



## Staffordshire Commissioner's Office (SCO)

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Report to Ethics, Transparency and Audit Panel (ETAP)

Meeting 5 February 2020

Report on Expenses, Gifts and Hospitality

Director of Finance

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1 April 2019 – 30 September 2019

## **1. Introduction**

- 1.1 The Ethics, Transparency, Audit Panel 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 6 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:
  - Independent Custody Visitors (ICVs), Safer Neighbourhood Panels (SNPs) and Ethics, Transparency and Audit Panel (ETAP) members appointed by the SCO;
  - Police Misconduct Panels and Appeals Tribunals.
- 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 mileage reimbursement.

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

- 4.1 Travel and Accommodation bookings are made directly through CAPITA online by SCO staff. These are paid by invoice to the provider of these services.
- 4.2 Details of the Travel and Accommodation expenses that have been incurred by the SCO for the period are set out in Appendix 3.

### **5. Independent Custody Volunteers (ICVs)**

- 5.1 The SCO administers the Staffordshire Independent Custody Visitors Scheme (ICVs) that provides for the statutory inspection of detainees in custody facilities by volunteers. The SCO is responsible, through the Scheme Administrator, for the recruitment, training and re-accreditation of ICVs.
- 5.2 As at 30 September 2019 there were 23 active ICV's. There are 2 panel co-ordinators who claim an annual allowance at £20 per member of their panel. In addition, the co-ordinations and members claim their reasonable expenses incurred in the running of their respective panel's.
- 5.3 The total cost for of ICVs for the period is £1893.02

### **6. Ethics, Transparency and Audit Panel (ETAP)**

- 6.1 As at the 30 September 2019 there were 13 members of ETAP. ETAP members seek to provide assurance to the Staffordshire Commissioner, the Chief Constable and Staffordshire Fire and Rescue around decisions, policies and processes

- 6.2 ETAP has agreed Terms of Reference which are revised annually and these include an extended remit to scrutinise various business activities to ensure transparency.
- 6.3 An allowance of £25.00 per hour is payable to members for their attendance at public ETAP meetings, Finance Panel meetings and for working on Thematic Reviews. In addition, an annual payment is made to the Chair of the panel of £1,500 and the Deputy Chairs are paid £500, this in recognition of their additional responsibilities.
- 6.4 Mileage is paid to 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.
- 6.5 The total cost of allowance and expenses in the period was £11,637.50

## **7. Safer Neighbourhood Panels (SNPs)**

- 7.1 As at 30 September 2019, there were 106 members of the SNPs.
- 7.2 From the 1 April 2019, the administration of the panels transferred from the local authority to the Governance and Assurance Team in the SCO.
- 7.3 Mileage is paid to members at a rate of 0.45p per mile and this is reimbursed through the SCO.
- 7.4 The total cost of expenses paid for the period was £ 394.02

## **8. Police Misconduct Panel/Police Appeals Tribunals**

- 8.1 The SCO is responsible for the maintaining a list of people to act as Legally Qualified Chairs and to act as Independent Persons, appointed to sit on Police Misconduct Panels.
- 8.2 Each Hearing Panel consists of three people: the Chair, a police officer of the rank of superintendent or above, and an independent person. These individuals are entitled to claim a daily fee and reasonable expenses.
- 8.3 During the period, there were one Police Misconduct Panels held at a cost of £ 506.01. Cases were conducted as Special Case Hearings.
- 8.4 The SCO is responsible for arranging Police Appeals Tribunal. These tribunals are held when an appeal is made following a Police Misconduct hearing or a Special Case Hearing.
- 8.5 There was one Police Appeals Tribunal held during the period, costs are currently outstanding for this case.

## **9. Gifts and Hospitality**

- 9.1 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.
- 9.2 Appendix 4 lists the entries made in the Register by the SCO for the period 1.

**10. Recommendation**

That the report be received.

David Greensmith  
Director of Finance

Contact Mrs Jean Cass  
Governance Lead

**SCO: Credit Card Expenditure April 2018 – September 2018**

Spend Type	Sum of Amount
Conference Fees	154.66
Donations Made	20.00
Employee Travel - Fares	36.10
External Training	353.34
Fire / Security Equipment Maintenance	13.71
General Vehicle Hire	81.94
Home Office Service Charges	-
Journals / Ref Books / Publications	35.77
Parking & Toll Charges	10.00
Subscriptions & Levies	31.20
Vat On Purchases	77.50
<b>Grand Total</b>	<b>814.22</b>

