

Request 9830 – Current Business Expense Management Process

1. Name, position and email address of the staff responsible for the council's staff purchase/expense cards./corporate credit cards.
2. If an automated business expense management is in place, what is the name of the system/card provider and the amount of cards currently in use?
3. If this on a contacted basis, please provide the contract end date.
4. The estimated (or actual) amount of spend (£) in business expenses either by department or as an overall total for the most recent financial year.
5. Name, position and email address of the staff or department responsible for reducing the carbon emissions (CO2) within the council as part of the overall strategy to achieve carbon neutrality.

Response

1. Name, position and email address of the staff responsible for the council's staff purchase/expense cards./corporate credit cards.

Responsible: Suzy Brandes Principal Accountant Suzy.Brandes@scambs.gov.uk

Administrator: Brenda Robinson Accounts Assistant Brenda.Robinson@scambs.gov.uk

2. If an automated business expense management is in place, what is the name of the system/card provider and the amount of cards currently in use?

Barclaycard Visa 14 cards in use

3. If this on a contacted basis, please provide the contract end date.

n/a

4. The estimated (or actual) amount of spend (£) in business expenses either by department or as an overall total for the most recent financial year.

Total spend 2020/21 £60290.88 Spend 2021/22 to 30/09/21 £26669.10

5. Name, position and email address of the staff or department responsible for reducing the carbon emissions (CO2) within the council as part of the overall strategy to achieve carbon neutrality.

Responsible person is Head of Climate, Environment and Waste, Bode Esan.

In relation to this please contact Siobhan Mellon, Climate & Environment Officer Siobhan Mellon <Siobhan.Mellon@scambs.gov.uk