



Staffordshire Commissioner's Office (SCO)

Report to Ethics, Transparency and Audit Panel (ETAP)

Meeting 26th July 2023

Report on Expenses, Gifts and Hospitality

Director of Finance



1st April 2022 – 31 March 2023

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 the Ethics, Transparency and Audit Panel (ETAP) members appointed by the SCO.
- 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 employee's essential vehicle allowance and mileage reimbursement.

4. Travel and Accommodation Invoices

- 4.1 Travel and Accommodation bookings are made directly through Agito (formerly Capita) online by SCO staff. These are paid by invoice to the provider of these services.
- 4.2 In this period, there were no Travel and Accommodation invoices. (In this year, travel and accommodation costs were paid either on the credit card or through the payroll expenses).

5. Ethics, Transparency and Audit Panel (ETAP)

- 5.1 As at the 31 March 2023 there were 11 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
- 5.2 ETAP has agreed Terms of Reference which are revised annually and these include an extended remit to scrutinise various business activities to ensure transparency.
- 5.3 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.
- 5.4 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.
- 5.5 The total cost of allowance and expenses in the period was £21,550

6. Gifts and Hospitality

- 6.1 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.

Appendix 3 lists the entries made in the Register by the SCO for the period.

7 Recommendation

7.1 That the report be received.

David Greensmith
Director of Finance

Contact Mrs Jean Cass
Governance Lead



Credit card expenses

Appendix 1

Spend type	Sum of Amount
VOLUNTEERS RECRUITMENT COSTS	172.43
CONFERENCE FEES	203.50
CONTRIBUTIONS TO PARTNERSHIPS	20.85
EXTERNAL TRAINING	180.00
INTRA-GROUP ADJUSTME	22.55
OFFICE FURNITURE / E	86.17
OTHER MEDIA & MARKET	1,986.38
SUBSCRIPTIONS & LEVI	140.00
TRAINING EXPENSES	234.00
Total	£3045.88



Payroll Expenses

Appendix 2

Rank	Employee Casual Mileage	Employee Essential Vehicle All	Employee Subsistence	Employee Travel - Fares	Hospitality - Non Operational	Hotel & Accommodation Costs	Parking & Toll Charges	Professional Subscriptions	Grand Total
Police & Crime Commissioner	1226.25		51.19	593.22			101.87		1,972.53
Grade L	275.85			40.99			84.99		401.83
Grade I	2,375.13	1,548.75	36.46	105.25	7.07	21.56	42.82	120.81	4,257.85
Grade G	606.53		70.71		21.25		34.39		732.88
PCC Chief Exec	578.25	1,229.01	4.42	106.39			53.77		1,971.84
Deputy PCC	821.70			8.49			5.83		836.02
Grand Total	5883.71	2,777.76	162.78	854.34	28.32	21.56	323.67	120.81	10,172.95



Gifts and Hospitality

Appendix 3

Recipient Name	Recipient Role	Date of Receipt	Detail	Cost	Status
Helen Fisher	Deputy Police Fire and Crime Commissioner	Unknown	Knife Angel evening event 2.04.2022	Unknown	accepted
Ben Adams	Police Fire and Crime Commissioner	06.04.22	The Prince's Trust and TKMaxx & Homesense Awards 24.05.22	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	07.04.22	Annual Council & Mayor Making Ceremony 14.5.22	Unknown	Declined
Helen Fisher	Deputy Police Fire and Crime Commissioner	Unknown	DMC Ducati Dealership Launch – Biker Down Event 10.04.22	Unknown	Accepted
Helen Fisher	Deputy Police Fire and Crime Commissioner	27.04.22	Princes Trust Cannock Team 12 Celebration Event	Unknown	Accepted
Ben Adams	Police Fire and Crime Commissioner	12.04.22	Staffordshire Jubilee Garden Party 01.06.22	Unknown	Declined



Ben Adams	Police Fire and Crime Commissioner	19.04.22	School Games County Summer Festival 24.6.2022	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	29.04.22	Building Pride in Place Through Culture 27.05.22	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	28.04.22	City's Service of Thanksgiving 31.05.22	Unknown	Declined
Helen Fisher	Deputy Police Fire and Crime Commissioner	Unknown	Fire Brigade Long Service & Good Conduct Medal Ceremony (28.04.2022)	Unknown	Accepted.
Ben Adams	Police Fire and Crime Commissioner	06.05.22	Lord Mayor's Inaugural Dinner 19.05.22	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	10.05.22	Lichfield DC Civic Service 26.06.22	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	10.05.22	Staffs Search & Rescue Jubilee Medal Ceremony 30.05.22	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	11.05.22	SCP Meeting & Eid Celebration 12.05.22	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	11.05.22	Chancellor Installation Ceremony & Lecture 13.06.22	Unknown	Declined



