



Item No 7. on Agenda

Report to the Ethics, Transparency and Audit Panel (ETAP) – 26th July 2023

Staffordshire Police Report on Expenses, Gifts and Hospitality 1st April 2022 to 31st March 2023

Report of the Director of Resources and Section 151 Officer

1. Introduction

1.1. The Ethics, Transparency, Audit Panel (ETAP) 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.

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 financial year 2022/23.

1.3. This expenditure is incurred in three ways:

- Through the 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 payroll; and
- Travel and Accommodation costs through the Agiito contract and paid by invoice.

1.4. Details of the Gift and Hospitality registered during the period are also reported.

2. Recommendations

2.1. The Ethics, Transparency, Audit Panel (ETAP) is asked to examine the information presented in this report.

Contact Officers:

John Bloomer

Director of Resources/ S151 Officer for Staffordshire Police

3. Credit Card Expenditure

- 3.1. The Chief Constable and the Executive Team are allocated a corporate VISA card as per Staffordshire Police policy and procedures which is provided by 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.
- 3.2. 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.
- 3.3. Details of the expenditure incurred by each of the VISA card holders for the period April 2022 to March 2023 are set out in **Appendix 1**.

4. Expenses Reimbursed through the Payroll

- 4.1. 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).
- 4.2. 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 2022 to March 2023 are set out in **Appendix 2**.
- 4.3. The majority of the expenditure for each period covered relates to claims for mileage reimbursement.

5. Travel and Accommodation Invoices

- 5.1. Travel and Accommodation bookings are made directly through Agiito 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.
- 5.2. 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 2022 to March 2023 are set out in **Appendix 3**.

6. Gifts and Hospitality

- 6.1. 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.

- 6.2. The entries made in the Register by the Chief Constable, the Executive Team and the Senior Management of Staffordshire Police for the period April 2022 to March 2023 are set out in **Appendix 4**.

Appendix 1

Credit Card Expenditure

Spend Type	Corporate Development	Enabling Services	Force Contact & Operations	Local Policing Command (City SOT)	Local Policing Command (County)	Specialist Crime Command	Grand Total
ADVERTISING VACANCIE		360.00					360.00
CONFERENCE FEES	3,339.14	2,214.00			150.00	637.80	6,340.94
CONTRACTED PROFESSIO		411.83					411.83
CRIME REDUCTION PURC				750.00	137.50		887.50
CUSTODY CLOTHING/BED			139.00				139.00
CUSTODY CONSUMABLES			115.58				115.58
CUSTODY MEALS			805.63				805.63
DOG FOOD & CONSUMABL			175.30				175.30
DONATIONS MADE	326.60	806.25					1,132.85
EMPLOYEE SUBSISTENCE	648.51		660.85		235.00	366.16	1,910.52
EMPLOYEE TRAVEL - FA	1,119.76		22.43	100.00		1,603.82	2,846.01
EXCISE LICENCES		8,270.50					8,270.50
EXPERT WITNESSES				22.00		92.10	114.10
EXTERNAL TRAINING	170.00	1,708.50	114.90		140.00		2,133.40
FORENSIC ANALYSIS						153.32	153.32
FORENSIC CONSUMABLES (DIGITAL)						595.17	595.17
FORENSIC EQUIPMENT PURCHASE						177.01	177.01
GENERAL VEHICLE HIRE	69.16					33.99	103.15
HEALTH & SAFETY CONS		37.99					37.99
HEALTH SURVEILLANCE		6,052.28					6,052.28
HOSPITALITY - NON OP	74.25						74.25
HOTEL & ACCOMMODATION COSTS	5,893.49	445.50	73.50			1,668.42	8,080.91
IT CONSUMABLES		135.69					135.69
IT INFRASTRUCTURE						111.37	111.37
IT PERIPHERALS		1,220.51					1,220.51
IT SOFTWARE INITIAL PURCHASE		61.08	5.82				66.90
IT SOFTWARE RENEWAL		2,203.00					2,203.00
JOURNALS / REF BOOKS		3,617.27	513.51			255.77	4,386.55
KITCHEN/CANTEEN EQUI		379.36					379.36
LAUNDRY	48.00						48.00
LONG SERVICE AWARDS	203.41						203.41
MISCONDUCT PANEL EXP	36.00						36.00
OFFICE FURNITURE / E	498.99	2,431.95	242.74			125.62	3,299.30
OFFICE SUPPLIES	47.46	362.95	257.82		142.38	346.72	1,157.33
OPERATIONAL EQUIPMENT		141.66	8,397.48		84.16	1,477.19	10,100.49
OPERATIONAL EQUIPMENT PURCHASES						759.88	759.88
OPS & TESTING CONSUMABLES						94.50	94.50
OPS AUDIO / VISUAL EQUIPMENT PURCHASE		33.93				2,241.11	2,275.04
OTHER MEDIA & MARKET	7,216.32	197.70		1,121.99		1,089.17	9,625.18
PARKING & TOLL CHARG	498.34	278.95	62.87			26.50	866.66
PETROL & OIL	10.34	152.36	287.60			179.98	630.28
POSTAL & CARRIER CHA		582.26					582.26
PROFESSIONAL SUBSCRI	612.00	471.50					1,083.50
PROTECTIVE CLOTHING			803.56				803.56
QUALITY STDS FORENSICS						2,229.29	2,229.29
REACTIVE MAINTENANCE		530.46					530.46
REDUNDANCY + COMPENS		255.00					255.00
REFRESHMENTS - OPERA			1,198.73			1,343.84	2,542.57
SECONDMENT COSTS			38.00				38.00
SERVICE & REPAIR CON		177.19	8.48				185.67
STATIONERY	2,750.00	1,016.19	112.45			74.85	3,953.49
SUBSCRIPTIONS & LEVI	53.17	399.42		70.00	11.00	23.50	557.09
SURVEILLANCE EQUIPMENT						1,585.03	1,585.03
TELEPHONE CALL CHARG				10.00			10.00
TRAINING CONSUMABLES		408.20				79.76	487.96
UNIFORMS		109.98					109.98
Grand Total	23,614.94	35,473.46	14,036.25	2,073.99	979.80	17,292.11	93,470.55

