

20 May 2025

FOI Ref 21315

Request - You asked us the following:

I am writing to you under the Freedom of Information Act 2000 to request the following information regarding Special Constables serving in your police force.

Please could you provide details for the current tax year (2025/26 to date) and the previous four tax years (2021/22, 2022/23, 2023/24 and 2024/05) on the following:

1. Travel and Sustenance Payments:
 - * The rates you pay for shifts including length of hours required to work for each rate.
 - * A breakdown of the types of expenses reimbursed (e.g. mileage, meals, accommodation).
 - * The rates applied for such reimbursements (e.g. mileage rate per mile).
2. Other Payments or Allowances:
 - * Any other payments, stipends, or allowances provided to Special Constables during these periods.
 - * The purpose of these payments (e.g. retention bonuses, uniform allowances, etc.).
3. Review Processes:
 - * How often your force reviews these payments or policies relating to Special Constables' expenses and allowances.
 - * The date of the most recent review and any planned future reviews.

We received your request on 08/05/2025 and have processed this under the Freedom of Information Act (FOIA).

Staffordshire Police's response to your enquiry is as follows:

Staffordshire Police holds some of the requested information.

- I am writing to you under the Freedom of Information Act 2000 to request the following information regarding Special Constables serving in your police force.
- Please could you provide details for the current tax year (2025/26 to date) and the previous four tax years (2021/22, 2022/23, 2023/24 and 2024/05) on the following:
 - 1. Travel and Sustenance Payments:
 - * The rates you pay for shifts including length of hours required to work for each rate.
– **No information held. Special Constables are not paid for their shifts, Specials are voluntary part time Officers who do not get paid for the work they do in the Special Constabulary.**
 - * A breakdown of the types of expenses reimbursed (e.g. mileage, meals, accommodation).
– **Disclosed, please see the accompanying file titled 'FOI 21315 Constable Payments Data'.**
 - * The rates applied for such reimbursements (e.g. mileage rate per mile). – **Disclosed, mileage rate is 0.45p per mile. Subsistence allowance is as follows:**



- Over 3 hours but not exceeding 8 hours: up to £9.61 per duty
- Over 8 hours but not exceeding 12 hours: up to £14.66 per duty
- Over 12 hours but not exceeding 24 hours: up to £24.15 per duty

Home Office guidance states that the entitlement to the £30 Boot Allowance was withdrawn however, Staffordshire Police still continue to pay the allowance on an annual basis in April, provided the Specials Officer has completed the minimum Home Office requirement of 192 hours on duty in the preceding financial year.

- 2. Other Payments or Allowances:
- * Any other payments, stipends, or allowances provided to Special Constables during these periods. – **Disclosed, the main types of reimbursement are mileage, refreshments and boot allowances.**
- * The purpose of these payments (e.g. retention bonuses, uniform allowances, etc.). – **Disclosed. Boot allowance and subsistence allowance. In order to claim subsistence allowance, certain criteria must be met:**

A Special Constable must have been retained for duty or engaged on duty beyond their normal daily period of duty. It is considered that a normal period of duty will equate to 3 hours. Following the qualifying period of 3 hours for the payment of a subsistence allowance, a Special Constable must have incurred expenditure, on a meal or appropriate refreshment, whilst retained for duty or engaged on duty in order to be eligible to claim reimbursement.

- 3. Review Processes:
- * How often your force reviews these payments or policies relating to Special Constables' expenses and allowances. – **Disclosed, the reviews are done every 12 month financial year.**
- * The date of the most recent review and any planned future reviews. – **Partially disclosed, the most recent policy was released on 13th May 2024 and the policy review date is 31st March 2025, please see the below exemption.**

Please note that with regards to question 1 there are minus figures included in the data due to our finance department having to accrue for expenses. If we have not received the expenses in the period we need then the accrual will reverse once the expense has actually come in. In these instances the minus amounts occur when the expense has reversed and there may be a timing difference as when we get the expense.

Please be advised that all Freedom of Information request responses are published on the Staffordshire Police website although personal details are not included.

The following exemption has been applied:

In accordance with Section 17(1) of the Freedom of Information Act, this letter represents a refusal notice for this particular request.

- Section 22(1)(a) – Information intended for future publication
- Section 22 is a qualified class-based exemption and as such requires the application of a Public Interest Test.

Public Interest Test

Factors favouring disclosure for Section 22

To release the information that is held at this particular time would provide the public with an awareness of the most recently collated data serving to enhance public knowledge of the subject.

Factors favouring non-disclosure for Section 22

Although the information is available, any data that is researched and prepared will need to be checked and authorised to be fit for release. As the information requested is due to be published in the near future the additional time and resources that would be required cannot be justified.

Balance Test

In this case a decision has been made to publish this information the near future. Section 22 allows for circumstances when it is reasonable and correct for public authorities to delay the provision of information until it is made generally available through publication. The additional resources expended by the force to deal with this request at this time would therefore not be in the public interest.

Freedom of Information Request Appeals Procedure

1. Who Can Ask for a Review

Any person who has requested information from Staffordshire 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 within two months of the date of receipt of this email, and should be addressed to:

foi@staffordshire.police.uk

Or by Post to:

Central Disclosure Unit
Staffordshire Police HQ
PO Box 3167
Stafford
ST16 9JZ

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 Central Disclosure Unit within two months of the Force's response to the original FOI request.

3. Review Procedure

Receipt of a request for review will be acknowledged in writing. The review will be conducted by another Decision Maker who is independent from the original Decision Maker. The Central Disclosure Unit will set a target date for a response. The response will be made as soon as is practicable with the intention to



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complete the review within 20 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

ICO Website for complaints link: <https://ico.org.uk/make-a-complaint/foi-and-eir-complaints/foi-and-eir-complaints/>

Freedom of Information
Central Disclosure Unit