



**STAFFORDSHIRE
POLICE**

FINANCE & COMMERCIAL SERVICES DEPARTMENT

Item No. 5

**ETHICS, TRANSPARENCY AND AUDIT PANEL –
Wednesday 5 February 2020
Report on Expenses, Gifts and Hospitality
Chief Finance Officer and Section 151 Officer**

1st April 2019 – 30th September 2019

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 every 6 months.
- 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 2019 to September 2019; including comparative information for the same period in 2018/19.
- 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 CAPITA 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 2019 to September 2019 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 2019 to September 2019 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 CAPITA 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 2019 to September 2019 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 Appendix 4 lists the entries made in the Register by the Chief Constable, the Executive Team and the Senior Management of Staffordshire Police for the period April 2019 to September 2019.

6. Recommendation

- 6.1 That the report be received.

John Bloomer

Chief Finance Officer and Section 151 Officer



Appendix 1.1: Credit Card Expenditure April 2018 – September 2018
Not Protectively Marked

Spend Type	Chief Constable	Investigative Services	Media	Procurement	Transport	Total
Conference Fees				55.9		55.90
Crime Reduction Purchases				98.7		98.70
Employee Travel - Fares	41.12			0.0		41.12
Excise Licences				0.0	6,760.80	6,760.80
External Training				590.0		590.00
Forensic Analysis				218.8		218.83
General Vehicle Hire				0.0	186.38	186.38
Home Office Service Charges				0.0		
Hotel & Accommodation Costs				0.0		
Journals / Ref Books / Publications				54.0		53.99
Medical Examinations & Reports				425.0		425.00
Mobile Phones				110.0		109.95
Office Supplies				345.8		345.84
Operational Equipment		29.00		20.0		48.96
Operational Professional Fees				35.0		35.00
Ops & Testing Equipment Purchases				33.3		33.30
Other Media & Marketing Cost		36.63	381.34	0.0		417.97
Parking & Toll Charges	138.65			0.0	198.00	336.65
Petrol & Oil				0.0	305.47	305.47
Printer Consumables				24.0		23.97
Quality Stds Forensics				387.4		387.43
Refreshments - Operational		127.32		0.0		127.32
Service & Repair Consumables				0.0	355.00	355.00
Stationery				284.7		284.70
Subscriptions & Levies				776.8		776.80
Surveillance Equipment Purchases				20.9		20.85
Vat On Purchases	24.05	12.03	37.80	212.7	584.61	871.22
Workshop Equipment & Purchases				0.0	1,518.02	1,518.02
	203.82	204.98	419.14	3,693.0	9,908.28	14,429.17



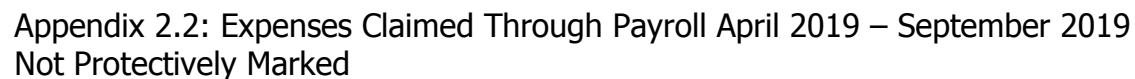
Appendix 1.2: Credit Card Expenditure April 2019 – September 2019
Not Protectively Marked

Spend Type	Chief Constable	Investigative Services	Media	Procurement	Transport	Finance	Total
Conference Fees							
Contributions To Partnerships							
Crime Reduction Purchases				33.00			33.00
Employee Travel - Fares	71.58					4.80	76.38
Excise Licences					6,153.50		6,153.50
External Training					264.79		264.79
Firearms Purchases				74.98			74.98
Forensic Analysis				675.87			675.87
Home Office Service Charges							
Hospitality - Non Operational	51.96	298.61		126.99		60.00	537.56
Hotel & Accommodation Costs				250.92			250.92
Office Supplies				218.54			218.54
Operational Equipment				497.69			497.69
Operational Professional Fees				130.00			130.00
Ops Audio / Visual Equipment Purchase				1,447.62			1,447.62
Other Media & Marketing Cost			822.48	408.00			1,230.48
Parking & Toll Charges	83.33	43.40			30.00	25.00	181.73
Petrol & Oil	101.03				321.77		422.80
Reactive Maintenance						145.80	145.80
Refreshments - Operational		126.01					126.01
Service & Repair Consumables					1,873.63		1,873.63
Subscriptions & Levies				114.00			114.00
Workshop Equipment Maintenance					1,855.99		1,855.99
Vat On Purchases	33.42	12.47		511.10	296.99	29.15	883.13
	341.32	480.49	822.48	4,488.71	10,796.67	264.75	17,194.42



