

Reply to: Leah Smith

Tel No: 01953 423506

21 April 2022

Dear Member of public,

**Freedom of Information Request FOI/OPCCN/209**

I am writing in connection with your email dated 29<sup>th</sup> March 2022, in which you requested the following information:

**“Please provide a breakdown of all costs associated with the running of the office of the Police and Crime Commissioner in your force, for 2019, 2020 and 2021.**

**This is to include (not an exhaustive list):**

**Staffing Related Costs,  
Estates,  
Transport and ICV Expenses,  
Supplies and Services and Surveys,  
Audit and Professional Fees,  
Communications and IT,  
Subscriptions,  
Misconduct Tribunal Appeal Costs,  
Communications/PR Contract, and any other associated costs with running the office.**

**Additionally, please provide a breakdown of the salaries of the 5 highest-paid employees within the office of the Police and Crime Commissioner.”**

Response: Having reviewed our records, please see below table for breakdown of costs.

Yours sincerely

*L. Smith*

Leah Smith  
Complaints and Compliance Officer and FOI Decision Maker  
Office of the Police and Crime Commissioner for Norfolk

	Actual Year to Date 31 March 2021	Actual Year to Date 31 March 2020	Actual Year to Date 31 March 2019
	Total	Total	Total
	£	£	£
Police Staff - Basic Pay	834,288	763,057	719,056
Market Supplement	7,500	0	0
Police Staff - Holiday Pay Payment	1,066	148	(10)
OPCC Staff - Protected Pay	0	271	2,851
Police Staff - NI	91,527	79,740	74,217
Police Staff - Standard Employer's Pension Contribution	168,370	148,507	151,325
Police Staff - Honorarium	7,636	5,064	364
Police Staff Standard Overtime	0	0	1,793
Redundancy Costs	0	0	5,404
EX-Gratia Payment	0	0	20,449
Police Staff - Other Allowances	187	178	249
<b>TOTAL POLICE STAFF PAY</b>	<b>1,110,574</b>	<b>996,966</b>	<b>975,698</b>
Internal Training Courses	0	500	0
External Training Course – Department Funded	1,734	607	4,150
Training Materials and Study Costs	9,645	6,525	8,612
Conference and Seminar Fees	990	2,867	6,380
External Advertising (Recruitment)	1,060	(1,724)	2,009
Interview Expenses (Recruitment)	195	0	0
Other Employee Costs	0	332	0
<b>TOTAL OTHER EMPLOYEE COSTS</b>	<b>13,624</b>	<b>9,107</b>	<b>21,150</b>
Building Signage	0	455	0
Hire of Rooms/Premises	0	1,036	1,870
Furniture, Fixtures and Fittings	625	155	0
<b>TOTAL OTHER PREMISES COSTS</b>	<b>625</b>	<b>1,646</b>	<b>1,870</b>
Vehicles - Spares	0	1,020	0
Short Term Hire of Vehicles - Non-Operational	0	23	42
Hire Vehicle Fuel and Fuel Reimbursement	0	48	321
Essential Users Lump Sum	2,478	2,165	1,239
Local Agreed Mileage Rate	261	3,643	4,994
Casual Users Mileage	2,041	9,421	4,947
Air travel	0	0	200
Public Transport and Parking	(767)	6,011	5,452
<b>TOTAL CAR ALLOWANCES AND TRAVEL EXPS</b>	<b>4,013</b>	<b>22,330</b>	<b>17,195</b>
Stationery and Office Consumables	310	551	1,039
Office Equipment	0	484	0
Paper (Photocopiers and Printers)	52	328	0
Printing	319	720	1,764
Newspapers and Periodicals	469	371	419
<b>TOTAL OFFICE EQUIPMENT AND MATERIALS</b>	<b>1,151</b>	<b>2,453</b>	<b>3,223</b>
Clothing and Uniforms	780	21	0
Police Uniform Accessories	818	0	0
<b>TOTAL CLOTHING AND UNIFORMS</b>	<b>1,598</b>	<b>21</b>	<b>0</b>
Fixed Telephone Line Rental	51	0	0
Mobile Phone Call Charges and Contract Cost	0	0	17
Hardware - purchase	71	0	440
Software - Maintenance	9,283	12,418	1,323
Software Licences	2,625	0	0
<b>TOTAL COMMUNICATIONS AND COMPUTING</b>	<b>12,030</b>	<b>12,418</b>	<b>1,780</b>
Member Allowances	16,000	16,000	15,500
Other Member Allowances	195	300	860
Legal Costs	0	585	2,360
Corporate Hospitality	19	50	18
Presentations and Awards	0	3,918	3,951
Subscriptions	34,790	29,764	30,364
Licence Fees	57	155	0
Publicity	6,354	2,310	11,586
Promotional material	560	904	560
Consultants Fees	0	26,661	38,274
Professional Fees	(1,429)	4,986	200
Hotel Accommodation	0	807	173
Subsistence	0	188	425
Refreshments at Meetings	0	1,831	791
Miscellaneous Expense Claims	82	88	119
Treasury Costs	13,254	8,252	7,428
Internal Audit Fee	0	56,054	56,054
External Audit Fee	26,044	22,894	30,073
<b>TOTAL OTHER SUPPLIES AND SERVICES</b>	<b>95,926</b>	<b>175,745</b>	<b>198,733</b>
Revenue contributions to capital	88,332	0	90,117
<b>TOTAL REVENUE FUNDING FOR CAPITAL</b>	<b>88,332</b>	<b>0</b>	<b>90,117</b>
<b>TOTAL</b>	<b>1,327,873</b>	<b>1,220,687</b>	<b>1,309,766</b>

## Internal Review

If you think we have not supplied information in accordance with Section 1 (the General Right of Access) of the Freedom of Information Act 2000, or you are dissatisfied with the way in which your request has been handled, then you should write within 40 days of the date of the response to:

Mark Stokes  
Chief Executive  
Office of the Police and Crime Commissioner for Norfolk  
Jubilee House  
Falconers Chase  
Wymondham  
Norfolk  
NR18 0WW

Telephone: 01953 424455

Email: [opccn@norfolk.police.uk](mailto:opccn@norfolk.police.uk)

If you are dissatisfied in any way with our response or the way we have handled your request, you can contact us by phone, email or in writing. We may, in the first instance, try and resolve your complaint informally. However, at any stage you can request or we may decide to treat your complaint formally under our internal review process.

An internal review is conducted by the Chief Executive who will review the request and response, taking account of your complaint(s), and will respond in writing as soon as possible. The Information Commissioner's Office recommends that a response should be made in 20 working days. If we are unable to respond in this timeframe we will inform you and provide a date by which you should expect to receive our response.

If, after the internal review, you remain dissatisfied then you can complain to the Information Commissioner's Office, the government regulator for the Freedom of Information Act. Details of how to contact the Information Commissioner's Office can be found at [www.ico.org.uk](http://www.ico.org.uk)