



**Joint Audit and Risk Committee – Report Pro Forma**

Report Title:	SCO Gifts & Hospitality Report
Report Author:	Kathryn Grattage
Meeting Date:	June 2026
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**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 1 April 2025 – 31 March 2026.

**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 30 June 2026

Chief Executive



1<sup>st</sup> April 2025 – 31 March 2026

## 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 Clarity 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 Clarity (formerly Agito) online by SCO staff. These are paid by invoice to the provider of these services.

#### Appendix 3

#### 5. The 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 2026 there were 5 members of JARC. JARC members sought to provide assurance to the Staffordshire Commissioner, the Chief Constable and Staffordshire Fire and Rescue around decisions, policies and processes, in line with CIPFA guidance and the JARC Terms of Reference.
- 5.2 JARC agreed the new 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 £250.00 for JARC members and £300.00 for the JARC Chair is payable for each JARC Public Meeting attended, which includes meeting preparation time and time for pre and post Committee meetings. In addition, an annual payment was made to the Chair of the panel of £1,000 which is 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 **£12,661.20**

#### 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
Bank & Bacs Charges	144.40
Catering Contract	5.98
Conference Fees	1,606.14
Contributions To Partnerships	738.71
Ex-Gratia Payments	41.66
External Training	50.00
Hotel & Accommodation Costs	883.34
Insight	750.00
Office Furniture/Equip Purch	113.33
Other Media & Marketing Cost	1,591.68
Subscriptions & Levies	269.00
<b>Grand Total</b>	<b>6,194.24</b>

## 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	676.24			331.31	21.34	58.74		1087.63
PCC Chief Exec	93.15	1239.00		529.96		45.98		1908.09
Deputy PCC	249.71			115.88				365.59
Grade E	49.50					15.33		64.83
Grade G	682.71		208.33			15.42		906.46
Grade H	85.69					18.42		104.11
Grade I	1,015.20	1239.00	83.31	164.74	28.00	94.10	448.35	3072.7
Grade L	428.40		22.90	107.67		110.68		669.65
Grade M						24.50		24.50
<b>Grand Total</b>	<b>3280.6</b>	<b>2478</b>	<b>314.54</b>	<b>1249.56</b>	<b>49.34</b>	<b>383.17</b>	<b>448.35</b>	<b>8203.56</b>



## Travel and Accommodation

## Appendix 3

Row Labels	Sum of JOURNEYS	Travel £	Accommodation £	Total
Deputy PCC	2	190.50	405.25	595.75
Grade E	1	214.80		214.80
Grade F	3	306.30		306.30
Grade G	2	276.00		276.00
Grade I	3	158.70	104.52	263.22
Grade M	2	24.00		24.00
<b>Grand Total</b>	<b>13</b>	<b>1170.30</b>	<b>509.77</b>	<b>1680.07</b>

## Gifts and Hospitality

## Appendix 4

### Gifts & Hospitality Register for 2025- 2026

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 (Estimated)	Status
Ben Adams	Police Fire and Crime Commissioner	13/03/2025	<b>CAP Celebration and Annual Awards 2025</b> <i>Afternoon Tea reception</i> Date: Wednesday, 02 April 2025 Time: 1pm – 3.30pm Venue: <a href="#">Attlee Suite, Portcullis House, Westminster</a>	£15	Declined
Ben Adams	Police Fire and Crime Commissioner	06/03/2025	<b>Presentation of the Fenton Mace to the City of Stoke-on-Trent</b> - Saturday 5 April 2025	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	07/04/2025	<b>Formal Opening of The Trinity Term Of The Crown Court in Stafford</b> Monday 7 <sup>th</sup> April 2025 St Mary's Church, Stafford Crown Court and The County Buildings Procession, opening, <i>tea &amp; coffee</i>	£5	Accepted
Ben Adams	Police Fire and Crime Commissioner	08/04/2025	<b>Vaisakhi Celebration</b> – 19 <sup>th</sup> , 20 <sup>th</sup> June 2025 <i>Tea, community food service</i>	£10	Accepted



