

## Notice of Meeting

# Surrey Police and Crime Panel



**Date & time**  
**Monday, 5**  
**February 2018**  
**at 10.30 am**

**Place**  
Ashcombe Suite,  
County Hall, Kingston  
upon Thames, Surrey  
KT1 2DN

**Contact**  
Angela Guest  
Room 122, County Hall  
Tel 020 8541 9075

[angela.guest@surreycc.gov.uk](mailto:angela.guest@surreycc.gov.uk)

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**This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Angela Guest on 020 8541 9075.**

### Members

Cllr Ken Harwood (Chairman)	Tandridge District Council
Cllr Charlotte Morley (Vice-Chairman)	Surrey County Council
Cllr Chris Sadler	Elmbridge Borough Council
Cllr David Reeve	Epsom & Ewell Borough Council
Cllr Graham Ellwood	Guildford Borough Council
Cllr Margaret Cooksey	Mole Valley District Council
Dorothy Ross-Tomlin	Reigate & Banstead Borough Council
Cllr Nick Gething	Spelthorne Borough Council
Cllr Josephine Hawkins	Surrey Heath Borough Council
Cllr Peter Waddell	Runnymede Borough Council
Cllr Pat Frost	Waverley Borough Council
Cllr Beryl Hunwicks	Woking Borough Council
Mr Bryan Cross	Independent Member
Mr David Fitzpatrick-Grimes	Independent Member

## **PART 1** **IN PUBLIC**

### **1 APOLOGIES FOR ABSENCE**

The Chairman to report apologies for absence.

### **2 MINUTES OF THE PREVIOUS MEETING**

(Pages 1 - 6)

To approve the minutes of the meeting held on 7 December 2017 as a correct record.

### **3 DECLARATIONS OF INTEREST**

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter

- (i) Any disclosable pecuniary interests and / or
- (ii) Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting

#### **NOTES:**

- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner)
- Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.

### **4 PUBLIC QUESTIONS**

To receive any public questions.

#### **Note:**

*Written questions from the public can be submitted no later than seven days prior to the published date of the annual or any ordinary public meeting, for which the Commissioner will be invited to provide a written response by noon on the day before the meeting, which will be circulated to Panel Members and the questioner.*

### **5 POLICE AND CRIME COMMISSIONER'S PROPOSED PRECEPT FOR 2018/19**

(Pages 7 - 18)

The Police and Crime Panel is required to consider and formally respond to the Police and Crime Commissioner's Proposed Precept for 2017/18. The purpose of this item is to allow the Commissioner to outline his proposals in more detail and to answer any questions that Panel Members might have.

Following consideration of the Commissioner's proposed precept, the Panel must either:

- a) agree the precept without qualification or comment;
- b) support the precept and make comments or recommendations concerning the application of the revenues generated; or
- c) veto the proposed precept.

**Note:**

*In accordance with the Police and Crime Panels (Precepts and Chief Constable Appointments) Regulations 2012:*

*(a) The Commissioner must notify the Panel of his proposed precept by 1 February 2017;*

*(b) The Panel must review and make a report to the Commissioner on the proposed precept (whether it vetoes the precept or not) by 8 February 2017;*

*(c) If the Panel vetoes the precept, the Commissioner must have regard to and respond to the Panel's report, and publish his response, including the revised precept, by 15 February 2017;*

*(d) The Panel, on receipt of a response from the Commissioner notifying it of his revised precept, must review the revised precept and make a second report to the Commissioner by 22 February 2017 (there is no second right of veto);*

*(e) The Commissioner must have regard to and respond to the Panel's second report and publish his response by 1 March 2017.*

**6 BUDGET UPDATE** (Pages 19 - 32)

The attached reports provide Panel Members with oversight of the budget to fund the Office of the Police & Crime Commissioner (OPCC) for the financial year 2018/19 and also Surrey Police Group's and the OPCC's financial performance at Month 8 for the 2017/18 financial year.

**7 FEEDBACK ON MANAGEMENT MEETINGS BETWEEN THE POLICE AND CRIME COMMISSIONER AND CHIEF CONSTABLE** (Pages 33 - 38)

This report provides an update on the meetings that have been held and what has been discussed in order to demonstrate that arrangements for good governance and scrutiny are in place.