Appendix 2.1: Expenses Claimed Through Payroll April 2018 – September 2018 Not Protectively Marked

Rank	Last Name	Initials	Casual & Essential Mileage	Subsistence	Travel - fares	Parking & Toll	Private Phone & Copier	Prof Subs	Other out of Pocket Expenses	Grand Total
Chief Constable	Morgan	G C	295.17				- 231.00			64.17
Deputy Chief Constable	Baker	N W	216.06		25.40	93.00	- 231.00			103.46
Assistant Chief Constable	Barnett	E M	167.96			46.80	- 351.00			- 136.24
Chief Superintendent	Jones	W R	1,019.70			10.30				1,030.00
	Moore	J R	715.50			45.70				761.20
	Oomer	J R	454.95	15.92	54.90	48.00			22.99	596.76
	Sharrard-Williams	E L	344.25	44.96	13.40	12.00	- 30.00			384.61
	Tweats	S M	755.10		70.60					825.70
Superintendent	Brereton	M A	307.80			5.90				313.70
	Duffy	S J	1,144.72	289.37	24.50	121.61	- 1.00			1,579.20
	Fields	R A L	197.55		19.00					216.55
	Jones	S M		172.77		62.90				235.67
	Mattinson	C H	348.75							348.75
	Mattinson	J C	572.54		13.10	45.20				630.84
	Morrey	S P	92.39							92.39
	O'Toole	J M	342.00	7.72		25.73	- 4.00			371.45
	Ratcliffe	C D	283.05	5.29	12.50	17.50				318.34
Director of People & Resources	Kenny	J	173.70		109.50	100.50	- 231.00			152.70
Grade L	Bloomer	J W	251.57		14.50	52.50		232.50		551.07
	Coombe	C	52.20		12.00	12.00		180.00		256.20
Grade K	Ball	S R		58.19		11.00				69.19
	Beckwith	J S	1,089.64		24.80	116.80				1,231.24
	Benbow	L J	132.30	6.79		25.80				164.89
	Read	G D	217.98			16.00				233.98
Grade J	Morgan-Jones	L	202.95		36.90	103.30				343.15
	Ross	P N J	305.10		26.30	30.90				362.30
Total			9,682.93	601.01	457.40	1,003.44	-1,079.00	412.50	22.99	11,101.27

* Accommodation Allowance



Appendix 3.1: Senior Staff Travel & Accommodation April 2018 – September 2018 Not Protectively Marked