Recipient Name	Recipient Role	Date of Receipt	Detail	Cost (Estimated)	Status
Ben Adams	Police Fire and Crime Commissioner	22/04/2025	<b>Civic Service – VE day – 80<sup>th</sup> Anniversary</b> – Thursday 8 May 2025 – Stoke Minster	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	26/03/2025	<b>Annual Council and Mayor Making Ceremony + Reception.</b> 17 <sup>th</sup> May 2025 at 10.30am. St. Mary’s Church Stafford, Civic Centre, Stafford. ST16 3AQ	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	13/01/2025	<b>Civic Lunch</b> – Thursday 5 <sup>th</sup> June Hammersley Restaurant, Cauldon Campus ST4 2DG	£10	Declined
Ben Adams	Police Fire and Crime Commissioner	13/01/2025	<b>Special Civic Council and Reception</b> Kings Hall, Stoke on Trent, 4pm Thursday 5 <sup>th</sup> June	Unknown	Accepted
Ben Adams	Police Fire and Crime Commissioner	06/05/2025	<b>Special Centenary Civic Council</b> - Thursday 5 June 2025. <b>Civic reception, light buffet</b>	£15	Declined
Ben Adams	Police Fire and Crime Commissioner	24/02/2025	<b>Civic Service of Thanksgiving</b> – Sunday 8 <sup>th</sup> June <b>Refreshments</b>	£10	Declined
Ben Adams	Police Fire and Crime Commissioner	06/06/2025	<b>Staffordshire Safeguarding Advisory Group (partnership engagement event) with the Delegated Safeguarding Partners</b> – 18 <sup>th</sup> June 2025 – Networking <b>buffet lunch</b>	£15	Declined
Dave Evans	Deputy Commissioner		<b>PCDA June 25 – Attestation</b> Staffordshire Police HQ <b>Refreshments</b>	£5	Accepted
Ben Adams	Police Fire and Crime Commissioner	19/05/2025	<b>Fun Hub Club – 10<sup>th</sup> Anniversary</b> – 4 <sup>th</sup> July <b>Luncheon celebrations</b>	£10	Declined



Recipient Name	Recipient Role	Date of Receipt	Detail	Cost (Estimated)	Status
Jon Connolly	Commissioning and Partnership Manager - ASB	19/05/2025	<b>Fun Hub Club – 10<sup>th</sup> Anniversary – 4<sup>th</sup> July Luncheon celebrations</b>	£10	Accepted
Ben Adams	Police Fire and Crime Commissioner	30/06/2025	<b>Big Centenary Tea Party – 8<sup>th</sup> July – Festival Park - Cream tea</b>	£15	Declined
Ben Adams	Police Fire and Crime Commissioner	08/04/2025	<b>30<sup>th</sup> Anniversary Police Bravery Awards</b> Thursday 10 <sup>th</sup> July <b>Drinks reception, dinner</b>	£50	Declined
Ben Adams	Police Fire and Crime Commissioner	23/05/2025	<b>Keele University Summer Graduation Ceremonies – Lunch buffet</b> Monday 14 July, Tuesday 15 July, Wednesday 16, Thursday 17 & Friday 18 July	£10	Declined
Ben Adams	Police Fire and Crime Commissioner	23/06/2025	<b>Firefighters Memorial Trust Annual Service of Remembrance &amp; Wreath Laying – Monday 1<sup>st</sup> September – Light refreshments</b>	£5	Accepted
Ben Adams	Police Fire and Crime Commissioner	23/07/2025	<b>Battle of Britain Commemoration and Tactical Supply Wing (TSW), Royal Air Force Freedom Parade - Sunday 14 September 2025 – Wreath laying - Reception</b>	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	06/10/2025	<b>Remembrance Day Service &amp; Parade – 9 November 2025</b> <b>Reception Stafford</b>	Unknown	Declined
Dave Evans	Deputy Commission		Invitation to Remembrance Sunday Service and Parade - 9 November 2025 <b>Reception - Stoke</b>	Not known	Declined



Recipient Name	Recipient Role	Date of Receipt	Detail	Cost (Estimated)	Status
Dave Evans	Deputy Commissioner		<b>Remembrance Sunday Service and Parade - 9 November 2025</b> <i>Reception - Stafford</i>	Not known	Declined
Ben Adams	Police Fire and Crime Commissioner	11/11/2025	<b>Remembrance Day Service</b> held at the National Arboretum Alrewas – 11 November 2025 <i>Reception</i>	Unknown	Accepted
Ben Adams	Police Fire and Crime Commissioner	04/08/2025	<b>British Police Symphony Orchestra – Proms Night Spectacular</b> - Saturday 6th December 2025 – <i>VIP Reception</i>	Unknown	Declined
Dave Evans	Deputy Commissioner	04/08/2025	<b>British Police Symphony Orchestra – Proms Night Spectacular</b> - Saturday 6th December 2025 – <i>VIP Reception</i>	Unknown	Accepted
Ben Adams	Police Fire and Crime Commissioner	21/11/2025	<b>Police Remembrance Trust <i>Drinks Reception</i></b> - London - Tuesday 9 December	£20	Declined
Dave Evans	Deputy Commissioner		<b>Emergency Services Carol Service</b> Stafford 14 December 2025	Unknown	Accepted
Ben Adams	Police Fire and Crime Commissioner	25/11/2025	<b>East Staffs Joint Partners Christmas Carol Concert</b> – Monday 15 December	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	25/11/2025	<b>Stafford Borough Carol Service</b> – Sunday 21 December – <i>seasonal drinks and mince pies</i>	£10	Declined
Ben Adams	Police Fire and Crime Commissioner	12/12/2025	<b>Opening of Coroners Court for Staffordshire and Stoke-on-Trent</b> 16 <sup>th</sup> January <i>Light refreshments</i>	£5	Declined

