

## ETHICS, TRANSPARENCY AND AUDIT PANEL

### 26<sup>th</sup> September 2024

#### Report on Expenses, Credit Cards, Gifts and Hospitality for the period of 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024

#### Introduction

This report presents the annual update of the expenses and credit card usage relating to the Senior Managers' Team. For the purpose of this report we have assumed that Group Managers' and above are included as Senior Managers.

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

This report sets out the expense paid and gifts & hospitality offered for the period of April 2023 until March 2024.

#### Recommendation

This report is for information only.

#### 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 £495 in 2023/24 (£858 in 2022/23, excluding the relocation allowance for the ACFO).

	Mileage	Relocation Allowance	Travel Fares	Subsistence	Car Parking	Out of Pocket Expenses	TOTAL
	£	£	£	£	£	£	£
Chief Fire Officer							-
Deputy Chief Fire Officer			60				60
Assistant Chief Fire Officer			53				53
Director of Finance, Assets & Resources	324				13		337
Area Manager of Response							-
Area Manager of Prevent & Protect							-
Area Manager of Strategy & Intelligence			45				45
<b>For The Year 2023/24</b>	<b>324</b>	<b>-</b>	<b>158</b>	<b>-</b>	<b>13</b>	<b>-</b>	<b>495</b>
<b>For The Year 2022/23</b>	<b>115</b>	<b>4604</b>	<b>82</b>	<b>447</b>	<b>94</b>	<b>120</b>	<b>5462</b>

Total of expenses claimed by all employees is £72,000; 93% of which relates to mileage reimbursement. For information, in Appendix 2, 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 2023/24 for the Senior Management Team which amounts to £41, for car parking.

	Chief Fire Officer	Deputy Chief Fire Officer	Assistant Chief Fire Officer	Area Manager of Response	Area Manager of Prevent & Protect	TOTAL
	£	£	£	£	£	£
Travel, parking & subsistence	10	21			10	41
<b>For The Year of 2023/24</b>	<b>10</b>	<b>21</b>	<b>-</b>	<b>-</b>	<b>10</b>	<b>41</b>
	£	£	£	£	£	£
Long Service Award Vouchers	906					906
Travel, parking & subsistence	207	138			154	498
Team member training expenses					1,602	1,602
<b>For The Year of 2022/23</b>	<b>1,113</b>	<b>138</b>	<b>-</b>	<b>-</b>	<b>1,756</b>	<b>3,006</b>

Note:

Area Manager of Strategy and Intelligence – no card issued

2022/23 Team member training expenses – includes fire safety training and TAC Advisor training

## 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 Assistant Director of Finance.

The gifts and hospitality policy was updated November 2020. The Service does not receive a huge number of gifts and hospitality but the table below reports on the entries for 2023/24.

During the year the Service has received twenty-two offers of gifts or hospitality, all of which were accepted. The extract from the gifts and hospitality register is presented in Appendix 1.

The number of gifts on the register in 2023/24 is driven by a series of activities that Business Support Managers have proactively approached organisation for materials or donations. For example, a number of well-being projects have been progressed building raised beds and planters at fire stations to encourage staff to plant up areas. Other gifts have been donated to be used as prizes for the FF Charity raffles at the Fire Open Days. The Station Chaplain regularly brings biscuits to all stations on his visits which are recorded. In addition, a generous donation was received in February 2024 of a John Preston Raizer Lift for use across the service.

David Greensmith  
 Director of Finance / S151 Officer  
 19<sup>TH</sup> September 2024