**8 COMPLAINTS RECEIVED SINCE THE LAST MEETING** (Pages 39 - 42)

To note complaints against the Police and Crime Commissioner and the Deputy Police and Crime Commissioner received since the last meeting of the Police and Crime Panel.

**9 RECOMMENDATIONS TRACKER AND FORWARD WORK PROGRAMME** (Pages 43 - 48)

To review the Recommendations Tracker and Forward Work Programme.

- 10 COMMISSIONER'S QUESTION TIME** (Pages 49 - 50)
- The Panel is asked to raise any issues or queries concerning crime and policing in Surrey with the Commissioner.
- 11 PCP BUDGET UPDATE** (Pages 51 - 54)
- The Police and Crime Panel is asked to note the expenditure for 2016/17 and to make any comments in relation to the forecast for 2017/18.
- 12 POLICE AND CRIME PANEL SIG** (Pages 55 - 58)
- To discuss the proposals put forward in a letter from Cllr Tim Hutchings regarding a PCP SIG and to form a response to that letter.
- 13 DATE OF NEXT MEETING**
- To note that the next scheduled meeting will take place on 12 April 2018.

Julie Fisher  
Acting Chief Executive

Published: Friday, 26 January 2018

#### **MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE**

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**MINUTES** of the meeting of the **SURREY POLICE AND CRIME PANEL** held at 10.30 am on 7 December 2017 at The Ashcombe Suite, County Hall, Kingston upon Thames, Surrey KT1 2DN.

These minutes are subject to confirmation by the Panel at its next meeting.

**Members Present:**

Cllr Ken Harwood (Chairman)  
Cllr Charlotte Morley (Vice-Chairman)  
Cllr Chris Sadler  
Cllr Josephine Hawkins  
Cllr David Reeve  
Cllr Margaret Cooksey  
Cllr Beryl Hunwicks  
Cllr Nick Gething  
Cllr Dorothy Ross-Tomlin  
Mr Bryan Cross  
Mr David Fitzpatrick-Grimes

**44/17 APOLOGIES FOR ABSENCE [Item 1]**

An apology was received from Peter Waddell.

**45/17 MINUTES OF THE PREVIOUS MEETING [Item 2]**

The Minutes from the previous meeting held on 12 September 2017 were agreed by the Panel as a true and accurate record and signed by the Chairman.

**46/17 DECLARATIONS OF INTEREST [Item 3]**

None were received.

**47/17 PUBLIC QUESTIONS [Item 4]**

No public questions have been received.

**48/17 BUDGET QUARTERLY UPDATE [Item 5]**

**Key points raised during discussion:**

1. The Chief Finance Officer advised the Panel that there were significant variations in the Group budget and went through individual overspends and underspends explaining reasons and expected end of year forecasts.
2. The PSD overspend was due to the need to take extra legal advice about Deepcut Barracks and the overspend was expected to reduce to less than £1m by end of the financial year. The IT budget was showing an overspend of £2m but was expected to be £965k (over or under?) by year end. The central budget was due to be underspent by £3.4m by year end and was in large, due to older police officers leaving the Force and new recruits joining who cost less.

3. It was further reported that the Force had budgeted for a 1% pay award but now had to find another 1% imposed by Government. This would mean an extra £500k needing to be found thus placing increased pressure on Budgets for next year.
4. It was stated that PCCs nationally were fighting for more funding.
5. Members raised concerns about the significant variations and made comments around body cameras not being accounted for in the budget despite them being worn for over a year. It was also noted that there were various reasons for the overspend and not just the extra 1% pay award.
6. The Commissioner explained that they were up to establishment on police numbers but that many were new recruits that needed training. The recruitment campaign had been a success. He expressed concern about IT systems which were inherently risky but had confidence in the Project teams. It was also thought that the 2% pay award would help to retain officers in Surrey.

**RESOLVED:**

The Panel noted and commented on the Budget updates.

**ACTIONS/FURTHER INFORMATION TO BE PROVIDED:**

None.

