



# OFFICE OF THE POLICE & CRIME COMMISSIONER FOR NORFOLK

Reply to: Claire Buckley

Our Ref: CB/FOI-024

Direct Dial: 01953 424454

31<sup>st</sup> July 2013

Dear Member of the Public

## **Freedom of Information Request – FOI/OPCCN/24**

I am writing in connection with your email dated 3<sup>rd</sup> July 2013, in which you requested the following information:

**“1) I would like a list of all the expenses claimed by the PCC or staff working for them since they were voted into the position. This includes what expense was claimed, where it was claimed, when it was claimed, how much was claimed and for what reason it was claimed.**

**2) I would also like a list of transaction on credit cards made by the PCC or staff since the start of the job. This includes what expense was claimed, where it was claimed, when it was claimed, how much was claimed and for what reason it was claimed.**

**3) I would also like to know if any accommodation has been provided for the PCC, whether this is permanent or temporary. This includes where the accommodation is, how much it costs to maintain/for the PCC to stay there, how long the PCC plans to stay there.**

**4) Finally, I would like a list of people that have received payments from the PCC office. This includes contracted staff, non-contracted staff, consultants and other payments to individuals or groups.”**

I have reviewed our records and I can advise the following:

**1) I would like a list of all the expenses claimed by the PCC or staff working for them since they were voted into the position. This includes what expense was claimed, where it was claimed, when it was claimed, how much was claimed and for what reason it was claimed.**

The PCC and Deputy PCC are required to publish details of their expenses claimed as laid out in the Elected Local Policing Bodies (Specified Information) Order 2011 and subsequent amendments. The details you require are therefore available on the PCC's website by following this [link](#) and selecting sub-section 'Police and Crime Commissioners Expenses Scheme'.

In relation to expenses claimed by staff members working for the PCC, I can advise that a total of £1,437.39 has been claimed in relation to staff mileage and a total of £73.79 has been claimed as subsistence (which would relate to car parking fees etc).

**2) I would also like a list of transaction on credit cards made by the PCC or staff since the start of the job. This includes what expense was claimed, where it was claimed, when it was claimed, how much was claimed and for what reason it was claimed.**

Please see the table at Appendix A.

**3) I would also like to know if any accommodation has been provided for the PCC, whether this is permanent or temporary. This includes where the accommodation is, how much it costs to maintain/for the PCC to stay there, how long the PPC plans to stay there.**

The PCC currently occupies the top floor of Building 8, located on the main Norfolk Constabulary site, Jubilee House, Falconers Chase, Wymondham, which had previously been occupied by the previous Norfolk Police Authority. This is permanent accommodation which the PCC pays a contribution of £17,298 towards the PFI agreement for services management and administration. The PCC does not anticipate moving from the current accommodation during his 3 ½ year tenure of the role.

**4) Finally, I would like a list of people that have received payments from the PCC office. This includes contracted staff, non-contracted staff, consultants and other payments to individuals or groups.”**

Please see the table at Appendix B.

Yours sincerely

*CBuckley*

Claire Buckley  
Freedom of Information Officer  
Office of the Police and Crime Commissioner for Norfolk

**Credit Card Transactions made by the PCC and Staff  
since the commencement of PCCs.**

**Police and Crime Commissioner**

<b>Date</b>	<b>Amount</b>	<b>Company</b>	<b>Reason for Spend</b>
24/01/2013	£33.50	First Capital Connect	Rail Tickets
26/02/2013	£238.00	St Giles Hotel, London	Overnight accommodation
27/02/2013	£40.10	Greater Anglia Rail	Rail Tickets
20/03/2013	£43.00	Greater Anglia Rail	Rail Tickets
04/04/2013	£29.55	Bell Hotel, Thetford	Area Hospitality
18/04/2013	£17.50	The Hare Arms, Downham Market	Area Hospitality
24/04/2013	£57.00	First Capital Connect	Rail Tickets
13/05/2013	£5.20	First Capital Connect	Rail Tickets
13/05/2013	£50.80	First Capital Connect	Rail Tickets
21/05/2013	£22.45	First Capital Connect	Rail Tickets

