



STAFFORDSHIRE  
**POLICE**

# FINANCE & COMMERCIAL SERVICES DEPARTMENT

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Item No. 11

## **ETHICS, TRANSPARENCY AND AUDIT PANEL – 26 July 2022**

### **Report on Expenses, Gifts and Hospitality** Chief Finance Officer and Section 151 Officer

1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022

#### **1. Introduction**

- 1.1 The Ethics, Transparency, Audit Panel has requested that details of the expenses, gifts and hospitality relating to the Chief Constable, the Executive Team and the Senior Management of Staffordshire Police are reported for the relevant period.
- 1.2 This report sets out the expenses paid on behalf of Chief Constable, the Executive Team and the Senior Management of Staffordshire Police for the period April 2021 until March 2022.
- 1.3 This expenditure is incurred in three ways:
  - through use of a company credit card that is allocated to the individual;
  - “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 Agiito contract and paid by invoice.
- 1.4 Details of the Gifts and Hospitality registered during the period are also reported.

## **2. Credit Card Expenditure**

- 2.1 The Chief Constable and the Executive Team are 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 A number of other Police Staff employees are also allocated VISA cards and these are mainly used for the purchase of goods or services for the Force in cases where it is neither possible nor practical to follow the usual procurement processes. In order to be transparent about this activity, for completeness, this analysis is also included in the report.
- 2.3 Details of the expenditure incurred by each of the VISA card holders for the period April 2021 to March 2022 are set out in Appendix 1.

## **3. Expenses Reimbursed through the Payroll**

- 3.1 Expenses are incurred by Police Officers and Staff whilst they are on Force 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 Chief Constable, the Executive Team and the Senior Management of Staffordshire Police Force for the period April 2021 to March 2022 are set out in Appendix 2.
- 3.3 The majority of the expenditure for each period covered relates to claims for mileage reimbursement.

## **4. Travel and Accommodation Invoices**

- 4.1 Travel and Accommodation bookings are made directly through Agiito online by Police Officers and Staff. These are either paid for by credit card (included in the figures in Appendix 1) or are invoiced by the provider of these services which are paid through the usual invoices processing route.
- 4.2 Details of the Travel and Accommodation expenses that have been incurred by the Chief Constable, the Executive Team and the Senior Management of Staffordshire Police for the period April 2021 to March 2022 are set out in Appendix 3.

## **5. Gifts and Hospitality**

- 5.1 The Chief Constable 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 a Police Officer or Police Staff employee shall be declared in a Register of Interests.
- 5.2 There have been no entries made in the Register by the Chief Constable, the Executive Team and the Senior Management of Staffordshire Police for the period April 2021 to March 2022

## **6. Recommendation**

- 6.1 That the report be received.

