



Staffordshire Commissioner's Office (SCO)

Report to Ethics, Transparency and Audit Panel (ETAP)

Meeting 9 December 2020

Report on Expenses, Gifts and Hospitality

Director of Finance

1 April 2020 – 30 September 2020

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:
 - Independent Custody Visitors (ICVs), Safer Neighbourhood Panels (SNPs), Appropriate Adults (AA) 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 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 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 by 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 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 30 September 2020 there were 22 active ICV's. There are 2 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 £81.00

6. Ethics, Transparency and Audit Panel (ETAP)

- 6.1 As at the 30 September 2020 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.
- 6.2 ETAP has agreed Terms of Reference which are revised annually and these include an extended remit to scrutinise various business activities to ensure transparency.

6.3 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.

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 of allowance and expenses in the period was £6,366.20

7. Safer Neighbourhood Panels (SNPs)

7.1 As at 30 September 2020, there were 88 members of the SNPs.

7.2 From the 1 April 2019, the administration of the panels transferred from the local authority to the Governance and Assurance Team in the SCO.

7.3 Mileage is paid to members at a rate of 0.45p per mile and this is reimbursed through the SCO.

7.4 The total cost of expenses paid for the period was £259.83

8. Appropriate Adults (AAs)

8.1 As at 30 September 2020, there were 15 members who were AAs.

8.2 From the 1 March 2020, the administration of the AAs transferred from Staffordshire Police to Governance and Assurance Team in the SCO.

8.3 Mileage is paid to members at a rate of 0.45p per mile and this is reimbursed through the SCO.

8.4 The total cost of expenses paid for the period was £1444.20

9. Police Misconduct Panel/Police Appeals Tribunals

9.1 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.

9.2 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.

9.3 During the period, there were one Police Misconduct Panels however costs have not yet been submitted. Cases were conducted as Special Case Hearings.

9.4 The SCO is responsible for arranging Police Appeals Tribunal. These tribunals are held when an appeal is made following a Police Misconduct hearing or a Special Case Hearing.

9.5 There was no Police Appeals Tribunals held during the period.

10. Gifts and Hospitality

10.1 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.

10.2 Appendix 4 lists the entries made in the Register by the SCO for the period

11. Recommendation

That the report be received.

David Greensmith
Director of Finance

Contact Mrs Jean Cass
Governance Lead

***For completeness costs are included in this section from October 2019 – March 2020 with comparison year (these are missing since the last ETAP report in February 2020)**

Credit Card Expenditure

October 18 - March 19

Spend Type	Value
Conference Fees	100.00
Employee Travel - Fares	20.00
Journals / Ref Books / Publications	84.16
Other Media & Marketing Cost	76.79
Stationery	22.47
Subscriptions & Levies	146.28
Vat On Purchases	52.75
	502.45

April 19 -September 19

Spend Type	Value
Contributions To Partnerships	746.86
Donations Made	42.00
Employee Travel - Fares	46.20
Other Media & Marketing Cost	29.00
Parking & Toll Charges	40.00
Subscriptions & Levies	24.17
Vat On Purchases	18.63
	946.86

October 19 - March 20

Spend Type	Value
Donations Made	20.00
Employee Travel - Fares	50.89
Journals / Ref Books / Publications	106.55
Other Media & Marketing Cost	724.99
Parking & Toll Charges	56.63
Stationery	38.43
Subscriptions & Levies	40.00
Vat On Purchases	27.49
	1,064.98

April 20 - September 20

Spend Type	Value
External Training	270.00
Other Media & Marketing Cost	534.00
Subscriptions & Levies	170.60
	974.60

SCO: Expenses Claimed through the Payroll

Appendix 2

October 18 - March 19

NAME	INITIAL	Mileage	EMPLOYEE SUBSISTANCE	EMPLOYEE TRAVEL FARES	PARKING & TOLL EXPENSES	TELEPHONE CALL CHARGES	GRAND TOTAL
Battams	R						0
Butler	R T	357.3	4.33	18.7	65.76		446.09
Dixon	G A	277.2			33.42		310.62
Ellis	M	573.3	109.54	107.4	19.92	120	930.16
Arnold	S	361.8		83.95	35.83		481.58
Hammond	P						0
Harris	S J	91.35					91.35
Farrar	V A						0
		1660.95	113.87	210.05	154.93	120	2259.8

April 19 - September 19

NAME	INITIAL	Mileage	EMPLOYEE SUBSISTANCE	EMPLOYEE TRAVEL FARES	PARKING & TOLL EXPENSES	TELEPHONE CALL CHARGES	GRAND TOTAL
Battams	R	146.25	10.47				156.72
Butler	R T	111.6			47.09		158.69
Dixon	G A	257.4		28.93	52.17		338.5
Ellis	M	293.85		26.2	3.92	122.35	446.32
Arnold	S	253.35	13.33	51.54	22.17		340.39