Rank	Last Name	Initials	Car Hire	Car Parking	Hotel	Overseas Air	UK Air	UK Rail	Grand Total	Rail Journeys
Chief Constable	Morgan	G						1,075.10	1,075.10	12
Chief Constable Total			0	0	0	0	0	1,075.10	1,075.10	12
Deputy Chief Constable	Baker	N W						82.60	82.60	8
Deputy Chief Constable Total			0	0	0	0	0	82.60	82.60	8
Assistant Chief Constable	Barnett	E E		42.49			132.49	369.10	544.08	6
	Sims	J E								0
Assistant Chief Constable Total			0	42.49	0	0	132.49	369.10	544.08	6
Chief Superintendent	Jones	W R								0
	Moore	J R						208.00	208.00	2
	Oomer	J R						121.80	121.80	2
	SharrardWilliams	E L						13.40	13.40	2
	Tweats	S M						17.80	17.80	2
Chief Superintendent Total			0	0	0	0	0	361.00	361.00	8
Superintendent	Brereton	M A								0
	Duffy	S J						15.80	15.80	2
	Fields	R A L					116.48	679.40	795.88	12
	Jones	S M								0
	Martin	T C			141.67		100.90		242.57	12
	Mattinson	C H					522.40		522.40	20
	Mattinson	J C					450.84		450.84	8
	Morrey	S P					121.80		121.80	2
	O'Toole	J M							-	0
	Ratcliffe	C D							-	0
Superintendent Total			0	0	141.67	0	1,312.42	695.20	2,149.29	56
Director Of People & Resources	Kenny	J		- 54.99				366.40	311.41	14
Director Of People & Resources Total			0	- 54.99	0	0	0	366.40	311.41	14
Grade L	Bloomer	J W						418.00	418.00	6
	Bollers	M R								0
	Coombe	C						285.60	285.60	12
Grade L Total			0	0	0	0	0	703.60	703.60	18
Grade K	Ball	S R			140.00			157.00	297.00	2
	Beckwith	J S						1,661.80	1,661.80	22
	Benbow	L J						423.50	423.50	4
	Read	G D								0
Grade K Total			0	0	140.00	0	0	2,242.30	2,382.30	28
Grade J	Acton	C E								0
	Hall	P A								0
	Hewett	S J								0
	Morgan-Jones	L								0
	Ross	P N J								0
	Smith	R P						51.20	51.20	2
	Wood	S E						336.10	336.10	4
Grade J Total			0	0	0	0	0	387.30	387.30	6
Grand Total			0	-13	282	0	1,445	6,283	7,997	156



Appendix 3.2: Senior Staff Travel & Accommodation April 2019 – September 2019

Not Protectively Marked

Rank	Last Name	Initials	Car Hire	Car Parking	Hotel	Overseas Air	UK Air	UK Rail	Grand Total	Rail Journeys
Chief Constable	Morgan	G		51.67	190.88			1,148.50	1,391.05	28
Chief Constable Total			0.00	51.67	190.88	0.00	0.00	1,148.50	1,391.05	28
Deputy Chief Constable	Baker	N W			66.67			1,113.20	1,179.87	26
Deputy Chief Constable Total			0.00	0.00	66.67	0.00	0.00	1,113.20	1,179.87	26
Assistant Chief Constable	Barnett	E E						207.00	207.00	6
	Sims	J E						240.05	240.05	5
Assistant Chief Constable Total			0.00	0.00	0.00	0.00	0.00	447.05	447.05	11
Chief Superintendent	Moore	J R			339.50			393.50	733.00	2
	Oomer	J R						136.40	136.40	1
Chief Superintendent Total			0.00	0.00	339.50	0.00	0.00	529.90	869.40	3
Superintendent	Duffy	P J			131.67			312.90	444.57	1
	Fields	R A L			241.66			400.70	642.36	3
	Mattinson	C H						75.50	75.50	6
	Mattinson	J C			65.50			214.20	279.70	3
	Brownsword	S J						45.20	45.20	1
Superintendent Total			0.00	0.00	438.83	0.00	0.00	1,048.50	1,487.33	14
Director Of People & Resources	Kenny	J			160.00			242.60	402.60	8
Director Of People & Resources Total			0.00	0.00	160.00	0.00	0.00	242.60	402.60	8
Grade L	Bloomer	J W						1,028.33	1,028.33	9
	Coombe	C						247.10	247.10	4
Grade L Total			0.00	0.00	0.00	0.00	0.00	1,275.43	1,275.43	13.00
Grade K	Beckwith	J S						1,913.30	1,913.30	15
	Benbow	L J						287.50	287.50	4
	Knight	P A						403.75	403.75	7
	Prescott	J E						2,485.85	2,485.85	44
Grade K Total			0.00	0.00	0.00	0.00	0.00	5,090.40	5,090.40	70
Grade J	Acton	C E						173.65	173.65	1
	Courtney	K						764.18	764.18	11
	Hewett	S J						65.40	65.40	2
	Holden	H						41.40	41.40	3
	Morgan-Jones	L						66.90	66.90	4
	Parsons	H L						711.90	711.90	6
	Wakefield	S						103.30	103.30	3
	Wood	S E			169.46		173.91	390.10	733.47	3
Grade J Total			0.00	0.00	169.46	0.00	173.91	2,316.83	2,660.20	33
Grand Total			0.00	51.67	1,365.34	0.00	173.91	13,212.41	14,803.33	206