**SCO CREDIT CARD EXPENDITURE APRIL 2019 - SEPTEMBER 2019**

SPEND TYPE	OPCC
Conference Fees	100.00
Contributions To Partnerships	746.86
Employee Travel - Fares	32.40
Other Media & Marketing Cost	76.79
Parking & Toll Charges	30.00
Subscriptions & Levies	110.45
Vat On Purchases	43.45
	<b>1,139.95</b>

**SCO: Expenses Claimed through Payroll April 2018 – September 2018**

**Appendix 2**

Rank	Last Name	Initials	Employee Subsistence	Employee Essential Vehicle	Mileage	Parking & Toll Charges	Employee Travel - Fares	Total Amount
Police & Crime Commissioner	Ellis	M			493.20	17.26	107.19	617.65
Deputy PCC	Arnold	S P	36.92		357.75	45.26	35.12	475.05
PCC Chief Exec	Dixon	G A		619.50	289.35	57.08	13.40	979.33
Grade L	Hammond	P			11.25	1.33		12.58
Grade L	Butler	R T	4.33		218.70	68.27	20.00	311.30
Grade K	Harris	S J			37.94			37.94
<b>Grand Total</b>			<b>41.25</b>	<b>619.50</b>	<b>1,408.19</b>	<b>189.20</b>	<b>175.71</b>	<b>2,433.85</b>

**SCO: Expenses Claimed through Payroll April 2019 – September 2019**

NAME	INITIAL	MILEAGE	EMPLOYEE CASUAL MILEAGE	EMPLOYEE SUBSISTENCE	EMPLOYEE TRAVEL FARES	PARKING & TOLL CHARGES	TELEPHONE CALL CHARGES	GRAND TOTAL
Arnold	S P	253.35		13.33	51.54	22.17		340.39
Battams	R		146.25	10.47				156.72
Butler	R T		111.60		4.80	47.09		163.49
Dixon	G A	257.40			24.13	52.17		333.70
Ellis	M	293.85			26.20	3.92	122.35	446.32
Farrar	V A	314.55						314.55
Hammond	P					46.76		46.76
Harris	S J		122.41			13.17	53.88	189.46
		<b>1,119.15</b>	<b>380.26</b>	<b>23.80</b>	<b>106.67</b>	<b>185.28</b>	<b>176.23</b>	<b>1,991.39</b>

### Appendix 3

#### SCO: Senior Officer Travel & Accommodation April 2018 – September 2018

Rank	Last Name	Initials	Hotel	Car Hire	Car Parking	Overseas Air	UK Air	UK Rail	Grand Total	Rail Journeys
Police & Crime Commissioner	Ellis	M	387.79					850.20	1,237.99	39
Deputy PCC	Arnold	S P						255.00	255.00	12
PCC Chief Exec	Dixon	G A						969.00	969.00	12
Grade L	Butler	R T						484.60	484.60	9
Grade L	Hammond	P						214.70	214.70	2
Grade K	Harris	S J						100.20	100.20	5
Grade J	Farrar	V A						-	-	-
<b>Grand Total</b>			<b>387.79</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,873.70</b>	<b>3,261.49</b>	<b>79</b>

For completeness – paid through Capita

Interim Director of Finance J Heppel

65.70

65.70

2

#### SCO: Senior Officer Travel & Accommodation April 2019 – September 2019

INITIALS	NAME	RANK	HOTEL	CAR PARKING	OVERSEAS AIR	UK AIR	UK RAIL	Grand Total
M	Ellis	Police & Crime Commissioner	551.65				1,090.90	1,642.55
G A	Dixon	PCC Chief Exec					460.80	460.80
S P	Arnold	Deputy Police & Crime Commissioner	231.2				259.80	491.00
R	Battams	Grade L	51.25					51.25
R T	Butler	Grade L					164.80	164.80
P	Hammond	Grade L	61.68				60.00	121.68
V A	Farrar	Grade J					53.70	53.70
S J	Harris	Grade K					65.00	65.00
	<b>Grand Total</b>		<b>895.78</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,155.00</b>	<b>3,050.78</b>



