



Our Ref: 000303/21

Your Ref:

Address Correspondence to: Information Management

Date 16 February 2021

Freedom of Information Act 2000

I write further to your request for information received 26/01/2021.

I note you seek access to the following information:

1. *What finance system do you currently have in place?*
2. *What HR system do you currently have in place?*
3. *What processes or solutions do you have in place for employees to submit and reclaim expenses?*
4. *How do employees track and claim back on mileage?*
5. *Are employees able to compile, submit and approve expenses remotely?*
6. *How many expense claims were submitted in FY19?*
7. *What controls do you have in place to ensure employee spend is within policy?*
8. *What percentage of expense claims are checked against policy?*
9. *Who checks expense claims are within policy? Line manager or AP/Finance or both?*
10. *What are the 3 largest areas of expense at the authority?*
11. *Who owns the employee expense process at Leicestershire Constabulary?*

Following receipt of your request, searches were conducted within Leicestershire Police to locate information relevant to your request.

Your request for information has now been considered and the information asked for is as follows: -

1. Leicestershire Police currently use the below finance systems:
Finance – Agresso
Payroll – I-Trent
2. Leicestershire Police currently use HR Gateway as or HR system.
3. Leicestershire Police use paper based forms for expenses/mileage/cash and bank transfer claims. PDF forms can also be submitted for mileage and expenses.
4. Employees track and claim back mileage on the expenses/mileage form.
5. Employees are able to compile, submit and approve expenses remotely by email using the PDF version of the above form.
6. In the FY 2019, 3,163 expenses claims were submitted by Officers and Staff.

7. Expenses are checked before processing and dip sampling takes place to ensure employee spend is within policy.
8. 10 random claims a month are checked.
9. The Finance Officer/Finance Operations team are responsible for the above checks.
10. The 3 largest areas of expense within Leicestershire Police are Subsistence, travel and miscellaneous.
11. The expense process is owned by the Finance Department on behalf of the Chief Constable.

Leicestershire Police provides you the right to ask for a re-examination of your request under its review procedure. Letters should be addressed to Information Manager, Corporate Services Department at the above address. If you decide to request such a review and having followed the Force's full process you are still dissatisfied, then you have the right to direct your comments to the Information Commissioner who will give it consideration.

Yours sincerely

Freedom of Information Officer
Leicestershire Police

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