**49/17 POLICE AND CRIME PLAN QUARTERLY UPDATE [Item 6]**

**Key points raised during discussion:**

1. The PCC highlighted several areas of his report. He reported that there had been progress in trying to tackle the inadequacy of the Court system and improvements had been made within the CPS and Probation Service.
2. The PCC reported that an 'ex offender housing project' had been commissioned with a very experienced Provider with long standing support mechanisms. He would monitor how this project worked at reducing reoffending.
3. In response to a Member query, the PCC reported that the three Forces involved in the new HR and Planning System were Surrey, Thames Valley and Hampshire.
4. There was discussion around performance and targets for the 101 number. The Panel requested a full list of 101 targets.
5. Panel members discussed the PCC stance on there being no correlation between the reduction in street lighting during the night time as adopted by Surrey CC and the level of crime. It was noted that there was now a Commissioned report on the subject and requested to be notified of when new reports went onto the PCC website.

6. Panel members raised some local issues surrounding the impact of reduced street lighting and crime. The PCC advised the Panel that Surrey CC had said they would listen sympathetically to any local issues.

**RESOLVED:**

The Panel noted the report.

**ACTIONS/FURTHER INFORMATION TO BE PROVIDED:**

R15/17 – For the PCC to provide the Panel with a full list of targets for the 101 number.

**50/17 FIRE GOVERNANCE UPDATE [Item 7]**

**Key points raised during discussion:**

1. The PCC reported that he had deferred the decision on change of Governance for six months whilst the situation was reviewed. The PCC was Chair of the Emergency Service Collaboration Board and was happy to report that progress had been made and there was now improved collaboration. He was due to meet the Leader of Surrey County Council in the New Year.
2. In response to a Member question, the PCC stated that the KPMG report would be published on the PCC's website once all factual accuracy amendments had been made.
3. In response to another question, the PCC reported that Surrey Police were undertaking an Estates Strategy Review but there was no timeline for a report formal report.

**RESOLVED:**

The Panel noted the report.

**ACTIONS/FURTHER INFORMATION TO BE PROVIDED:**

R14/17 - For the PCC to provide the Panel with an update report on Fire Governance.

**51/17 FEEDBACK ON MANAGEMENT MEETINGS BETWEEN THE POLICE AND CRIME COMMISSIONER AND CHIEF CONSTABLE [Item 8]**

**Key points raised during discussion:**

1. The PCC reported that the system for holding the CC to account was working well. There were quarterly webcasted meetings with the CC as well as informal and private meetings.
2. The Panel discussed changes to the complaints process and the PCC stated that he feared changes would increase the number of complaints and costs.

- The Panel asked to see the Reserves Strategy as mentioned in the report. The PCC stated that Surrey had no reserves but did have a contingency budget.

**RESOLVED:**

The Panel noted the report.

**ACTIONS/FURTHER INFORMATION TO BE PROVIDED:**

R13/17 - For the PCC to provide the Panel with the Reserves Strategy.

**52/17 UPDATE ON THE WORK OF THE ASSISTANT POLICE AND CRIME COMMISSIONER (VICTIMS) [Item 9]**

**Key points raised during discussion:**

The APCC (Victims) described how her role had brought about an attitudinal change within the police service. She explained how experiences of victims were used in police training. She worked closely with charities and other organisations and explained how she would turn up at court to speak with victims on that day. Victim Support were relied upon to help victims of burglary.

**RESOLVED:**

The Panel noted the report.

**ACTIONS/FURTHER INFORMATION TO BE PROVIDED:**

None.

**53/17 COLLABORATION UPDATE [Item 10]**

**Key points raised during discussion:**

- There was discussion around reports of time delay of the Air Service. The PCC reported that weather and geographical location played a big part in the use of the Air Service and that there was an increase in the use of drones. He would be speaking with the CC about these issues.
- In response to a query, the PCC stated that County Boundaries were not a hard and fast rule due to collaboration between Counties, so it was very possible that a call for an issue inside Surrey could be passed to Sussex.

**RESOLVED:**

The Panel noted the report.

**ACTIONS/FURTHER INFORMATION TO BE PROVIDED:**

None.

