

## ETHICS, TRANSPARENCY AND AUDIT PANEL

### 31<sup>st</sup> October 2022

#### Report on Expenses, Credit Cards, Gifts and Hospitality for the period of 1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022

#### Introduction

The Ethics, Transparency and Audit Panel (ETAP) has requested that details of the expenses and credit card relating to the Senior Managers' Team are reported. For the purpose of this report we have assumed that Group Managers' and above be included as Senior Managers.

In addition, ETAP have requested that all gifts and hospitality offered also be reported on an annual basis.

This report sets out the expense paid and gifts & hospitality offered for the period of April 2021 until March 2022.

#### Expenses Reimbursed through payroll

Expenses are incurred by operational and support staff whilst they are 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; in fact as the table below demonstrates only £138 of the £61,000 annual spent in 2021/22 relates to the Senior Team.

	Mileage	Travel Fares	Subsistence	Car Parking	Out of Pocket Expenses	TOTAL
	£	£	£	£	£	£
Chief Finance Officer	-	-	-	-	-	-
Deputy Chief Finance Officer	-	-	-	-	-	-
Director of Prevent & Protect	-	-	-	-	-	-
Director of Response	-	-	-	-	-	-
Director of Finance, Asset & Resources	70	17	-	2	-	90
Group Managers	-	-	-	-	48	48
	<b>70</b>	<b>17</b>	<b>-</b>	<b>2</b>	<b>48</b>	<b>138</b>

Total of expenses claimed by all employees is £61,000; 93% of which relates to mileage reimbursement. For information, in Appendix 1, there is a full table of expenses analysed by role.

#### 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 2021/22 for the Senior Management Team.

	CFO	DCFO	Director of Prevent & Protect	Director of Response	Grand Total
	£	£	£	£	£
20 years service gift cards	-	-	1,800	-	1,800
DBS checks	350	-	-	-	350
subsistence, travel, parking	191	208	107	8	487
wellbeing - purchase of scales	-	-	2,399	-	2,399
wellbeing - gym equipment	-	-	2,894	-	2,894
wellbeing - eye care vouchers for staff	340	-	-	-	340
	881	208	7,200	8	8,297

## Gifts and Hospitality

There are four gifts and hospitality registers across the Service; headquarters and one per Service Delivery Group. The registers are administered by the Business Support Administrators and monitored by the Deputy Chief Finance Officer.

The gifts and hospitality policy was recently updated. The Service does not receive a huge amount of gifts and hospitality but the table below reports on the entries for 2021/22.

During the year the Service has received the following that are categorised as gifts or hospitality. Four were accepted and one refused. The details are below.

Number	Date	Role of individual gift offered to	Location	Person or organisation offering the gift/ hospitality	Brief detail of gift/ hospitality	estimated value	Accepted - A or Refused - R	Rationale for decision
HQ 44	05-Apr-22	Home Safety Mgr	HQ	Keele University FIRESIDE Project	Amazon Voucher	£ 30.00	R	Politely refused and thanked them.
HQ 45	22-Jul-22	CFO & AM	HQ	Chairman Ben Robinson	Lunch	£ 25.00	A	Discussions took place over lunch so he kindly provided lunch
HQ 46	04-Aug-22	Area Mgr	HQ	consultant working with the NFCC Fire investigation standards	Lunch	£ 50.00	A	The meeting was for the whole day in Welshpool so they provided lunch
ESDG 1	12-Apr-21	All	Burton	Project D	boxes of donuts	£ 50.00	A	Boxes of donuts offered as a thank you for Emergency Services throughout the pandemic
ESDG 2	09-Nov-21	All	Lichfield	Burger King	vouchers for a sing	£ 50.00	A	this was a thank you from Burger King for the hard work of the firefighters over the bonfire weekend.

## Recommendation

This report is for information only.

David Greensmith  
 Director of Finance / S151 Officer  
 11<sup>th</sup> October 2022

Appendix 1

**Total of expenses claimed by all employees for 2021/22.**

<b>All Expenses claimed 2021/22</b>	<b>£</b>
<b>Group Manager and above:</b>	
DIRECTOR	90
GROUP MANAGER	48
	<b>138</b>
<b>Operational:</b>	
STATION MANAGER	90
WATCH MANAGER	5,750
CREW MANAGER	7,625
FF	23,246
L&D - TRAINERS	1,417
ELS	4
	<b>38,131</b>
<b>Support:</b>	
BUSINESS SUPPORT TEAM	2,144
COMMUNITY SAFETY OFFICER	4,059
CORPORATE SAFETY MANAGER	25
EQUALITY & DIVERSITY MANAGER	507
FIRE SAFETY ADVISOR/ FIRE INSPECT	3,753
HEALTH & SAFETY	2,147
ICT	1,539
PREVENTION TEAM	1,609
PRINCES TRUST	1,659
RETAINED SUPPORT OFFICER	5,177
SAFE & SOUND PROJECT	110
	<b>22,728</b>
<b>Grand Total</b>	<b>60,997</b>

Note, 93% of claims are for mileage