



Staffordshire Commissioner's Office (SCO)

Report to Ethics, Transparency and Audit Panel (ETAP)

Meeting 10 December 2018

Report on Expenses, Gifts and Hospitality

Interim Finance Director

1 April 2018 - 30 September 2018

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 SCO are reported for the relevant period every 6 months.
- 1.2 This report sets out the expenses paid on behalf of the PFCC, DPFCC & Senior Staff of the SCO for the period 1 April 2018 to 30 September 2018.
- 1.3 This expenditure is incurred in several 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 Other allowances and expenses are also reimbursed to:
 - Independent Custody Visitors (ICVs) 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 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 Details of the expenditure incurred by each of the VISA card holders for the period April 2018 to September 2018 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 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 April 2017 to March 2018 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 the year-end there were 40 active ICV's. There are 4 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 £2,307

6. Ethics, Transparency and Audit Panel (ETAP)

- 6.1 ETAP are an independent body of 10 members, as at 30 September 2018, who seek to provide assurance to the Police, Fire and Crime Commissioner and the Chief Constable around decisions, policies and processes.
- 6.2 ETAP has agreed Terms of Reference which are revised annually and these which includes 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, Audit Sub Group meetings and for working on Thematic Reviews. An addition, an annual payment is made to the Chair of the panel of £1500 and the Deputy Chairs are paid £750, 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 in the period was £ 13,952

7. Police Misconduct Panel

- 7.1 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.
- 7.2 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.
- 7.3 The total cost in the period was £4,746.50
- 7.4 The SCO is responsible for arranging Police Appeals Tribunals. These tribunals are held if an appeal is made following a Police Misconduct hearing. There was one tribunal process during this period.

8. Gifts and Hospitality

- 8.1 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.
- 8.2 Appendix 4 lists the entries made in the Register by the SCO, for the period April 2018 to September 2018.

9. Recommendation

That the report be received.

Jane Heppel
Interim Director of Finance

Contact Mrs Jean Cass
Governance Lead



Appendix 1.1: Credit Card Expenditure
1 April 2018 – 30 September 2018
Not Protectively Marked

PFCC: 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
Grand Total	814.22

Appendix 2.1 PCC, DPCC and Senior Staff expenses paid through the Payroll
1 April 2013- 30 September 2018
Not Protectively Marked

PFCC: Expenses Claimed through Payroll April 2018 – September 2018

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
Grand Total			41.25	619.50	1,408.19	189.20	175.71	2,433.85

Appendix 3.1: PFCC, DPFCC and Senior Staff Travel & Accommodation

1 Apr 2018 – 30 September 2018

Not Protectively Marked

PFCC: 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						-	-	-
Grand Total			387.79	0	0	0	0	2,873.70	3,261.49	79

For completeness – paid through Capita

Interim Director of Finance Heppel J

65.70 65.70 2

Appendix 4.1 Gifts and Hospitality Register

1 April 2018- 30 September 2018

Not Protectively Marked

Mrs Sue Arnold – Deputy Commissioner		
Date	Item	Status
06.04.2018	Buffet at the East Staffordshire Cadets Attestation	Accepted
10.04.2018	Buffet Lunch at the Safer Digital Britain Conference	Accepted
11.04.2018	Buffet Lunch at the Safer Digital Britain Conference	Accepted
11.04.2018	Dinner at the Safer Digital Britain Conference	Accepted
12.04.2018	Buffet Lunch at the Safer Digital Britain Conference	Accepted
22.05.2018	Afternoon Tea at the Celebration of the Volunteer Police Cadets event	Accepted
14.06.2018	Buffet at the Burton YMCA Celebration Evening	Accepted
2.07.2018	Refreshments and Buffet Lunch at the National Modern Slavery Partnership Conference	Accepted
28.07.2018	Afternoon Tea at the Mayoress at Home Event	Accepted
23.08.2018	Lunch at the Women in Policing Conference	Accepted
20.09.2018	Lunch - Baroness Newlove visit	Accepted
25.09.2018	Buffet Lunch - Cadets Event	Accepted
27.09.2018	3 Course Dinner at the Burton Albion Trust Awards	Accepted