**54/17 ROAD SAFETY AND PARKING [Item 11]****Key points raised during discussion:**

1. The Panel raised queries about the discrepancy of child casualty numbers between Districts/Boroughs. It was explained that a difference between Guildford and Epsom & Ewell was expected due to Guildford's larger area and population.
2. One Panel member paid tribute to Surrey Heath Police.

**RESOLVED:**

The Panel noted the report.

**ACTIONS/FURTHER INFORMATION TO BE PROVIDED:**

None.

**55/17 COMPLAINTS RECEIVED SINCE THE LAST MEETING [Item 12]****RESOLVED:**

The Panel noted the report and Appendix A.

**ACTIONS/FURTHER INFORMATION TO BE PROVIDED:**

None.

**56/17 RECOMMENDATIONS TRACKER AND FORWARD WORK PROGRAMME [Item 13]****Key points raised during discussion:**

1. The Chairman introduced the amended work plan explaining that the frequency of some of the standing items had been changed so that the Panel could focus on more specific issues. The OPCC had been consulted.
2. CCTV Review to be added to the Work Programme.

**RESOLVED:**

The Panel noted the Forward Work Programme and Recommendations Tracker.

**ACTIONS/FURTHER INFORMATION TO BE PROVIDED:**

That Panel members forward any comments/items for the Work Programme to the Support Officer.

**57/17 COMMISSIONERS QUESTION TIME [Item ]****Key points raised during discussion:**

1. A question previously submitted and the response were tabled at the meeting and are attached at Annex 1.
2. A member asked the Commissioner to speak with the Chief Constable regarding a resident issue they had highlighted. The Commissioner requested that information be forwarded to him outside of the meeting.

**ACTIONS/FURTHER INFORMATION TO BE PROVIDED:**

None.

**58/17 EXCLUSION OF THE PUBLIC [Item 14]**

That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that they involve the likely disclosure of exempt information under the relevant paragraphs of Part 1 of Schedule 12A of the Act.

**59/17 INDEPENDENT REVIEW OF THE SUSSEX/SURREY JOINT FINANCE TEAM [Item 15]****Key points raised during discussion:**

1. The Chief Finance Officer presented an Exempt report and highlighted the actions to be taken forward and what this would mean in terms of improved efficiency within the Service.
2. The Panel discussed the formation and merger of the Joint Finance Team and the subsequent benefits of having done so.
3. The Chief Finance Officer stated that collaborative working could not always be located along county borders due to estate rationalisation and in the case of the Joint Finance Team, savings were needed quickly.

**RESOLVED:**

The Panel noted the report.

**ACTIONS/FURTHER INFORMATION TO BE PROVIDED:**

R12/17 – For the OPCC to provide the Panel with a six month review report.

**60/17 DATE OF NEXT MEETING [Item 16]**

The next meeting of the Panel would be held on Monday 5 February 2018.

Meeting ended at: 12.20 pm

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**Chairman**

**SURREY POLICE AND CRIME PANEL****Surrey Police & Crime Commissioner's Precept Setting  
Proposal for the Financial Year 2018/19  
5<sup>th</sup> February 2018****1). LEGISLATIVE BACKGROUND**

Under Schedule 5 of the Police Reform and Social Responsibility Act 2011 and the Police and Crime Panel (Precepts and Chief Constable Appointments) Regulations 2012, as Police & Crime Commissioner, I have to notify the Police & Crime Panel by 1st February of the precept that I propose to issue under section 40 of the Local Government Finance Act 1992.

The Police & Crime Panel must review the proposed precept and make a report to me on the proposal by 8th February. The report may agree with my proposals, or include recommendations on a different precept proposal, or the Panel may decide to veto the proposal if at least two thirds of Panel members vote in favour of making that decision.

If the Panel does not use its veto and I have published my response to the Panel's report, I can then issue the precept notice, which may either be the same as my original proposal, or a different proposal made in the Panel report with which I am in agreement. If the Panel veto my proposal, I must advise the Panel of a revised precept by 15th February. The Panel then has to review the revised precept by 22nd February and issue a further report to me.

Again, I have to consider the Panel's recommendations and publish a response. If the Panel accepts the revised precept, I can issue it. If the Panel does not accept the revised precept, I can still issue it despite the Panel recommendations, or I can issue a different precept, taking into account the Panel recommendations, provided that if the original precept was vetoed because it was considered to be too high, the revised precept is not higher and vice versa if the original precept was vetoed for being too low.

