



## Joint Audit and Risk Committee

Report Title:	Senior Team Expenses and Gifts and Hospitality Report 2024-25
Report Author:	Corrina Bradley
Meeting Date:	25 <sup>th</sup> September 2025
Contact Email:	<a href="mailto:c.bradley@staffordshirefire.gov.uk">c.bradley@staffordshirefire.gov.uk</a>

### Executive Summary:

This report presents an annual update of the Senior Manager expenses and credit card usage for the period of 1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025. For the purpose of this report Senior Managers include Area Managers’ and above.

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

Senior Team Expenses - £193 2024/25 (£495 2023/24)

Senior Team Credit Card Expenses - £2,612 2024/25 (£41 2023/24)

Gifts and Hospitality Register – 28 entries, 27 relate to community open day raffles prizes

### 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 £193 in 2024/25 (£495 in 2023/24).

	Mileage	Travel Fares	Subsistence	Car Parking	TOTAL
	£	£	£	£	£
Chief Fire Officer					-
Deputy Chief Fire Officer				11	11
Assistant Chief Fire Officer					-
Director of Finance, Assets & Resources					-
Area Manager of Response			82		82
Area Manager of Prevent & Protect					-
Area Manager of Strategy & Intelligence		10	65	25	100
<b>For The Year 2024/25</b>	-	<b>10</b>	<b>147</b>	<b>36</b>	<b>193</b>
For The Year 2023/24	324	158	-	13	495

Total of expenses claimed by all employees is £74,000; 93% of which relates to mileage reimbursement.



### 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 2024/25 for the Senior Management Team which amounts to £2,612 for direct expenses and £7,606 for organisational expenses.

	Chief Fire Officer £	Deputy Chief Fire Officer £	Assistant Chief Fire Officer £	Area Manager of Response £	Area Manager of Prevent & Protect £	TOTAL £
Travel, parking & subsistence	403	1,180		32	97	1,712
NFCC conference		300		600		900
	<b>403</b>	<b>1,480</b>	-	<b>632</b>	<b>97</b>	<b>2,612</b>
Home from Hospital vehicle expenses					130	130
Team member training expenses					1,243	1,243
kitchen oven purchased		6,233				6,233
	-	<b>6,233</b>	-	-	<b>1,373</b>	<b>7,606</b>
<b>For The Year of 2024/25</b>	<b>403</b>	<b>7,713</b>	-	<b>632</b>	<b>1,470</b>	<b>10,218</b>
	£	£	£	£	£	£
Travel, parking & subsistence	10	21			10	41
<b>For The Year of 2023/24</b>	<b>10</b>	<b>21</b>	-	-	<b>10</b>	<b>41</b>

The direct expenses include fares to attend CFO Kings Fire Service Medal Award, attendance at a number of NFCC conferences and centrally held in-person meetings.

Note:

the Area Manager of Strategy and Intelligence – no card issued  
team member training – includes fire safety training (hotel and train fare)

### Gifts and Hospitality

In November 2024 the on-line gifts and hospitality register was implemented to enable a centrally based easy access register for all. From 1<sup>st</sup> April 2024 until the implementation date, the registers were still held at four locations (HQ and each Service Delivery Group) and administered manually. The introduction of the on-line register has vastly improved the efficiency of registering and monitoring this type of transaction.

In addition, the Gifts & hospitality policy was reviewed and after consultation and feedback from users, it was updated in January 2025. The most significant amendment was the threshold being increased to £50.



During the year the register recorded 28 items, although 27 relate to Raffle prizes sought for the Community Open Days and one donation was a large food hamper to Cheadle Fire Station which was accepted and donated to the food bank.

Finance will continue to promote the use of the on-line gifts and hospitality register and will be linking this function on the Finance Page of Sharepoint, the new intranet.

**Risk Impact:** reference Strategic Risks this paper mitigates  
n/a

**Financial Implications:** Did this require approval? Meeting and date if approved  
n/a

**Report Progress:** Governance Process - Boards/Meetings (titles and dates):  
n/a

**Actions and Recommendations:**

For information only

**Committee actions required** : Choose - an item.