Appendix 4.1 Gifts and Hospitality Register

1 April 2018- 30 September 2018

Not Protectively Marked

Mr Matthew Ellis – Staffordshire Commissioner		
Date	Item	Status
06.04.2018	Buffet at the East Staffordshire Cadets Attestation	Accepted
17.04.2018	Drinks & Canapes at The Chemistry Club's Digital & Tech Reception	Declined
17.04.2018	Lunch at the BASC & RSPCA Conference	Declined
20.04.2018	Breakfast at the Stoke-on-Trent Civic Prayer Breakfast	Declined
11.05.2018	2 Course lunch & coffee at Stone Conservative Association Patron's Club	Accepted
12.05.2018	Stafford Borough Council Mayor Making	Declined
16.05.2018	Lunch at Trentham Probus Club	Declined
24.05.2018	Light refreshments at Borderland Voices Official Opening	Declined
06.06.2018	Drinks and Canapes at the Brake Annual Reception	Declined
07.06.2018	Lunch at the APCC/NPCC Police Reform Summit	Accepted
11.06.2018	Refreshments and buffet at Holmcroft Youth & Community Centre Presentation	Accepted
13.06.2018	Lunch during Meeting with Staffordshire County Council Leader Phillip Atkins	Accepted
17.06.2018	Buffet Lunch at the Staffordshire County Council Chairman's Civic Service	Declined
19.06.2018	Lunch, Dinner & Accommodation at the Audit & Assurance Board Workshop	Accepted
25.06.2018	Buffet Lunch at the College of Policing PCC Open Day	Accepted
26.06.2018	Drinks, Canapes & light food at The Chemistry Club 2018 Summer Reception	Declined
28.06.2018	Refreshments & buffet lunch at the Police Treatments Centres Annual Meeting	Declined

Appendix 4.1 Gifts and Hospitality Register

1 April 2018- 30 September 2018

Not Protectively Marked

Mr Matthew Ellis – Staffordshire Commissioner		
Date	Item	Status
29.06.2018	Staffordshire & Stoke-on-Trent School Games & Summer Festival	Declined
01.07.2018	Lunch at the South Staffordshire Civic Service	Declined
03.07.2018	Wine Samples at the Whittington Fairtrade Wine tasting	Declined
09.07.2018	Formal Dinner at the Staffordshire University 2018 Graduate Dinner	Declined
11.07.2018	Canapes and Refreshments at the Opening of The Spires Care Home	Declined
15.07.2018	Morning Coffee, Afternoon Tea & drinks at the Royal International Air Tattoo	Declined
18.07.2018	Buffet Lunch at the APCC AGM	Accepted
22.07.2018	Light refreshments at the Lichfield District Council Chairman's Civic Service	Declined
25.07.2018	Buffet Lunch at the Bremen Events Wreath Laying Service	Declined
26.07.2018	Buffet at the Bremen Events Friendship Evening	Declined
29.07.2018	Morning refreshments and light lunch at the COPS Annual Service of remembrance	Declined
21.08.2018	Lunch with the Director General	Accepted
22.08.2018	Refreshments at Cannock Team 3's Prince's Trust Celebration Event	Declined
23.08.2019	Refreshments at Stafford Team 12's Prince's Trust Celebration Event	Declined
11.09.2018	Food & Refreshments at the Chemistry Club Digital Reception	Declined
12.09.2018	Light Buffet at the Staffordshire County Scouts AGM	Declined
13.09.2019	Lunch with John Samuels QC	Accepted

Appendix 4.1 Gifts and Hospitality Register

1 April 2018- 30 September 2018

Not Protectively Marked

Mr Matthew Ellis – Staffordshire Commissioner		
Date	Item	Status
16.09.2018	Refreshments at the Battle of Britain Commemoration & Freedom Parade	Declined
27.09.2018	3 Course Dinner at the Burton Albion Trust Awards	Declined
30.09.2018	Light Refreshments at the National Police Memorial Service	Declined
30.09.2018	Dinner at the MEP Dinner	Declined