I can only issue precept notices to the District and Borough Councils before 1<sup>st</sup> March 2018 if the Police & Crime Panel has completed its scrutiny process.

**2). PRECEPT PROPOSAL**

My precept recommendation for the 2018/19 financial year has been drawn up in accordance with the requirements of the relevant legislation and on the basis of the statements made by the Minister of Policing Rt Hon Nick Hurd.

In arriving at my precept proposal, I have carefully balanced my duty of not imposing an unreasonable tax burden on Surrey residents, against the need to ensure that the Surrey Police Force has sufficient funding to help keep the Surrey public safe.

It has been a challenging year for policing, not least in the response to terrorism which has seen officers across the country play their part in the significant security effort to keep us

all safe. Although the Government has rightly invested more money at a national level to tackle this and other issues such as cyber-crime, local forces are continuing to see a rise in demand for their services against a backdrop of increased reporting of crime. In addition, this year we have seen the Government award an unplanned 1% rise in police pay, helping us to attract and retain good officers, and inflation has risen above 3%, putting further strain on our budgets. Whilst some of our dedicated teams are busy tackling growing demand in areas such as domestic abuse, sexual offences, online crime and child abuse, these officers, by the nature of their work, cannot provide a visible patrol presence on our streets. However, I'm also aware that more 'visible' issues such as burglary and anti-social behaviour continue to concern residents in our communities.

I believe Surrey Police provides a good service for the public but is currently running at the limit of its capabilities, putting the service under serious threat. The Force must find substantial savings over the next four years and when you add that to the recent unfunded pay award of 1% to police officers and increasing inflation – it is clear that with rising service demands, the financial strain is increasing all the time. It is my view that if we are to continue giving residents an effective police service now and in the future, a rise in the policing element of council tax is necessary and the right option for the Surrey public. The public must get value for money from their local force, of course, and we are currently working on projects to make savings in the longer term by rationalising the estate, exploring further regional collaboration, seeking better use of upgraded technology and instituting with the support of the Chief Constable an economy drive to ensure routine spending is kept to a minimum.

It is for these reasons that for the financial year 2018/19, I believe that the balance between protecting the taxpayer and providing Surrey Police with the resources to do their job is best achieved by my proposing that I increase by £12 the existing precept of £224.57, making a precept on a Band D property of £236.57, equating to a 5.3% increase on last year's precept.

In making this proposal to the Panel I have acted in the knowledge that the Government require, under the provisions of the Localism Act, that a referendum must be held if a proposed Council Tax Precept increase exceeds the principles endorsed by Parliament. The Council Tax Principles set for 2018/19 allow Police & Crime Commissioners to increase the precept on a Band D property by a maximum of £12 per year, without triggering the need to hold a referendum. My recommendation, fully taking advantage of the new higher maximum threshold, follows on from the Parliamentary Statement made by the Minister of State for Fire and Policing, the Rt Hon Nick Hurd MP, on 19<sup>th</sup> December 2017, which stated in relation to Police funding:

*"In 2018/19, we will provide each PCC with the same amount of core Government grant funding as in 2017/18. Protecting police grant means PCCs retain the full benefit from any additional local Council Tax income. Alongside this, we are providing further flexibility to PCCs in England to increase their Band D precept by up to £12 in 2018/19 without the need to call a local referendum. This is equivalent to up to £1 per month for a typical Band D household.*

*These changes to referendum principles give PCCs the flexibility to make the right choices for their local area, and will enable an increase in funding to PCCs of up to around £270m next year. It means that each PCC who uses this flexibility will be able to increase their*

*direct resource funding by at least an estimated 1.6% (which maintains funding in real terms)."*

The statutory public consultation that I carried out with Surrey residents between 22nd December and the 14th January, would seem to give some support to my view that a £12 increase on the previous year's Band D precept is justified. More than two and a half thousand responses were received, more than ever before and on the question of increasing the precept by this amount, 59% of those canvassed expressed support for my proposal, while 38% were against and 3% were undecided.