**Deputy Police and Crime Commissioner**

<b>Date</b>	<b>Amount</b>	<b>Company</b>	<b>Reason for Spend</b>
08/02/2013	£22.50	Greater Anglia Rail	Rail Tickets
15/05/2013	£107.50	Greater Anglia Rail	Rail Tickets
13/06/2013	£67.30	Greater Anglia Rail	Rail Tickets
17/07/2013	£8.70	Greater Anglia Rail	Rail Tickets

**Head of Staff (Chief Executive)**

<b>Date</b>	<b>Amount</b>	<b>Company</b>	<b>Reason for Spend</b>
17/04/2013	£26.10	Park Farm Hotel	Area Hospitality
24/06/2013	£87.65	Wildebeest Arms	Area Hospitality
04/07/2013	£63.59	Waitrose	Force Fuel (faulty Fuel Card)
12/07/2013	£19.99	Hughes	Stationery/Small Office Equipment

## **Chief Finance Officer**

<b>Date</b>	<b>Amount</b>	<b>Company</b>	<b>Reason for Spend</b>
06/12/2012	£34.30	Greater Anglia Rail	Rail Tickets
14/03/2013	£73.25	Greater Anglia Rail	Rail Tickets
06/06/2013	£81.85	Greater Anglia Rail	Rail Tickets
16/07/2013	£15.80	Costa Coffee	Subsistence

## **PA to PCC and Head of Staff**

(It should be noted that this role acts as Deputy to the Senior Support Services Officer and therefore, purchases made are for the wider office and not specifically related to the postholder)

<b>Date</b>	<b>Amount</b>	<b>Company</b>	<b>Reason for Spend</b>
23/11/2012	£10.80	Waitrose	Catering
12/12/2012	£8.71	Waitrose	Catering
13/12/2012	£13.08	Waitrose	Catering
11/01/2013	£16.27	Waitrose	Catering
18/01/2013	£11.39	Waitrose	Catering
29/01/2013	£6.04	Waitrose	Catering
20/02/2013	£2.85	Waitrose	Catering
27/02/2013	£19.50	Asda	Stationery/Small Office Equipment
21/03/2013	£27.99	Interflora	Flowers and Wreaths
03/04/2013	£43.23	Waitrose	Catering
05/04/2013	£5.69	Waitrose	Stationery/Small Office Equipment
15/04/2013	£65.00	National Railcard	Rail Tickets
19/04/2013	£4.92	Waitrose	Stationery/Small Office Equipment
06/05/2013	£36.38	Cornwallis Hotel	Room Hire & Refreshments
22/05/2013	£7.69	Waitrose	Stationery/Small Office Equipment
20/06/2013	£43.66	Cornwallis Hotel	Room Hire & Refreshments

<b>Date</b>	<b>Amount</b>	<b>Company</b>	<b>Reason for Spend</b>
16/07/2013	£5.83	Waitrose	Area Hospitality
23/07/2013	£26.88	Waitrose	Catering

### **Senior Support Services Officer**

(It should be noted that this role undertakes the purchasing for the entire office and therefore the expenditure listed below is for the wider office and not just for the postholder)

<b>Date</b>	<b>Amount</b>	<b>Company</b>	<b>Reason for Spend</b>
23/11/2012	£82.80	Printing.com	Publicity
26/11/2012	£29.95	Marks and Spencer	Area Hospitality
26/11/2012	£30.20	Asda	Area Hospitality
26/11/2012	£8.16	Letts.co.uk	Stationery/Small Office Equipment
26/11/2012	£10.16	Amazon.co.uk	Stationery/Small Office Equipment
26/11/2012	£27.78	Amazon.co.uk	Stationery/Small Office Equipment
28/11/2012	£56.28	Waitrose	Stationery/Small Office Equipment
29/11/2012	£11.66	Waitrose	Catering
29/11/2012	£51.56	Banner	Stationery/Small Office Equipment
29/11/2012	£121.27	Banner	Stationery/Small Office Equipment
03/12/2012	£8.90	Waitrose	Catering
03/12/2012	£28.99	Interflora	Flowers and Wreaths
06/12/2012	£36.96	A C Leigh	Stationery/Small Office Equipment
06/12/2012	£3.20	Tesco	Stationery/Small Office Equipment
07/12/2012	£14.03	Waitrose	Stationery/Small Office Equipment
07/12/2012	£102.60	Scole Inn	Room Hire & Refreshments
12/12/2012	£17.61	Tesco	Stationery/Small Office Equipment

