invite to the Portvale V Doncaster Football match on Saturday 31 st August. | Unknown | Accepted |