The question of what is the right level of precept is always a contentious one and is a matter that I shall always carefully consider throughout my term of office. I will in future years, as I have done this year, seek assurances from the Chief Constable that the Surrey Police revenue budget is set at a minimum level consistent with the successful and cost effective delivery of the strategic objectives set out in my Police & Crime Plan. In addition I shall annually examine with the Chief Constable, whether through the Force achieving increased value for money, there is any scope for reducing either the precept itself, or the rate of precept increase that has to be imposed, thereby ensuring that Surrey taxpayers pay no more than is absolutely necessary for an effective policing service.

My precept proposal will provide the funding to continue to support the strategic objectives of the Police and Crime Plan and the broader force mission of pursuing offenders, protecting the vulnerable and preventing crime and disorder, as well as supporting and enabling our Police Officers and staff to be best they can be, by building our workforce capability, by valuing our people and enhancing the employment proposition.

The table below shows the Funding Sources that will be available to me in 2018/19 to fund Surrey Police in its entirety should you approve the Council Precept Tax increase that I am proposing:-

#### Summary of Funding Sources for 2018/19:

Grants	2017/18 £m	2018/19 £m	Difference £m
Home Office Police Grant	61.3	61.3	0
Formula Funding	28.8	28.8	0
Council Tax Legacy Grants	9.2	9.2	0
<b>Total core government grants</b>	<b>99.3</b>	<b>99.3</b>	<b>0</b>
<b>Local Funding</b>			
Precept	110.8	117.7	6.9
Collection Fund Surplus	1.5	1.5	0
Reserves	1.4	-3.9	-2.5
<b>Total Budget Funding</b>	<b>213.0</b>	<b>214.6</b>	<b>1.6</b>

It should be noted that the Home Office made "reallocations" from the National Police Funding Allocation before it was decided to freeze individual grant allocations at the

2017/18 level. This “reallocated” funding is being used to support PFI schemes (£73m), Police Technology Programme (£495m), Arm’s Length Bodies (£63m), Strengthened Response to Organised Crime (£42m), Police Transformation Fund (£170m), Police Special Grant (£93m) and Pre-Charge Bail (£4m.)

The tax base figures and collection fund positions, which are used to calculate the amount of funding that will be raised by the proposed precept increase have been confirmed by the Borough and District Councils (except Elmbridge) and both have had a positive effect on our funding position. The tax base has increased by 0.8% since last year and the Surrey Police share of the collection fund surplus amounts to £1.465 million. The following table provides the tax base & Collection Fund surplus by individual Borough and District Councils and also the amount that the proposed precept will raise if the £12 (5.3%) increase is approved.

<b>Authority</b>	<b>Tax Base</b>	<b>Collection Fund Surplus/Deficit</b>	<b>Precept</b>
		<b>£</b>	<b>£</b>
Elmbridge (Provisional)	64,139.00	186,260.00	15,173,363.23
Epsom and Ewell	32,658.06	169,454.00	7,725,917.25
Guildford	57,099.15	(45,034.00)	13,507,945.92
Mole Valley	40,324.00	27,872.00	9,539,448.68
Reigate & Banstead	59,780.80	334,640.01	14,142,343.86
Runnymede	33,489.60	(75,490.00)	7,922,634.67
Spelthorne	39,280.60	56,167.00	9,292,469.60
Surrey Heath	37,540.62	378,300.00	8,880,984.47
Tandridge	37,980.30	220,378.00	8,984,999.57
Waverley	54,191.00	79,380.00	12,819,964.87
Woking	41,030.00	133,750.00	9,706,467.10
<b>Total</b>	<b>497,512.53</b>	<b>1,465,677.01</b>	<b>117,696,539.22</b>

### 3). THE 2018/19 REVENUE BUDGET

Although the Panel is not formally required to approve the budget or make recommendations on the allocation of the resources contained within it, I believe that it is important that the Panel is provided with this background information. This then allows members to make an informed judgement about the reasonableness of my precept proposal, which I have arrived at based on the budget that I have formulated and approved, having taken account of my Chief Constable’s operational advice.