Ben Adams	Police Fire and Crime Commissioner	12.05.22	Jubilee Celebrations - Langan's Tea Rooms 1.06.22	Unknown	Declined
Helen Fisher	Deputy Police Fire and Crime Commissioner	14.05.22	The Andy Cox Challenge 2022 – RoadPeace at the NMA	Unknown	Accepted
Ben Adams	Police Fire and Crime Commissioner	19.05.22	Chairman's Civic Sunday 19.06.22	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	19.05.22	Invite to Parliamentary event for Alliance for Youth justice 20 June	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	26.05.22	Req to attend PVFC Foundation & SOT Youth Collective Board	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	26.05.22	Invite Summer Party 28.06.22	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	30.05.22	Invite to Stand & Reception at Staffordshire County Show 1.6.22	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	30.05.22	Invite to Romeo & Juliet 28.06.22	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	30.05.22	Invite Codsall Community Hub Official Opening 23.07.22	Unknown	Declined



Ben Adams	Police Fire and Crime Commissioner	31.05.22	Force Awards 20.10.22	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	08.06.22	Srebrenica Genocide Memorial Week 2022	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	09.06.22	Fostering Friendly City Launch Event 11.07.22	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	09.06.22	A Place of Culture 14.07.22	Unknown	Declined
Helen Fisher	Deputy Police Fire and Crime Commissioner	13.06.22	Unity 2022 International Camp	Unknown	Accepted.
Ben Adams	Police Fire and Crime Commissioner	16.06.22	CFO Activity Hub - Bday Celebrations 06.07.22	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	17.06.22	Young Women Justice Project Reception 28.06.22	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	20.06.22	Mayors Charity Appeal 22/23 14.07.22	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	20.06.22	Port Vale Foundation - Business Networking Event 08.07.22	Unknown	Declined



Ben Adams	Police Fire and Crime Commissioner	21.06.22	Summer Graduation Ceremonies Keele University w/c 18 July	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	29.06.22	COPS Service of Remembrance 1.08.21	Unknown	Declined
Helen Fisher	Deputy Police Fire and Crime Commissioner	30.06.22	A walk on the wild side	Unknown	Accepted.
Helen Fisher	Deputy Police Fire and Crime Commissioner	30.06.22	Animal Welfare Scheme Seminar and Awards Ceremony 8.09.2022	Unknown	Declined
Helen Fisher	Deputy Police Fire and Crime Commissioner	07.07.22	National Safer Roads Partnership Conference 28 and 29 September 2022	Unknown	Accepted.
Helen Fisher	Deputy Police Fire and Crime Commissioner	12.07.22	The Road Peace Andy Cox Challenge Celebration Evening 08.09.2022	Unknown	Accepted.
Helen Fisher	Deputy Police Fire and Crime Commissioner	14.07.22	Survive the Drive Event – MOD Stafford 08.09.2022	Unknown	Accepted.
Helen Fisher	Deputy Police Fire and Crime Commissioner	unknown	Bikers Breakfasts - (various dates offered attendance at 03/07/2022)	Unknown	Accepted.
Helen Fisher	Deputy Police Fire and Crime Commissioner	unknown	Stoke Pride Event 18.06.2022	Unknown	Accepted.



Helen Fisher	Deputy Police Fire and Crime Commissioner	09.08.22	Invite to attend Staffordshire Police Force Awards at the Deputy Police Fire and Crime Commissioner on 20 th October 2022	Unknown	Declined.
Helen Fisher	Deputy Police Fire and Crime Commissioner	25.08.22	Princes Trust Cannock Team 13 Celebration event on 28 th September (including lunch)	Unknown	Declined.
Ben Adams	Police Fire and Crime Commissioner	25.08.22	Princes Trust Cannock Team 13 Celebration event on 28 th September (including lunch)	Unknown	Declined.
Ben Adams and Guest	Police Fire and Crime Commissioner	16.08.22	Burton Albion Community Trust Awards Evening 3 rd November (including evening meal)	Unknown	Accepted
Ben Adams	Police Fire and Crime Commissioner	09.08.22	SBC Battle of Britain event 18 Sept (Including reception)	Unknown	Decline
Ben Adams	Police Fire and Crime Commissioner	16.08.22	Nat Foundation of Retired Service Animals Launch 21 Sept (including cocktails)	Unknown	Decline
Ben Adams and Guest	Police Fire and Crime Commissioner	22.08.22	Thin Blue Paw Foundation awards 22 Sept (Including Drinks & 3 Course Meal)	Unknown	Decline
Ben Adams	Police Fire and Crime Commissioner	24.08.22	Invite to Field of Remembrance Service 7 Nov Royal British Legion (Refreshments Included)	Unknown	Decline