Recipient Name	Recipient Role	Date of Receipt	Detail	Cost (Estimated)	Status
Ben Adams	Police Fire and Crime Commissioner	19/01/2026	<b>Court Opening – High Sheriff of Staffordshire</b> 19 <sup>th</sup> January 2026	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	02/01/2026	<b>Platinum Awards at the National Koestler Awards</b> The Brewhouse, Burton upon Trent Thursday, 22 January 2026 <i>Arrival drinks and refreshments</i>	£5	Declined
Ben Adams	Police Fire and Crime Commissioner	22/12/2025	<b>TMT First invite you to our King's Award for Enterprise in Innovation Presentation</b> <i>Light buffet</i> 29 <sup>th</sup> January 2026	£15	Declined
Jon Connolly	Commissioning and Partnership Manager - ASB	16/02/2026	<b>Stoke City Foundation</b> bet365 Stadium on Saturday 31st January <b>Relaxed afternoon of football, complete with complimentary food and drinks</b>	£15	Declined
Ben Adams	Police Fire and Crime Commissioner	02/02/2026	<b>GWCT reception soiree</b> Ingestre Orangery on Wednesday the 11 <sup>th</sup> February <i>Drinks and game canapes</i>	£15	Declined
Ben Adams	Police Fire and Crime Commissioner	28/01/2026	<b>Motorway Cops Screening</b> Crown Wharf Taphouse, Crown St, Stone. ST15 8QN 23 <sup>rd</sup> February 2026 <i>Food and drinks</i>	£20	Declined
David Evans	Deputy Police Fire and Crime Commissioner	28/01/2026	<b>Motorway Cops Screening</b> Crown Wharf Taphouse, Crown St, Stone. ST15 8QN 23 <sup>rd</sup> February 2026 <i>Food and drinks</i>	£20	Declined
Ben Adams	Police Fire and Crime Commissioner	16/02/2026	<b>Invitation to the Official Opening of Liberty Jamboree Mitchell Ellis House</b> 23 <sup>rd</sup> February 2026	£5	Declined



Recipient Name	Recipient Role	Date of Receipt	Detail	Cost (Estimated)	Status
			<b>Refreshments</b>		
Ben Adams	Police Fire and Crime Commissioner	06/02/2026	<b>Annual Ramadan iftar event</b> Main Restaurant, Royal Stoke University Hospital, Newcastle Road, Stoke on Trent. ST4 6QG Wednesday 25 <sup>th</sup> February 2026  <i>Food provided</i>	£15	Declined
Ben Adams	Police Fire and Crime Commissioner	20/01/2026	<b>2026 CAP Awards, Houses of Parliament,</b> Westminster, 02 March 2026 <i>Afternoon Tea Reception</i>	£15	Declined
Ben Adams	Police Fire and Crime Commissioner	31/01/2026	<b>Celebration of @21 King's Award for Voluntary Services</b> Trinity Church, Derby St, Leek <i>Musical entertainment</i>	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	23/02/2026	<b>Fire Industry Association Pre LGA Fire Conference</b> Date: Monday 9 <sup>th</sup> March 2026 Time: 19:00 – 23:00 Venue: Browns Brasserie & Bar, Manchester <i>Dinner</i>	£50	Declined
Paula Hammond	OPCC Director of Commissioning	21/01/2026	<b>Local Government Best Practice Network Meeting</b> 10th March, 10:00 - 15:00 Pendulum Hotel, Manchester. <i>Lunch and refreshments</i>	£15	Declined
Ben Adams	Police Fire and Crime Commissioner	13/02/2026	<b>Ask for Angela Official Pledge Launch + Brand &amp; Asset Reveal</b> Friday 13 March 2026	Unknown	Declined