## Appendix 4

### Sue Arnold - Deputy Staffordshire Commissioner

Date	Item (include value if known)	Status
08.04.2019	Refreshments at the Your Body, Your Rules Soroptimist presentation	Accepted
18.04.2019	3 Course Lunch at Newcastle Rural Conservatives Association	Accepted
24.04.2019	Lunch at the Cyber UK Conference	Accepted
25.04.2019	Lunch at the Cyber UK Conference	Accepted
22.05.2018	Afternoon Tea at the Celebration of the Volunteer Police Cadets event	Accepted
29.05.2019	Drinks at the NFU Drinks Reception	Declined
07.06.2019	Drinks & Canapes at the Mayoral Drinks Party	Declined
19.06.2019	Buffet Lunch at the Tackling Domestic Abuse and Violence Conference	Accepted
27.06.2019	Buffet Lunch at the Tackling Fraud in Public Sector Conference	Accepted
14.09.2019	Refreshments at Lichfield City Council Dr Samuel Johnson Birthday Celebrations	Declined
18.09.2019	Refreshments at the Street Aid Celebration event	Accepted
19.09.2019	Lunch & refreshments at the Diversity in the Police Conference	Accepted
26.09.2019	Dinner at the Burton Albion Community Trust Awards	Accepted

## Matthew Ellis - Staffordshire Commissioner

Date	Item (include value if known)	Status
02.04.2019	Complimentary tickets, drinks & canapes at the Regent Theatre Sponsorship Event	Declined
09.04.2019	Complimentary tickets and refreshments at the New Vic Theatre	Declined
21.04.2019	Refreshments at the Clifton Campville Thanksgiving Festival	Accepted
27.04.2019	Lunch at the wedding of Abdaal Hussain and Anilah Nusrat	Declined
02.05.2019	Buffet at the Stafford Street Pastors 10th Anniversary	Accepted
05.05.2019	Afternoon Tea at the Burntwood Town Council Chairman's Afternoon tea	Declined
10.05.2019	Complimentary ticket to the AEDdonate Annual Charity Ball (£60 )	Declined
14.05.2019	Lunch at the Launch of the Annual National Strategic Assessment	Declined
16.05.2019	Refreshments at the VIP Launch of the Caudwell International Children's Centre and Autism Service	Declined
21.05.2019	Buffet Lunch at the APCC Policy Deep Dive	Accepted
22.05.2019	Lunch at the APCC General Meeting	Accepted
23.05.2019	Canapes & 3 course meal at the Lord Mayors Inaugural Dinner	Declined
24.05.2019	Complimentary Tickets & Refreshments at the Realise Charity Ball	Declined
29.05.2019	Drinks at the NFU Drinks Reception	Declined
07.06.2019	Drinks & Canapes at the Mayoral Drinks Party	Declined
12.06.2019	Refreshments at the official opening of the Wolseley Visitor Centre	Declined
16.06.2019	Buffet Lunch at the Staffordshire County Council Chairman's Civic Service	Declined
20.06.2019	Buffet lunch at the Northern Police Charities Annual General Council Meeting	Declined
28.06.2019	Lunch at the Staffordshire & Stoke-on-Trent School Games Summer Festival 2019	Declined
29.06.2019	Refreshments & Canapes at the Lichfield Cathedral School Speech Day	Declined
01.07.2019	Lunch at the West Midlands Region NPCC Specialist Capabilities workshop	Accepted

## Matthew Ellis - Staffordshire Commissioner

Date	Item (include value if known)	Status
03.07.2019	Drinks Reception at Brake's Annual Reception	Declined
07.07.2019	Lunch at South Staffordshire Civic Sunday	Declined
15.07.2019	Lunch at the Keele University Summer Ceremonies	Declined
23.07.2019	Refreshments at the APCC Media Drinks Reception	Declined
24.07.2019	Lunch at the APCC Annual General Meeting	Accepted
24.07.2019	Lunch at the German War Graves Wreath Laying & Service of Remembrance	Declined
25.07.2019	Refreshments at the German War Graves Delegation Friendship Evening	Declined
28.07.2019	Lunch at the COPS Annual Service of remembrance	Declined
21.08.2019	Refreshments at the Prince's Trust Stafford Team 15's End of Programme Celebrations	Accepted
27.08.2019	Refreshments at the 4UPROGRESS Care leavers Talk Event	Declined
04.09.2019	Buffet at the Citizens Advice 80th Anniversary celebrations	Declined
12.09.2019	Buffet at the Specialist Capabilities Programme Workshop	Accepted
13.09.2019	refreshments at the St Marks Winhill Civic Service	Declined
14.09.2019	Buffet at the Staffordshire Scouts AGM	Declined
14.09.2019	Refreshments at Lichfield City Council Dr Samuel Johnson Birthday Celebrations	Declined
16.09.2019	Lunch and Refreshments at the HMICFRS event	Accepted
17.09.2019	Refreshments at the Rise Launch event	Accepted
19.09.2019	Refreshments at the Live at Home Birthday celebration	Declined
19.09.2019	Refreshments at the Stafford and Rural Homes Annual Meeting	Declined
29.09.2019	Refreshments at the Lichfield District Council Chairman's Civic Service	Declined