



Scottish Police Federation

5 Woodside Place Glasgow G3 7QF

JCC Circular 48 of 2016

Ref: CS/LS

6 September 2016

Dear Colleague

EXPENDITURE POLICY & CENTRAL ADMINISTRATION

This policy supercedes the expenditure policy circulated with JCC Circular 7 of 2016 and introduces an amendment in the paragraph below entitled Area Secretaries (shown in red).

EXPENDITURE POLICY

Area Representatives; Area Rank Committees; Area Committees: All expenditure to be authorised through the Area Secretary.

Area Secretaries:

- **Area Secretaries may authorise applications up to £500 for replacement of existing or the purchase of new office equipment. This must be done in writing and a copy sent to Kirsteen Brown, Business Administrator who will liaise with the IT consultant and reply to the Area Secretary.**
- All applications for over £500 must be made in writing to Kirsteen Brown, Business Administrator who will seek authorisation from the Trustees.
- All applications from £500 up to £1000 may be authorised by one of the Trustees.
- All applications over £1000 and up to £5000 may be authorised by two Trustees.
- All applications over £5000 may be authorised by all of the Trustees.

JCC Members; JCC Rank Committees; JCC Standing Committees; JCC Subject Committees

All expenditure to be authorised through the General Secretary.

EXPENDITURE APPROVAL REGISTER

Expenditure Decisions: All expenditure decisions should be recorded on the SPF Expenditure Approval Register by Kirsteen Brown, Business Administrator who will make it available at each Finance Standing Committee meeting.

CENTRAL ADMINISTRATION

This covers:

- Mileage; Travel; Accommodation & Meetings, Booking Procedures and Expenses
- Business hospitality
- Use of IT overseas
- Contracts
- Miscellaneous and Sundries

You will know that the SPF is under scrutiny from the PSoS, the Scottish Government and HMRC about how it obtains and uses its funding and how it pays expenses to members.

To ensure it complies with the various terms and conditions these authorities place on it, SPF is to make some changes to booking procedures and expenses.

The following sections deal with this in some detail.

Note: the recent instruction to members to book their own accommodation, which was originally issued to comply with the scrutiny, is now rescinded and replaced by the following arrangements.

Mileage

Members of the JCC and other federation representatives and Officials travelling on JCC business should normally use public transport and claim reimbursement of public transport fares, whether by train, bus, aircraft or ferry. Such claims must be accompanied by a receipt.

Where public transport is not available, otherwise not suitable or, there is a reasonable reason why the representative chooses to use his/her own vehicle as an alternative (s)he should claim the HMRC mileage rates.

The SPF has a contract with Arnold Clark (further information from Kirsteen Brown, Business Administrator, Woodside Place) and car hire should be used where mileage is likely to be considerable.

No journey should be undertaken on the assumption it will automatically be reimbursed. If the Treasurer considers that the business activity could competently have been discharged without the need for travel, reimbursement will not be made.

Travel - Travel within the Area

- should be booked, claimed and paid for through the Area Secretary. The only exception to this is flights, e.g. Aberdeen to Shetland, which must be booked through Kirsteen Brown, Business Administrator, Woodside Place
- the Area Secretary must be able to demonstrate that (s)he has applied the same test as the Treasurer when considering whether travel expenses should be reimbursed.

Travel out with Area

- should be booked by Kirsteen Brown, Business Administrator, Woodside Place. *

*This does not apply to meetings of the JCC; Chairs/Secretaries: FTOB's; Area Committees; Standing Committees; Subject Committees; PNB and other meetings at police establishment's within Scotland.

Flights under 3 hour duration will be economy class unless a business reason exists to justify as more flexible ticket. Flights over 3 hours but within Europe will be economy flexible unless a business reason exists to justify a more flexible ticket. Flights out with Europe or where the duration is in excess of 6 hours will be business class.

Train journeys will normally be undertaken in standard class but it is acknowledged that early booking of first class travel may secure exceptional rates and this will be permissible especially for journeys in excess of two hours. First class rail travel may also be appropriate if work of a confidential nature is to be undertaken whilst travelling.

Accommodation - Within the Area

- Where accommodation is to be booked within an Area it should be booked through the Area Secretary. The Secretary must be able to demonstrate that accommodation was considered necessary to support the business activity.

Out with the Area

- Where accommodation is to be booked out with an Area it should be booked through Kirsteen Brown, Business Administrator, Woodside Place.

Meetings

- Renewals of meeting contracts or new meeting contracts - should be agreed by the Area Secretary after consultation with Kirsteen Brown, Business Administrator, Woodside Place.
- Meetings within the Area - Permission to attend should be sought from the Area Secretary
- Meetings out with the Area - Permission to attend should be sought from an office bearer at Woodside Place.*

*This does not apply to meetings of the JCC; Chairs/Secretaries: FTOB's; Area Committees; Standing Committees; Subject Committees; PNB and other meetings at police establishment's within Scotland.

JCC Members Business Hospitality

It is recognised that occasionally it will be necessary for JCC Members or Officials to incur business hospitality expenses. In all cases claims will require to be accompanied by a receipt and details of the person(s) concerned and the reason for the meeting. Where possible members and Officials should seek the authorisation of the JCC Chairman in writing but where less than 48 hours' notice is to be given then this may be sought verbally.

Use of IT overseas

Officials travelling overseas should be aware of the cost implications of using mobile phones, tablets or laptops. Conditions can change from time to time and with contract changes so members should consult the Business Supervisor at Woodside Place about this. Failure to do this may render the Official liable for excess charges.

Contracts

Contracts are in the Deputy General Secretary's portfolio and no SPF Official may enter into a commercial contract without his authority. The Business Supervisor has a list of live contracts.

Miscellaneous and Sundries

The purchase of miscellaneous and sundry items, for example additional hardware / software / applications (battery packs / phone chargers / covers etc) is not encouraged. Where such purchases are made, they must be supported by an absolute business need or reimbursement will not be made.

Recovery of non-reimbursed expenditure

Where expenditure has been made on credit cards, but is subsequently declined for reimbursement, a corresponding deduction will be made from the next pay. Habitual incursion of such expenditure will result in credit facilities being suspended or withdrawn.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Calum Steele', with a horizontal line drawn through the middle of the signature.

Calum Steele
General Secretary