John Bloomer

Chief Finance Officer and Section 151 Officer



## Appendix 1 Credit Card Expenditure April 2021 to March 2022

Not Protectively Marked

Spend Type	Chief Constable	Finance	Investigations	IT	Media	Operational Support	Procurement	Transport	Grand Total
Advertising Vacancies					400.00				400.00
Agency Staff							960.00		960.00
Airwave Charges								51.74	51.74
Bicycles & Equipment							559.98		559.98
Conference Fees		1344.17					1030.79		2374.96
Custody Clothing/Bedding/Toiletries							293.95		293.95
Custody Consumables							106.59		106.59
Custody Meals						56.68	386.95		443.63
Dog Food & Consumables							174.17		174.17
Employee Subsistence	78.90	591.24	397.50			46.04			1113.68
Employee Travel - Fares	129.47		22.00						151.47
Equipment In Vehicles Purchase							99.13		99.13
Excise Licences								9930.50	9930.50
Expert Witnesses & Reports							891.10		891.10
External Training							3944.10	300.00	4244.10
Firearms Repairs							34.73		34.73
Forensic Consumables (Traditional)							141.50		141.50
Forensic Equipment Purchase							334.86		334.86
General Vehicle Hire								33.99	33.99
Health Surveillance Consumable							6642.53		6642.53
Home Office It Agreements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hospitality - Non Operational	18.25		4.35				276.70		299.30
Hotel & Accommodation Costs	331.60	1104.60					1688.89		3125.09
It Consumables				1066.94					1066.94
It Peripherals				100.47			5.82		106.29
It Software Initial Purchase				26.88					26.88
It Software Renewal				3304.70			425.93		3730.63
Journals / Ref Books / Publications							708.96		708.96
Late Payment Charges							203.94		203.94
Office Equipment Maintenance							207.50		207.50
Office Furniture / Equipment Purchase							500.32		500.32
Office Supplies							3196.27		3196.27
Operational Equipment		3950.09					5437.05		9387.14
Operational Equipment Hire		572.82							572.82
Operational Equipment Purchases		599.36							599.36
Operational Professional Fees							94.96		94.96
Ops & Testing Equipment Purchases							699.79		699.79
Ops Audio / Visual Consumables							29.98		29.98
Ops Audio / Visual Equipment Maintenance		120.00							120.00
Ops Audio / Visual Equipment Purchase							690.60		690.60
Other Media & Marketing Cost					8742.78		442.24		9185.02
Parking & Toll Charges	45.41		16.00				118.00	43.60	223.01
Petrol & Oil								221.34	221.34
Postal & Carrier Charges		7186.17							7186.17
Printer Consumables							497.33		497.33
Quality Stds Forensics							2304.42		2304.42
Redundancy + Compensation								0.00	0.00
Refreshments - Operational		256.07	74.14						330.21
Relocation Expenses							1021.00		1021.00
Room Hire							-116.55		-116.55
Service & Repair Consumables								800.50	800.50
Service & Repair Costs								170.00	170.00
Stationery							1350.35		1350.35
Subscriptions & Levies				7.99			3714.37		3722.36
Surveillance Equipment Purchases						1253.06	1081.38		2334.44
Taxable Expenses							175.00		175.00
Training Consumables		85.77					567.86		653.63
<b>Grand Total</b>	<b>603.63</b>	<b>15810.29</b>	<b>513.99</b>	<b>4506.98</b>	<b>9142.78</b>	<b>1355.78</b>	<b>40922.49</b>	<b>11551.67</b>	<b>84407.61</b>



## Appendix 2 Expenses Claimed Through Payroll April 2021 to March 2022 Not Protectively Marked

Row Labels	Casual & Essential Miles	Travel Fares	Subsistence	Car Parking & Toll	Prof Subs	Out of Pocket Expenses	Grand Total
Chief Constable							0.00
Deputy Chief Constable				20.00			20.00
Assistant Chief Constable	1701.90		59.30				1761.20
Chief Superintendent	4769.10	18.10	680.99	105.20		13.50	5586.89
Superintendent	2770.20	81.35	22.36	71.00			2944.91
Director Of People & Resources	39.60				216.00		255.60
Grade M	174.15	4.80		53.10	343.50		575.55
Grade L	899.06			15.40	294.00		1208.46
Grade K	370.94	2036.84	23.30	244.20	486.00	277.51	3438.79
Grade J	76.50	30.40		22.00	780.20	46.70	955.80
<b>Grand Total</b>	<b>10801.45</b>	<b>2171.49</b>	<b>785.95</b>	<b>530.90</b>	<b>2119.70</b>	<b>337.71</b>	<b>16727.20</b>



## Appendix 3: Travel & Accommodation April 2021 to March 2022

Not Protectively Marked

	No. of journeys	Rail	Accommodation	Total
Chief Constable	7	225.00	80.00	305.00
Deputy Chief Constable	24	1080.15	808.86	1889.01
Assistant Chief Constable			330.29	330.29
Assistant Chief Constable			84.44	84.44
Chief Superintendent	18	683.40	424.52	1107.92
Superintendent	3	43.30	224.00	267.30
Director of People & Reso	1	19.60		19.60
Grade M	5	570.25		570.25
Grade L	4	128.20		128.20
Grade K	25	1490.00	98.29	1588.29
Grade J	2	102.90		102.90
<b>Grand Total</b>	<b>89</b>	<b>4342.80</b>	<b>2050.40</b>	<b>6393.20</b>