Ben Adams and Guest	Police Fire and Crime Commissioner	31.08.22	Lord Mayor of Stoke Charity Ball 2 Dec 2022 (3 Course Meal) NB PFCC PAID FOR OWN TICKETS	£55	Accepted
Ben Adams	Police Fire and Crime Commissioner	07.09.22	Cons Conf Dinner 3 Oct hosted by South Northamptonshire Conservative Association (Inc Drinks reception & dinner)	Unknown	Accepted
Ben Adams	Police Fire and Crime Commissioner	25.08.22	SBC Remembrance Parade 13 Nov (Inc refreshments)	Unknown	Decline
Ben Adams	Police Fire and Crime Commissioner	11.10.22	SOT City Council Remembrance Service 13 Nov (Inc Refreshments)	Unknown	Decline
Ben Adams	Police Fire and Crime Commissioner	07.10.22	Invite from West Mids force to Police Symphony Proms Night 3 Dec – 2 x Tickets	Unknown	PFCC Declined – organiser offered to delegate - Accepted by Chief Exec Louise Clayton
Ben Adams	Police Fire and Crime Commissioner	11.10.22	Invitation from SOT Lord Mayor to Remembrance Sunday Service and Parade - 13 November 2022 (Inc light refreshments)	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	20.10.22	Invite to PT Partnership Award (no refreshments specified)	Unknown	Declined
Helen Fisher	Deputy Commissioner for Police, Fire and Crime	26.10.2022	CMPG/WMP FTU Awards & Recognition Ceremony 7 th December including buffet & drinks	Unknown	Declined



Ben Adams	Police Fire and Crime Commissioner	04.11.22	Chamber of Commerce Patrons Lunch 30 th November 2022 including a 2-course meal	Unknown	Accepted
Helen Fisher	Deputy Commissioner for Police, Fire and Crime	14.11.22	Chamber of Commerce Patrons Lunch 30 th November 2022 including a 2-course meal	Unknown	Accepted
Ben Adams	Police Fire and Crime Commissioner	03.11.22	Invite to Princes Trust Stafford event 1 Feb 2023 (No refreshments specified)	None	PFCC Declined - delegated - Dep PFCC Accepted
Ben Adams	Police Fire and Crime Commissioner	07.11.22	COPS 20th Anniversary Winter Ball - 4 Feb 2023 drinks reception, 3 course meal & band £65 per ticket NB Charity evening PFCC would have to pay for own ticket	£55	Accepted
Ben Adams	Police Fire and Crime Commissioner	29.11.22	Birmingham Symphony Hall. Drinks reception offered. 03.12.22	None	PFCC Declined – Delegated CXO Accepted
Ben Adams	Police Fire and Crime Commissioner	16.11.22	Lord Mayor SOT Christmas Service 18 Dec 22 (No refreshments specified)	None	Declined
Helen Fisher	Deputy Commissioner for Police, Fire and Crime	04.01.23	Invite to Princes Trust Cannock event 2 Feb 2023 (No refreshments specified)	None	Declined



Ben Adams	Police Fire and Crime Commissioner	05.01.23	Invite to Formal Opening of the Hilary Term of the Crown Court - Stafford - Monday 16th January 2023 including lunch	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	20.01.23	Staffordshire University Vice Chancellors Dinner (Including 3 Courses)	Unknown	Accepted
Helen Fisher	Deputy Police, Fire & Crime Commissioner	17.01.23	Bishops Wood WI Talk – Given Bottle of Prosecco as a thank you for speaking at the WI meeting.	Approx. £10	Accepted
Naomi Smith	Programme Lead: Serious Violence	23.01.23	Bottle of Rose Prosecco from Lawrence Davies who have previously carried out work on behalf of office to deliver grant funded projects – donated to colleague	£8.50	Accepted
Ben Adams	Police Fire and Crime Commissioner	30.01.23	BAC O'Connor Restart Recovery Academy Programme Launch event (16.02.23) including buffet lunch.	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	06.02.23	International Women's Day Conference on 08.03.23 including lunch	Unknown	Declined
Helen Fisher	Deputy Police, Fire & Crime Commissioner	06.02.23	International Women's Day Conference on 08.03.23 including lunch (HF also guest speaker)	Unknown	Accepted
Ben Adams	Police Fire and Crime Commissioner	10.01.23	Invite to Civic Mass Newcastle Under Lyme BC including light refreshments	Unknown	Declined



Ben Adams	Police Fire and Crime Commissioner	05.01.23	Invite to Burton Albion FC and catch up with High Sheriff 2 x complimentary match tickets	Unknown	Accepted
Ben Adams	Police Fire and Crime Commissioner	12.01.23	Invite to NARPO Reunion 3 course Lunch 02.04.23	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	23.01.23	Invite to CFO Activity Hub Open Day including light refreshments	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	09.03.23	Invite to clay shoot from BASC including coffee refreshments and lunch	Unknown	Declined
Ben Adams	Police Fire and Crime Commissioner	14.03.23	Invite to SBC Mayor Making – including buffet reception	Unknown	Decline
Helen Fisher	Deputy Police Fire and Crime Commissioner	23.03.23	Invitation to luncheon with High Sheriff of Staffordshire	Unknown	Accepted.