Appendix 4.1: Schedule of Gifts, Gratuities & Hospitality April 2019 – September 2019 Not Protectively Marked

Name	Date	Value	Acceptance	Item
E Barnett	07/04/2018	30	Accepted	Staffordshire NARPO Annual Reunion Lunch
E Barnett	17/04/2018	N/K	Accepted	Invitation to Staffs Uni School of Law, Policing & Forensic Graduation Ceremony 12 July 2018
Nick Adderley	17/04/2018	N/K	Declined	Invitation to Staffs Uni School of Law, Policing & Forensic Graduation Ceremony 12 July 2018
N Baker	17/04/2018	N/K	Declined	Invitation to Staffs Uni School of Law, Policing & Forensic Graduation Ceremony 12 July 2018
J Kenny	17/04/2018	N/K	Declined	Invitation to Staffs Uni School of Law, Policing & Forensic Graduation Ceremony 12 July 2018
J Kenny	18/04/2018	N/K	Declined	KPMG Annual Defence Charity Dinner and Auction Invitation - 24 May 2018
G Morgan	21/04/2018	N/K	Declined	Civic Dinner at South Staffordshire Golf Club
N Baker	25/04/2018	N/K	Accepted	Dinner at The Moathouse with Al Potter to discuss Boeing contract
N Baker	28/04/2018	N/K	Accepted	Lunch and watch Burton Albion v Bolton at the invitation of Adam, Chair of Burton Albion
G Morgan	28/04/2018	N/K	Declined	Invitation to attend Cllr Ben Emery's Charity Ball
J Kenny	02/05/2018	N/K	Accepted	Attendance at Boeing Program Manager's Workshop in St Louis USA between 22-27 April 2018
G Morgan	03/05/2018	N/K	Accepted	Bible
E Barnett	16/05/2018	30	Accepted	Cross Calais Ballpoint Chrome Pen
J Kenny	17/05/2018	N/K	Declined	Graduation Dinner 9 July 2018
N Adderley	17/05/2018	N/K	Declined	Graduation Dinner 9 July 2018
N Baker	17/05/2018	N/K	Declined	Graduation Dinner 9 July 2018
N Baker	21/05/2018	N/K	Declined	DCGS and Commander Dinner 11th Signal and West Midlands Brigade 26th June 2018 Telford
J Bloomer	24/05/2018	N/K	Declined	On annual leave at time of event
G Morgan	24/05/2018	N/K	Declined	Invitation to attend KPMG Annual Defence Charity Dinner and Auction
G Morgan	30/05/2018	N/K	Accepted	Invitation to attend drinks reception at the National Farmers Union stand
N Adderley	01/06/2018	N/K	Accepted	Thursday 31 May 2018 hosted by Ducati UK at Silverstone Race Track supplied with a meal
N Baker	01/06/2018	N/K	Declined	Blue Light Innovation Summit 2018 Wednesday 27 June 08:30-13:00 New Scotland Yard
G Morgan	08/06/2018	N/K	Accepted	Chief and Mrs Morgan attended High Sheriffs Cocktail Party at Baden Hall
G Morgan	08/06/2018	N/K	Declined	Invitation to attend Arts and Design shows and a drinks/canapes reception
G Morgan	17/06/2018	N/K	Declined	Chairman of Staffs County Council invitation to attend Civic Service and luncheon
G Morgan	26/06/2018	N/K	Declined	Invitation to attend the Celebrating Science Event and VIP drinks reception
J Kenny	28/06/2018	N/K	Declined	techUK Annual Dinner 2018, 11th July 2018 Boeing
N Baker	29/06/2018	N/K	Declined	techUK Annual Dinner 2018, 11th July 2018 Boeing
G Morgan	01/07/2018	N/K	Declined	Invitation to Civic Service and Lunch at Acton Trussell Hotel
G Morgan	03/07/2018	N/K	Declined	Lord Mayor's Afternoon tea at the Upper House Hotel