# Appendix 1

GIFTS AND HOSPITALITY REGISTER 1st April 2023 - 31st March 2024

ESDG nil return  
NSDG nil return

Number	Date	Gift/hospitality recipient	Person or organisation offering the gift/ hospitality	Brief detail of gift/ hospitality	estimated value	Accepted or Refused	Rationale for decision
WSDG 10	Apr-23	Station Manager	Stan Robinson Stafford Ltd	Palletts	£ 150	A	Gifted to the Station to support the construction of a tunnel to enable crews to carry out on site confined spaces training. Company wanted to support their local fire station
WSDG 11	Apr-23	Station Manager	Walker Timber Engineering	Timber Studs	£ 200	A	Gifted to the Station to support the construction of a tunnel to enable crews to carry out on site confined spaces training. Company wanted to support their local fire station
WSDG 12	Apr-23	Station Manager	Getley Kitchens and Bedrooms	Sheet Materials	£ 80	A	Gifted to the Station to support the construction of a tunnel to enable crews to carry out on site confined spaces training. Company wanted to support their local fire station
WSDG 13	Apr-23	Bus Support Manager	Member of the Public & Julie the Cleaner	Yoghurts	£ 80	A	On the first Wednesday of the Month a member of the public called to the Station and gifted the personnel boxes of Chocolate Mousse. It became apparent that the Cleaner also did this. Some were gifted to the students on our PT programmed. Other shared amongst Fire and Rescue Personnel. It appears that these now are being gifted every Wednesday and so far have been accepted.
WSDG 14	May-23	Bus Support Manager	Member of the Public & Julie the Cleaner	Yoghurts	£ 60	A	On the first Wednesday of the Month a member of the public called to the Station and gifted the personnel boxes of Chocolate Mousse. It became apparent that the Cleaner also did this. Some were gifted to the students on our PT programmed. Other shared amongst Fire and Rescue Personnel. It appears that these now are being gifted every Wednesday and so far have been accepted.
WSDG 15	Jun-23	Bus Support Manager	Wickes	220 bedding plants / Solar Lights	£ 87	A	To support an internal 'Grow for Wellbeing' raising money for the Firefighters Charity.
WSDG 16	Jun-23	Bus Support Manager	Asda	Plants	£ 20	A	To support an internal 'Grow for Wellbeing' raising money for the Firefighters Charity.
WSDG 17	Jun-23	Bus Support Manager	Staffordshire Fruits	Fruit Basket	£ 15	A	To support an internal 'Grow for Wellbeing' raising money for the Firefighters Charity.
WSDG 18	Jun-23	Bus Support Manager	Julie the Cleaner	Yoghurts	£ 60	A	On the first Wednesday of the Month a member of the public called to the Station and gifted the personnel boxes of Chocolate Mouses. It became apparent that the Cleaner also did this. Some were gifted to the students on our PT programmed. Other shared amongst Fire and Rescue Personnel. It appears that these now are being gifted every Wednesday and so far have been accepted.
WSDG 19	Jun-23	Bus Support Manager	The Barnes Restaurant, Huntington	Vouchers for Restaurant	£ 100	A	Used as a raffle prize for Cannock Community Fire Station Open Day
WSDG 20	Jun-23	SM/ BSA	Variety of Organisation	Gifts / Vouchers	£ 250	A	Used as a raffle prize for Cannock Community Fire Station Open Day
WSDG 21	Jul-23	Station Manager	David Lawrence, Station Chaplain	A variety of Biscuits	£ 45	A	As part of his continued engagement with the Station David provide a bag of biscuits for each watch and Office personnel, he can not be discourage and it is something he likes to do in the way of thanks for what the service does for the community.
WSDG 22	Jul-23	Bus Support Manager	David Lawrence, Station Chaplain	A variety of Biscuits	£ 45	A	As part of his continued engagement with the Station David provide a bag of biscuits for each watch and Office personnel, he can not be discouraged and it is something he likes to do in the way of thanks for what the service does for the community.
WSDG 23	Oct-23	Bus Support Manager	Oakwood Prison	Planters	Approx £600	A	The DG worked in Partnership with Oakwood Prison to enhance our green spaces who made and gifted a number of planters
WSDG 24	Oct-23	Station Manager	David Lawrence, Station Chaplain	A variety of Biscuits	£ 45	A	As part of his continued engagement with the Station David provide a bag of biscuits for each watch and Office personnel, he can not be discourage and it is something he likes to do in the way of thanks for what the service does for the community.
WSDG 25	Oct-23	Bus Support Manager	David Lawrence, Station Chaplain	A variety of Biscuits	£ 45	A	As part of his continued engagement with the Station David provide a bag of biscuits for each watch and Office personnel, he can not be discouraged and it is something he likes to do in the way of thanks for what the service does for the community.
WSDG 26	Dec-23	Station Manager	David Lawrence, Station Chaplain	A variety of Biscuits	£ 45	A	As part of his continued engagement with the Station David provide a bag of biscuits for each watch and Office personnel, he can not be discourage and it is something he likes to do in the way of thanks for what the service does for the community.
WSDG 27	Jan-24	Bus Support Manager	David Lawrence, Station Chaplain	A variety of Biscuits	£ 45	A	As part of his continued engagement with the Station David provide a bag of biscuits for each watch and Office personnel, he can not be discouraged and it is something he likes to do in the way of thanks for what the service does for the community.
WSDG 28	Feb-24	Bus Support Manager	SCC Street Scene	12 60 Ltr Bags of Compost	Approx £84	A	In enhancing our green spaces at Cannock and Stafford, street scene gifted 12 bags of compost
HQ 50	May-23	Partnership & Intervention Mgr	Keele University	five £20 Amazon Gift Vouchers	£ 100	A	For taking part in the Fireside Project and to be given to the FF Charity
HQ 51	Jul-23	Head of ICT	E92plus	T-Shirt, Pen, Key Ring, Card Holder	£ 10	A	Gifts offered as a presentation was delayed, gifts distributed amongst the team as it wld have cost more to send them back
HQ 52	Feb-24	Service	Mr Paul Niblett	John Preston Raizer Lift	£2,000 approx	A	We used one to help his wife, he then purchased one, but she became too ill so donated to SFRS for use across the Service

Appendix 2

**Total of expenses claimed by all employees for 2023/24**

<b>All Expenses Claimed</b>	<b>2023/24</b>	<b>2022/23</b>
	£	£
<b>Group Manager and above:</b>		
DEPUTY CHIEF FIRE OFFICER	60	-
ASSISTANT CHIEF FIRE OFFICER	53	4,722
DIRECTOR	337	118
AREA MANAGER	45	622
GROUP MANAGER	-	376
	<b>495</b>	<b>5,838</b>
<b>Operational:</b>		
STATION MANAGER	170	146
WATCH MANAGER	4,864	6,125
CREW MANAGER	7,549	8,890
FIREFIGHTER	25,168	24,879
L&D - TRAINERS		1,181
	<b>37,751</b>	<b>41,220</b>
<b>Support:</b>		
BUSINESS SUPPORT TEAM	4,534	3,466
COMMUNITY SAFETY OFFICER	5,451	3,904
FIRE SAFETY INSPECTING OFFICER/ADVISOR	4,091	3,444
HEALTH & SAFETY TEAM	4,012	3,354
ICT TEAM	1,277	1,770
LEARNING & DEVELOPMENT TEAM	474	110
OTHER	3,350	1,481
PERFORMANCE & ASSURANCE	147	1,200
PREVENTION TEAM	2,510	1,460
PRINCES TRUST	1,468	2,018
RETAINED SUPPORT OFFICER	6,378	5,130
	<b>33,692</b>	<b>27,337</b>
<b>Total Expenses for the year</b>	<b>71,938</b>	<b>74,395</b>

**Note:**

£67,155 - for mileage claims (93%)