



Joint Audit and Risk Committee

Report Title:	Senior Team Expenses and Gifts and Hospitality Report 2025-26
Report Author:	Corrina Bradley Assistant Director of Finance/ Deputy Section 151 Officer
Meeting Date:	2 nd July 2026
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Executive Summary:

This report presents an annual update of the Senior Manager expenses and credit card usage for the period of 1st April 2025 – 31st March 2026. For the purpose of this report Senior Managers include Area Managers and above.

In addition, the report includes an update of the gifts and hospitality offered during the same period which is recorded on the gifts and hospitality on-line register.

Senior Team Expenses - £64 net 2025/26 (£193 2024/25)
 Senior Team Credit Card Expenses - £236 2025/26 (£2,612 2024/25)
 Gifts and Hospitality Register – 5 entries, estimated value of £1,734

Expenses Reimbursed through payroll

Expenses are incurred by operational and support staff whilst on duty and paid for out of their own pocket and then subsequently reclaimed through the payroll system.

It is unusual at Staffordshire Fire for the senior team to reclaim expenses which the table below demonstrates. The expenses claimed by the Senior Team was £1,666 in 2025/26 (£193 in 2024/25). However, the Area Manager of Strategy & Intelligence incurred expenses of £1,602, which was fully refunded from Guernsey Fire & Rescue Service as part of the secondment agreement between SFRS and GFRS.

	Mileage £	Travel Fares £	Subsistence £	Car Parking £	TOTAL £
Chief Fire Officer					-
Deputy Chief Fire Officer					-
Assistant Chief Fire Officer				45	45
Director of Finance, Assets & Resources				19	19
Area Manager of Response					-
Area Manager of Prevent & Protect					-
Area Manager of Strategy & Intelligence		216	1,182	204	1,602
For The Year 2025/26	-	216	1,182	268	1,666
For The Year 2024/25	-	10	147	36	193

Total of expenses claimed by all employees is £70,000; 89% of which relates to mileage reimbursement.



Credit Card Expenditure

The Senior Management Team are allocated a corporate credit card. This is for exceptional use only and often is used to purchase items for the organisation and not for personal expenses. Across the organisation other budget managers are issued with a corporate credit card where their role permits. A credit card policy is strictly adhered to and monitored by the finance team.

The table below presents the card expenditure for 2025/26 for the Senior Management Team which amounts to £236 for direct expenses and £2,537 for organisational expenses.

	Chief Fire Officer £	Deputy Chief Fire Officer £	Assistant Chief Fire Officer £	Area Manager of Response £	Area Manager of Prevent & Protect £	TOTAL £
Travel, parking & subsistence	13	61		162		236
	13	61	-	162	-	236
Home from Hospital vehicle expenses					144	144
Prevent & Protect projects					227	227
Public Health England partnership					1,176	1,176
Safe & Sound Project					990	990
	-	-	-	-	2,537	2,537
For The Year of 2025/26	13	61	-	162	2,537	2,773

	Chief Fire Officer £	Deputy Chief Fire Officer £	Assistant Chief Fire Officer £	Area Manager of Response £	Area Manager of Prevent & Protect £	TOTAL £
Travel, parking & subsistence	403	1,180		32	97	1,712
NFCC conference		300		600		900
	403	1,480	-	632	97	2,612
Home from Hospital vehicle expenses					130	130
Team member training expenses					1,243	1,243
kitchen oven purchased		6,233				6,233
	-	6,233	-	-	1,373	7,606
For The Year of 2024/25	403	7,713	-	632	1,470	10,218

Note:

the Area Manager of Strategy and Intelligence – no card issued

the Director of Finance – no card issued

Gifts and Hospitality

In November 2024 the on-line gifts and hospitality register was implemented to enable a centrally based easy access register for all. This has greatly improved the efficiency of registering and monitoring this type of transaction.

In addition, in January 2025 the Gifts & hospitality policy was updated after a review and consultation period. The most significant amendment was the threshold being increased to £50.



During the year there has been 5 recorded gifts across the Service with an estimated value of £1,734.

The gifts were as follows:

- A memorial bench gifted by a fire-fighter’s family, who passed away the previous year;
- Churchill China donated crockery for a fire station’s community space;
- the local chaplain offered hampers of biscuits and chocolates for the crew;
- multiple contributors from the local community in Tutbury gifted raffle prizes (including coffee machine, sports tickets, shopping vouchers etc) in aid of the Tutbury’s 60th Anniversary open day – all monies donated to the Fire Fighter Charity
- Abbots Bromley fire station was nominated by a member of the local Community First Responders for the gifting of one of three 'Pamper' Hampers being allocated to members of the Fire & Rescue Sector nationally by the Blue Light Card organisation to recognise the work Firefighters do; this was aligned to the National Firefighter Memorial Day. Blue Light Card subsequently allocated one of the hampers to the crew at Abbots Bromley.

The accompanying card from Blue Light Card reads:

“We really value the work you do in your village to keep everyone safe and assist other crews. We also heard from your nominator Holly, that you're empowering and developing more female Firefighters too.”

Risk Impact: reference Strategic Risks this paper mitigates

n/a

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

n/a

Report Progress: Governance Process - Boards/Meetings (titles and dates):

n/a

Actions and Recommendations:

For information only



Committee actions required : Choose an item.