Appendix 4.1: Schedule of Gifts, Gratuities & Hospitality April 2018 – September 2018 Not Protectively Marked

G Morgan	04/07/2018	N/K	Declined	Invite to attend induction of Rev'd Dr Rudd, light refreshments will be served
G Morgan	09/07/2018	N/K	Accepted	Invite from Chancellor of Staffordshire University to celebrate the graduate success 2018
G Morgan	12/07/2018	N/K	Declined	Invitation to attend Graduation Gala Dinner
G Morgan	13/07/2018	N/K	Declined	Invitation to attend the Royal International Air Tattoo
G Morgan	25/07/2018	N/K	Declined	Invite to attend lunch with the German War Graves Delegation
G Morgan	26/07/2018	N/K	Declined	Invite to join the German War Graves Delegation, Friendship evening for refreshments
G Morgan	28/07/2018	N/K	Declined	Invite to attend Care of Police Survivors Dinner at Drayton Manor Hotel
G Morgan	04/08/2018	N/K	Declined	Invite to attend the Cross Laying Ceremony and attend for light refreshments
J Bloomer	22/08/2018	N/K	Declined	FT - Oracle 'Finance Transformation' Private Executive Dinner, October 3, London
G Morgan	06/09/2018	N/K	Declined	Invite to attend Beat Retreat & Cocktail Reception at Beacon Barracks
G Morgan	15/09/2018	N/K	Declined	Invite to join the Beaches, Battles and Bikes Finale Party for refreshments
G Morgan	16/09/2018	N/K	Declined	Invite to attend Battle of Britain Commemoration parade and refreshments
G Morgan	27/09/2018	N/K	Declined	Invite to attend the Sentinel Our Heroes Award Champagne Reception and Dinner



Appendix 4.1: Schedule of Gifts, Gratuities & Hospitality April 2019 – September 2019 Not Protectively Marked

Name	Date	Value	Acceptance	Item
G Morgan	06/04/2019	N/K	Accepted	NARPO Annual Reunion Lunch
G Morgan	23/04/2019	N/K	Declined	High Sheriff Invite to attend formal opening of the Trinity Term of the Stafford Crown Court & Lunch
G Morgan	04/05/2019	N/K	Accepted	Dave Beech Memorial Boxing Cup at Victoria Hall, Hanley
G Morgan	11/05/2019	N/K	Accepted	Tickets to attend the BPSO at the Royal Albert Hall
G Morgan	18/05/2019	N/K	Declined	SBC Invite to attend the Annual Council & Major Making Ceremony and refreshments
G Morgan	24/05/2019	N/K	Accepted	Invite to attend BPSO Proms Night
G Morgan	24/05/2019	N/K	Declined	Aspire housing Invite to attend Realise Charity Ball & dinner
J Kenny	31/05/2019	N/K	Declined	T20 Cricket Event 9 August 2019
J Kenny	04/06/2019	N/K	Declined	Staffordshire Uni - Chancellor's Dinner 8 July 2019
E Barnett	04/06/2019	N/K	Declined	Staffordshire Uni - Chancellor's Dinner 8 July 2019
J Sims	04/06/2019	N/K	Declined	Staffordshire Uni - Chancellor's Dinner 8 July 2019
G Morgan	04/06/2019	N/K	Declined	Staffordshire Uni - Chancellor's Dinner 8 July 2019