<b>Date</b>	<b>Amount</b>	<b>Company</b>	<b>Reason for Spend</b>
13/12/2012	£80.11	WP Stamps	Stationery/Small Office Equipment
13/12/2012	£8.34	Amazon.co.uk	Stationery/Small Office Equipment
17/12/2012	£3.75	Morrisons	Newspapers/ Periodicals
19/12/2012	£387.50	IStock	Publicity
20/12/2012	£9.95	Ryman Stationers	Stationery/Small Office Equipment
21/12/2012	£32.73	Waitrose	Area Hospitality
03/01/2013	£80.76	NVCS	Contract Catering
03/01/2013	£50.00	Archant	Newspapers/Periodicals
03/01/2013	£50.00	Archant	Newspapers/Periodicals
03/01/2013	£20.00	Archant	Newspapers/Periodicals
03/01/2013	£20.00	Archant	Newspapers/Periodicals
03/01/2013	£20.00	Archant	Newspapers/Periodicals
03/01/2013	£20.00	Archant	Newspapers/Periodicals
03/01/2013	£7.74	Tesco	Stationery/Small Office Equipment
03/01/2013	£353	Financial Times	Newspapers/Periodicals
09/01/2013	£38.41	Waitrose	Catering
10/01/2013	£9.23	Amazon.co.uk	Stationery/Small Office Equipment
10/01/2013	£164.94	Banner	Stationery/Small Office Equipment
16/01/2013	£14.78	Waitrose	Stationery/Small Office Equipment
25/01/2013	£5.47	Waitrose	Stationery/Small Office Equipment
31/01/2013	£52.52	Banner	Stationery/Small Office Equipment
31/01/2013	£3.12	Banner	Stationery/Small Office Equipment

<b>Date</b>	<b>Amount</b>	<b>Company</b>	<b>Reason for Spend</b>
05/02/2013	£9.63	Waitrose	Catering
06/02/2013	£46.63	Waitrose	Catering
07/02/2013	£8.12	Waitrose	Stationery/Small Office Equipment
13/02/2013	£9.73	Waitrose	Catering
21/02/2013	£5.75	Waitrose	Catering
28/02/2013	£5.45	Waitrose	Catering
28/02/2013	£82.05	Banner	Stationery/Small Office Equipment
05/03/2013	£40.05	Waitrose	Catering
06/03/2013	£41.25	Waitrose	Catering
07/03/2013	£5.91	Waitrose	Stationery/Small Office Equipment
08/03/2013	£118.27	Banner	Stationery/Small Office Equipment
11/03/2013	£86.38	Park Farm Hotel	Overnight Accommodation
14/03/2013	£16.13	Banner	Stationery/Small Office Equipment
18/03/2013	£17.62	Amazon.co.uk	Stationery/Small Office Equipment
27/03/2013	£4.62	Waitrose	Stationery/Small Office Equipment
27/03/2013	£28.40	Amazon.co.uk	Stationery/Small Office Equipment
28/03/2013	£80.78	NVCS	Contract Catering
29/03/2013	£4.69	Waitrose	Catering
10/04/2013	£7.33	Waitrose	Catering
12/04/2013	£60.78	Banner	Stationery/Small Office Equipment
12/04/2013	£3.15	Amazon.co.uk	Stationery/Small Office Equipment
15/04/2013	£6.69	Hootsuite Media	Subscriptions

<b>Date</b>	<b>Amount</b>	<b>Company</b>	<b>Reason for Spend</b>
25/04/2013	£16.13	Banner	Stationery/Small Office Equipment
29/04/2013	£12.10	Waitrose	Catering
30/04/2013	£56.11	Waitrose	Catering
02/05/2013	£5.74	Waitrose	Catering
06/05/2013	£3.79	Homebase	Stationery/Small Office Equipment
08/05/2013	£41.31	Waitrose	Catering
14/05/2013	£6.70	Hootsuite Media	Subscriptions
23/05/2013	£43.26	Banner	Stationery/Small Office Equipment
29/05/2013	£6.00	Tesco	Stationery/Small Office Equipment
04/06/2013	£5.76	Waitrose	Catering
05/06/2013	£45.43	Waitrose	Catering
06/06/2013	£58.38	Banner	Stationery/Small Office Equipment
07/06/2013	£11.63	Waitrose	Catering
13/06/2013	£9.26	Waitrose	Catering
14/06/2013	£6.57	Hootsuite Media	Subscriptions
17/06/2013	£11.50	Waitrose	Catering
19/06/2013	£7.29	Tesco	Stationery/Small Office Equipment
20/06/2013	£10.00	Waitrose	Stationery/Small Office Equipment
24/06/2013	£9.42	Amazon.co.uk	Stationery/Small Office Equipment
25/06/2013	£48.80	Waitrose	Catering
26/06/2013	£25.00	Royal Norfolk Show	Consultation and Engagement
01/07/2013	£5.16	Waitrose	Catering
02/07/2013	£64.00	Wereham House Hotel	Overnight Accomodation