Hammond	P				46.76		46.76
Harris	S J	122.41			13.17	53.88	189.46
Farrar	V A	314.55					314.55
		1499.41	23.8	106.67	185.28	176.23	1991.39

October 19 - March 20

NAME	INITIAL	Mileage	EMPLOYEE SUBSISTANCE	EMPLOYEE TRAVEL FARES	PARKING & TOLL EXPENSES	TELEPHONE CALL CHARGES	GRAND TOTAL
Battams	R	240.08			5.67		245.75
Butler	R T	180.9	20.64	4.8	50.51		256.85
Dixon	G A	302.4			63.67		366.07
Ellis	M	212.4		6	8	94.18	320.58
Arnold	S	113.4		13.5	19.5		146.4
Hammond	P		40		16.42		56.42
Harris	S J	22.5					22.5
Farrar	V A	204.75	27.95		10		242.7
		1276.43	88.59	24.3	173.77	94.18	1657.27

April 20 -September 20

NAME	INITIAL	Mileage	EMPLOYEE SUBSISTANCE	EMPLOYEE TRAVEL FARES	PARKING & TOLL EXPENSES	TELEPHONE CALL CHARGES	GRAND TOTAL
Battams	R	165.53					165.53
Butler	R T	62.55			3.34		65.89
Dixon	G A	143.55			5.83		149.38
Ellis	M	77.85			5.58	88.93	172.36
Arnold	S						0
Hammond	P						0
Harris	S J						0
Farrar	V A	189.45					189.45
		638.93	0	0	14.75	88.93	742.61

Appendix 3

Travel and Accommodation

October 18 - March 19

INITIALS	NAME	RANK	HOTEL	CAR PARKING	OVERSEAS AIR	UK AIR	UK RAIL	Grand Total
M	Ellis	Police & Crime Commissioner	£282.20				£1,005.70	£1,287.90
G A	Dixon	PCC Chief Exec	£0.00				£176.50	£176.50
S P	Arnold	Deputy Police & Crime Commissioner	£231.20				£68.50	£299.70
R R	Battams	Grade L	£61.50				£0.00	£61.50
R T	Butler	Grade L	£0.00				£330.40	£330.40
P	Hammond	Grade L	£0.00				£49.90	£49.90
S J	Harris	Grade K	£0.00				£31.80	£31.80
V A	Farrar	Grade J	£46.55				£150.50	£197.05
	Grand Total		621.45	0	0	0	2,155.00	2,434.75

Rail Journeys
31
2
5
0
8
4
4
2
56

April 19 - September 19

INITIALS	NAME	RANK	HOTEL	CAR PARKING	OVERSEAS AIR	UK AIR	UK RAIL	Grand Total
M	Ellis	Police & Crime Commissioner	551.65				1,090.90	1,642.55
G A	Dixon	PCC Chief Exec					460.80	460.80
S P	Arnold	Deputy Police & Crime Commissioner	231.2				259.80	491.00
R	Battams	Grade L	51.25					51.25
R T	Butler	Grade L					164.80	164.80
P	Hammond	Grade L	61.68				60.00	121.68
V A	Farrar	Grade J					53.70	53.70
S J	Harris	Grade K					65.00	65.00
	Grand Total		895.78	0	0	0	2,155.00	3,050.78

Rail Journeys
25
10
6
4
2
2
2
51

October 19 - March 20

INITIALS	NAME	RANK	HOTEL	CAR PARKING	OVERSEAS AIR	UK AIR	UK RAIL	Grand Total
M	Ellis	Police & Crime Commissioner	90.83				1,363.70	1,454.53
G A	Dixon	PCC Chief Exec					493.80	493.80
S P	Arnold	Deputy Police & Crime Commissioner					371.80	371.80
R	Battams	Grade L					0.00	0.00
R T	Butler	Grade L	127.25				226.80	354.05
P	Hammond	Grade L					242.60	242.60
V A	Farrar	Grade J					0.00	0.00
S J	Harris	Grade K					0.00	0.00
	Grand Total		218.08	0	0	0	2698.7	2916.78

Rail Journeys
28
12
6
5
5
56

There are no figures for April 20 - September 20

Sue Arnold - Deputy Staffordshire Commissioner

Date	Item (include value if known)	Status
02.04.2020	EIDA Network Meeting	Declined

Matthew Ellis - Staffordshire Commissioner

Date	Item (include value if known)	Status
23/04/2020	Cannock Team 8's End of Programme Celebrations (Prince's Trust)	Declined
24/04/2020	Invitation to Stafford Court Service and Opening	Declined
24/04/2020	PCC Retirement Reception	Declined
25/04/2020	Mayor's Charity Ball	Declined
26/04/2020	Chairman's Civic Service 26 April 2020	Declined
23/07/2020	Invite to Tea with Staffordshire High Sheriff on 30 Aug 20 (MA3120)	Declined
24/07/2020	Invite to South Staffs AGM on the 17 Sept	Declined