Appendix 2

Expenses Reimbursed through the Payroll

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 2022 to March 2023 are set out below.

	Casual & Essential Miles	Travel Fares	Subsistence	Accommodation	Car Parking & Toll	Prof Subs	Out of Pocket Expenses	Grand Total
Chief Constable	620.66							620.66
Deputy Chief Constable	1,042.20	13.00			362.80			1,418.00
Assistant Chief Constable	1,256.82				73.10		113.00	1,442.92
Chief Superintendent	8,262.20	6.20	87.13		132.09		75.00	8,562.62
Superintendent	13,056.27	4.50	191.62	171.50	92.80		79.25	13,595.94
Director Of Resources	776.25	5.20			33.40	362.00		1,176.85
Grade L	856.72	24.89	17.85		32.05	656.00	3.00	1,590.51
Grade K	666.45	1,087.91	132.45	267.50	588.20	583.00	27.95	3,353.46
Grade J	593.33	58.79	52.25		72.50		5.00	781.87
Grand Total	27,130.90	1,200.49	481.30	439.00	1,386.94	1,601.00	303.20	32,542.83

Appendix 3

Travel and Accommodation Invoices

	No. of journeys	Rail	Air	Accommodation	Total
Chief Constable	14	901.30	148.41	737.34	1,787.05
Deputy Chief Constable	3	267.00		138.33	405.33
Chief Superintendent	29	1,591.40		1,140.98	2,732.38
Superintendent	10	755.30		540.75	1,296.05
Director of Resources	2	245.00		118.34	363.34
Grade M	7	544.70			544.70
Grade L	16	986.80		294.55	1,281.35
Grade K	31	1,782.80	358.16	775.97	2,916.93
Grade J	12	303.20		287.58	590.78
Grand Total	124	7,377.50	506.57	4,033.84	11,917.91

Appendix 4

Gifts and Hospitality

Name	Date	Value	Acceptance	Item
H Holden	29/07/2022	N/K	Accepted	Meal for RSM
J Bloomer	13/07/2022	N/K	Accepted	Meal at CIPFA Conference
P Ross	13/07/2022	N/K	Accepted	Meal at CIPFA Conference
E Cranidge	13/07/2022	N/K	Accepted	Meal at CIPFA Conference
S Wood	25/11/2022	N/K	Accepted	Angloco contract Finalnd Factory Site visit
J Bloomer	28/11/2022	N/K	Accepted	Box of Quality Sweets
E Sharrard-Williams	16/12/2022	N/K	Accepted	Meal at Staffordshire Chamber of Commerce