

FOI 2021-685

I write in connection with your request for information dated 20 August 2021 concerning the PCC Expenses.

I am required by the Freedom of Information Act 2000 to handle all requests in a manner that is blind as to the identity and motives of the requester. Any information released as a response to a request is regarded as being published and therefore in the public domain without caveat.

Following receipt of your request, searches were conducted within the Office of the Police and Crime Commissioner (OPCC). I can confirm that the information you have requested is held by the Police and Crime Commissioner.

**You wrote:**

1) Are detailed explanations of expenses incurred published or available, if so where can they be viewed?

2) Please provide detailed information on the following payments for expenses (for what was the purchase / reward made and for which employed roles).

a) 03/12/2019 Subsistence - Evening meeting in Salisbury 123.94

b) 20/12/2019 Refreshments - Staff Recognition 125.00

c) 29/03/2020 Home to HQ to Home - To collect work £ 14.40

3) Please provide the policy or guidance document detailing if and when 'Staff Recognition' would be awarded and the permissible rewards.

4) Please provide the method used to calculate mileage claims or details of where this is published.

5) Please provide a detailed explanation of 'HQ' e.g it's location.

**Response:**

1) All expenses incurred by the OPCC / Commissioner are viewable on the PCC website at the following E mail address :-

[www.wiltshire-pcc.gov.uk/your-pcc/expenses/](http://www.wiltshire-pcc.gov.uk/your-pcc/expenses/)

The above website is the only place where these expenses are physically published.

It needs to be noted that the level of detail disclosed in respect of expenses is all that is required to be published by law and all expenses are subject to authorization/approval by the Chief Executive of the OPCC and also to audit.

The following Government Website provides clarification in respect of the payment of expenses to OPCC / Commissioners :-

[www.gov.uk/government/publications/expenses--2/expenses](http://www.gov.uk/government/publications/expenses--2/expenses)

2a) 03/12/2019 Subsistence - Evening meeting in Salisbury 123.94

Our Finance Team have confirmed this was a procurement card transaction. Unfortunately, there were issues with statements from Barclaycard that month and the transaction was verified only by phone.

No other information is available, other than the PCC had a Crime Reducing & Reoffending Board Meeting that day.

b)20/12/2019 Refreshments - Staff Recognition 125.00

Our Finance Team have confirmed this was a procurement card transaction. Statement details indicate this was made at Sainsbury's Bridgemoor Store on 20<sup>th</sup> Dec 2019.

This was for the purchase of boxes of chocolates which were provided to all operational stations at Christmas as a gesture of goodwill from the OPCC to both thank and recognize the efforts of Officers during the year and the additional risks they faced (and continue to face) during the Covid Pandemic.

c)29/03/2020 Home to HQ to Home - To collect work £ 14.40

Our Finance Team have confirmed that this was a personal expense claim for mileage through Payroll. It would have involved the PCC filling out a claim form and the Chief Executive verifying the claim.

No information is available in respect of what specific work was collected by the Commissioner who – along with other non-operational personnel – was working from home predominantly during this period due to the Covid Pandemic.

3) Whilst Wiltshire Police does have a specific policy document for Recognition, this is not what you are looking for here in respect of this question.

The Recognition Policy details the process around Awards / Commendations / Medals and so on awarded to Officers, Staff or members of the Public for long-service, bravery, Teamwork and so on.

It is not related to the comment "Staff Recognition" as detailed in the particular £125 expenses recorded on 20/12/2019, which was simply a term used to describe the type of expense incurred within the Accounts.

4) Any mileage claims by the OPCC have been in accordance with the HMRC concessionary rates. Please refer to the second link provided in answer to your Question 1.

5) Wiltshire Police HQ, London Road, Devizes, Wiltshire, SN10 2DN.