



Staffordshire Commissioner's Office (SCO)

Report to Ethics, Transparency and Audit Panel (ETAP)

Meeting 26th July 2022

Report on Expenses, Gifts and Hospitality

Director of Finance

1st April 2021 – 31 March 2022

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 2022 there were 12 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 £17,106.25

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
Conference Fees	£29.19
Donations Made	£20.00
Employee Travel - Fares	£4.00
External Training	£358.00
Hospitality	£258.99
Hotel & Accommodation	£150.00
Other Media & Marketing Costs	£2,360.58
Subscriptions & Levies	£591.14
Total	£3,771.90

Payroll Expenses

Appendix 2

Rank	Employee Casual & Essential Mileage	Employee Essential Vehicle All	Employee Subsistence	Employee Travel - Fares	Hospitality - Non-Operational	Hotel & Accommodation Costs	Parking & Toll Charges	Telephone Call Charges	Vat On Expenses	Grand Total
PFCC	£744.75	£1,032.50	£4.43	£165.30		£90.83	£83.29	£14.67	£37.76	£1,136.60
Grade L	£212.85			£15.20			£16.58		£3.32	£252.38
Grade I										£1,032.50
Grade G	£60.30						£8.24		£7.63	£106.03
PCC Chief Exec	£49.50	£1,032.50	£29.86				£24.33		£4.87	£1,111.20
Deputy PCC	£596.25			£29.55						£625.80
Grade E	£37.80									£37.80
Grade F					£3.32				£0.67	£3.99
Grand Total	£1,701.45	£2,065.00	£34.29	£210.05	£3.32	£90.83	£132.44	£14.67	£54.25	£4,306.30

Gifts and Hospitality

Appendix 3

Date of invite/Gift Rec	Role	Item	Value (if known)	Status
27/05/2021	Staffordshire Commissioner	SARAC- Queen's Award for Voluntary Invitation 24 September 2021	Unknown	Accepted
08/06/2021	Staffordshire Commissioner	Invite to the new UK Police Memorial at the National Arboretum in Staffordshire 28.07.2021	Unknown	Accepted
21/06/2021	Staffordshire Commissioner	COPS Service of Remembrance 1.08.21	Unknown	Declined
21/07/2021	Staffordshire Commissioner	Grand Charity Ball 01.10.21	Unknown	Declined
22/07/2021	Staffordshire Commissioner	Police Now Participant Success and Visitor Day	Unknown	Declined
02/08/2021	Staffordshire Commissioner	Hero Awards 30.09.2021	Unknown	Declined
07/09/2021	Staffordshire Commissioner	Police Federation Bravery Awards 12.10.21	Unknown	Declined

Date of invite/Gift Rec	Role	Item	Value (if known)	Status
17/09/2021	Staffordshire Commissioner	South Staffordshire Civic Sunday 10.10.21	Unknown	Declined
17/09/2021	Staffordshire Commissioner	Chairman of South Staffordshire Council Civic Sunday 10 October 2021	Unknown	Declined
28/09/2021	Staffordshire Commissioner	Langans Tea Room 10 Year anniversary 15.10.21 cancelled then 5.11.21	Unknown	Accepted/Declined
04/10/2021	Staffordshire Commissioner	Letter of Thanks and Commemorative Coin for Mutual Aid Provide for G7 Summit Devon & Cornwall PCC Alison Hernandez	Unknown	Received
12/10/2021	Staffordshire Commissioner	Sporting Communities Staffordshire Youth Awards Evening 29.10.21	Unknown	Declined
13/10/2021	Staffordshire Commissioner	High Sheriff invitation to the Stafford Michaelmas Court Service and Lunch, Mon 1st Nov 2021	Unknown	Declined
20/10/2021	Staffordshire Commissioner	SDCA Presidents Evening with Priti Patel 26.11.21	Unknown	Declined
04/11/2021	Staffordshire Commissioner	Fire Service Passing out Parade 17.12.21	Unknown	Declined

Date of invite/Gift Rec	Role	Item	Value (if known)	Status
08/11/2021	Staffordshire Commissioner	Invite to Panto Snow White 14.12.21	Unknown	Declined
12/11/2201	Staffordshire Commissioner	Twinning Stoke Heath Event Proposal 12th November 2021 - Buffet	Unknown	Accepted
18/11/2021	Staffordshire Commissioner	Invite Burton Albion Trust - Football Match 22.1.22	Unknown	Declined
29/11/2021	Staffordshire Commissioner	Port Vale Foundation Awards Evening - Drinks Reception and three Course meal	Unknown	Accepted
29/11/2021	Staffordshire Commissioner	Invite to Carol Service 19.12.21	Unknown	Declined
03/12/2021	Staffordshire Commissioner	Opening of the Hilary Term High Court Stafford 11th Jan 2022 Luncheon	Unknown	Accepted
05/12/2021	Staffordshire Commissioner	Reception British Red Cross - 17th May 2022 Drinks and Canapes	Unknown	Declined
09/12/2021	Staffordshire Commissioner	Made in Stoke-On-Trent/First Star Film Screening	Unknown	Declined

Date of invite/Gift Rec	Role	Item	Value (if known)	Status
14/01/2022	Staffordshire Commissioner	Home Secretary Visit BAC	Unknown	Declined
17/01/2022	Staffordshire Commissioner	Long Service Award Chairman SCC Mr Paul Snape	Unknown	Declined
18/01/2022	Staffordshire Commissioner	Inaugural Vice-Chancellors Dinner	Unknown	Declined
20/01/2022	Staffordshire Commissioner	Invite Annual S-O-T Civic Prayer Breakfast 01/04/2022	Unknown	Declined
28/01/2022	Staffordshire Commissioner	Invitation Legitimacy & Confidence in Policing Conference June 22	Unknown	Declined
01/02/2022	Staffordshire Commissioner	Invitation NAPRO Reunion Lunch 10.04.22	Unknown	Declined
02/02/2022	SCO Office	Invitation -Police Rugby Charity Match	Unknown	Declined
08/02/2022	Staffordshire Commissioner	Long Service and Good Conduct Medal/Award Ceremonies	Unknown	Accepted

Date of invite/Gift Rec	Role	Item	Value (if known)	Status
11/02/2022	Staffordshire Commissioner	NAPRO Remembrance Church Services	Unknown	Declined
18/02/2022	Staffordshire Commissioner	Retirement Event	Unknown	Accepted
21/02/2022	Staffordshire Commissioner	Keele Graduation Ceremonies April 2022	Unknown	Declined
21/02/2022	Staffordshire Commissioner	Invite to Rotary Club of Newcastle under Lyme	Unknown	Accepted
23/02/2022	Staffordshire Commissioner	PEQF Graduation Ceremony	Unknown	Accepted
03/03/2022	Staffordshire Commissioner	Welcome Event Codsall Community Hub	Unknown	Declined
04/03/2022	Staffordshire Commissioner	Light the Lakes - Charity Event	Unknown	Declined
16/03/2022	Staffordshire Commissioner	The Stephen Lawrence Conference Attendance	Unknown	Declined

Date of invite/Gift Rec	Role	Item	Value (if known)	Status
22/03/2022	Deputy Commissioner	Princes Trust Cannock	Unknown	Accepted