<b>Date</b>	<b>Amount</b>	<b>Company</b>	<b>Reason for Spend</b>
02/07/2013	£39.86	Waitrose	Catering
03/07/2013	£14.28	Amazon.co.uk	Stationery/Small Office Equipment
08/07/2013	£2.58	Waitrose	Catering
10/07/2012	£150.00	Host-It Internet Solutions	Website
10/07/2013	£12.00	Nominet	Website
10/07/2013	£32.68	Modern Tribe inc	Website
11/07/2013	£30.71	Envato	Website
12/07/2013	£6.53	Hootsuite Media	Subscriptions
12/07/2013	£8.28	Waitrose	Area Hospitality
17/07/2013	£78.08	Banner	Stationery/Small Office Equipment
22/07/2013	£48.41	DHL	Postage
23/07/2013	£18.20	Amazon.co.uk	Stationery/Small Office Equipment
24/07/2013	£80.78	NVCS	Contract Catering
24/07/2013	£87.90	Banner	Stationery/Small Office Equipment
24/07/2013	£40.92	Waitrose	Postage
25/07/2013	£33.81	WP Filebase	Website
25/07/2013	£5.00	Waitrose	Catering
29/07/2013	£220.00	Dods Training	Training Course

**People receiving payments from the PCC  
since commencement of the role in November 2012**

- Current Staff (salaries/expenses etc)
  - Police and Crime Commissioner
  - Deputy Police and Crime Commissioner
  - Head of Staff (Chief Executive)
  - Chief Finance Officer
  - Deputy Head of Staff
  - Domestic Abuse and Sexual Violence Co-ordinator
  - Senior Support Services Officer
  - Support Services Officer (Vacant)
  - Support Services Assistant
  - Policy, Planning and Performance Officer
  - Policy, Planning and Partnerships Officer
  - Media and Communications Officer x 2
  - Web Developer (temp contract)
  - Consultation and Engagement Officer
  - PA to Head of Staff & PCC
  - Community Relations and Equalities Officer
  - Media Advisor to PCC
  
- Independent Advisory Group Members (reimbursed expenses)
  
- LGBT Forum Members (reimbursed expenses)
  
- Independent Custody Visitors (reimbursed expenses)
  
- Disability Forum Members (reimbursed expenses)
  
- Small number of Police Authority Members (residual expenses from Nov 2012)
  
- All companies previously mentioned in Appendix A
  
- Suppliers:
  - Norfolk News Deliveries Ltd
  - Vodafone Corporate
  - Kevin Piper Media Ltd
  - Tan Cars
  - ABC Taxis
  - Enterprise Private Hire
  - Accent Design Group
  - Norwich Print Solutions
  - Hilton Hotels
  - Law Society
  - Information Commissioners Office
  - PriceWaterhouse Coopers

- Ernst & Young
- Norwich Frame Workshop
- Durham Constabulary
- West Mercia Police Authority
- Wymondham Ltd (PFI)
- Apex Signs
- Havas People
- Parliamentary News Service
- Police Professional
- Royal Mail
- Freescape
- Mark Hill
- Great Yarmouth Borough Council
- Horton Engraving
- Field Fisher Waterhouse
- Stuarts Taxi and Travel
- The Police Foundation
- Software Box Ltd
- Broadland District Council
- Police and Crime Commissioner Treasurers Society (PACCTs)
- Independent Custody Visiting Association (ICVA)
- Association of Police and Crime Commissioners Chief Executives
- Association of Chief Police Officers
- Pearl Linguistics
- Norfolk County Council
- Als Cabs Ltd
- Eversheds LLP
- Chubb Electronic Security Ltd