

**Force Disclosure Unit**

Wiltshire Police HQ

London Road

Devizes

Wiltshire

SN10 2DN

Tel 101 ext 62005

www.wiltshire.police.ukdisclosure@wiltshire.pnn.police.uk

XXXXXX – by E mail

Date: 8th September 2021

Your ref: FOI

Our ref: FOI 2021 / 685

Reply contact name is: Nick Penny

Dear XXXXXX,

I write in connection with your request for information dated 20th August 2021 concerning PCC's 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 requestor. Any information released as a response to a request is regarded as being published and therefore in the public domain without caveat.

Your request for information has now been considered and – having consulted our Finance Team, Policy Team and OPCC - I am now able to respond as follows.

You wrote (and Our Response) :

With regard to expenses of the PCC.

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

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/

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.



INVESTOR IN PEOPLE

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

www.gov.uk/government/publications/expenses--2/expenses

2) Please provide detailed information on the following payments for expenses (for what was the purchase / reward made and for which employed roles). In regard to c, please detail the physical / media nature of the work to be 'collected'.

- a) 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 20th 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) Please provide the policy or guidance document detailing if and when 'Staff Recognition' would be awarded and the permissible rewards.

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.

Any “staff recognition” awards would have been in accordance with the HMRC concessionary rates.

Please refer to the second link provided in answer to your Question 1.

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

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

Wiltshire Police HQ is situated in Devizes. The full postal address is as follows :-

**Wiltshire Police HQ
London Road
Devizes
Wiltshire
SN10 2DN**

I am satisfied that all the relevant information has been passed to me and been considered in the light of your request within the time constraints applicable under the legislation.

Wiltshire Police would like to thank you for the interest that you have shown in the Force.

Yours sincerely,

Nick Penny
Disclosure Decision Maker

Wiltshire Police offers a re-examination of your case under its review procedure.



Force Disclosure Unit

Wiltshire Police HQ, London Road, Devizes, Wiltshire SN10 2DN
Telephone 101 ext 62005

Freedom of Information Request Appeals Procedure

1. Who Can Ask for a Review

Any person who has requested information from Wiltshire Police, which has been dealt with under the Freedom of Information Act, is entitled to complain and request an internal review, if they are dissatisfied with the response they received.

2. How to Request a Review

Requests for review of a Freedom of Information request must be made in writing to the:

Force Disclosure Unit
Wiltshire Police Headquarters,
London Road, Devizes,
Wiltshire,
SN10 2DN

Email at disclosure@wiltshire.pnn.police.uk.

The reference number, date of the request and details of why the review is being requested must be included. Requests for review should be brought to the attention of the Force Disclosure Unit within 20 working days of the Force's response to the original Fol request.

3. Review Procedure

Receipt of a request for review will be acknowledged in writing to include confirmation of the reasons for the review. The review will be conducted by another Decision Maker, who is independent from the original Decision Maker. The Force Disclosure Unit will set a target date for a response. The response will be made as soon as is practicable with the intention to complete the review within twenty working days. In more complex cases the review may take up to 40 working days.

The Independent Decision Maker will conduct a review of the handling of the request for information and of decisions taken, including decisions taken about where the public interest lies in respect of exempt information where applicable. The review enables a re-evaluation of the case, taking into account the matters raised by the complaint.

4. Conclusion of the Appeal

On completion of the review the Independent Decision Maker will reply to the complainant with the result of the review. If the complainant is still dissatisfied following the review they should contact the Information Commissioner to make an appeal. The Information Commissioner can be contacted via the following details:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 01625 545 700
Fax: 01625 524 510
Email: mail@ico.gsi.gov.uk