#### a). Main changes from last year’s budget

The table below tracks the main reasons why the Surrey Police Revenue Budget approved by me last year has increased to £214.6 million for 2018/19. In formulating the budget, inflation of 2% has been allowed for pay increases, while only contractually committed inflation will be allowed on non-pay budgets. There is a particular risk that the provision for inflation may not be adequate, as uncertainty around Brexit and a falling pound may see general inflation (which is already running at 3%) increase further as the year progresses. This uncertainty represents a significant risk in the ability of Surrey Police to manage the budgetary position during 2018/19.

**Main Changes in the Revenue Budget from 2017/18 to 2018/19**

<b>Surrey Police</b>	<b>£m</b>
Base Budget	210.9
Inflation	3.9
Investments	2.7
Estate Strategy	0.3
Savings Plan	-5.3
<b>Proposed Police Revenue Budget 2018-19</b>	<b>212.5</b>
PCC Budget (Net of Victim Support Grant)	2.1
<b>Total Budget</b>	<b>214.6</b>

The Estates Strategy figure represents increased revenue spending that will accelerate over the next few years, as proposals are developed for transforming the Surrey Police Estate. It will provide the Force with modern, efficient and flexible working environments, that will reduce costs, enhance conditions for our staff and enable more agile and collaborative ways of working supported by modern technology and a culture of trust. Through this, our staff will be empowered to be the best they can be, acting with pride, professionalism, confidence and creativity to keep our residents safe. Key objectives for the programme will be to make savings through an overall reduction in the estate footprint and estate running costs, to improve staff wellbeing through provision of improved working environments and increased flexibility in how they manage their work and to improve overall performance through increasing levels of staff engagement and productivity and reduced turnover.

The key areas in which the Force will be making revenue Investments in 2018/19 to meet identified policing needs are:

- 1) Historical Case investigations through providing additional resources to help resolve protracted investigations.
- 2) Local ICT Strategy, which will be further developed by providing funding to improve the IT estate, enhancing digital policing, implementing Windows 10 and developing Digital Evidence Management.
- 3) Regional IT Developments which will see targeted investment in Niche, Data Warehousing and Identity Management.
- 4) National IT Developments will be accessed by the Force updating to Microsoft Office 365.
- 5) The South East Regional Interoperable Policing Team will receive further investment.

A few other tactical options will be employed to maintain a balanced budget during 2018/19, which will involve some investments being deferred or cancelled, the continuation of a vacancy rate, reductions in police officer overtime and potential use of the Police Office III Health Reserve.

**b). Savings programme****Savings Plan Built Into 2018/19 Revenue Budget**

<b>Saving Category</b>	<b>£mill</b>
Specialist Crime	2.1
Operations	0.5
Contact & Deployment	0.1
People Services	0.3
Finance & Services	0.2
Corporate Services	0.4
ICT	0.1
Local Policing - Surrey	1.7
Savings Achieved Ahead of Schedule	0.3
Slippage	-0.4
<b>Total</b>	<b>5.3</b>

Even with the maximum permissible increase in the council tax precept that does not require a referendum, to balance the revenue budget a savings programme of £5.3 million must be delivered. This is necessary to allow the Surrey Police Force to not only meet the financial constraints being placed upon it, but also to maintain its capacity to meet the new crime threats in public protection; which includes domestic abuse, child sexual exploitation and vulnerable adults. In addition, the savings programme is required to help fund investment in new digital ways of working and to meet the threat emanating from an exponential rise in digital crime. The major proposals for savings in 2018/19 are:

- 1) Specialist Crime will develop a revised operating model, which will allow Surrey Police to provide a Specialist Crime service with fewer specialist teams saving £2.1 million.
- 2) Operations will also revise their operating model and make greater use of multi-disciplinary teams instead of specialist teams saving £0.5 million.
- 3) A review of the Surrey Police Front Counter Service has been conducted, which is expected to achieve savings of £0.1 million in Contact & Deployment.
- 4) People Services will undertake with Sussex Police a review of the Learning and Development .services and by making other adjustments to their structure are expected to save £0.3 million.
- 5) Finance & Services savings will be derived from Estates savings and changes to the way capital financing is undertaken, which should save £0.2 million.
- 6) Corporate Services will achieve savings from carrying out a review of the Information and Service Quality functions which are expected to amount to £0.4 million.

- 7) Local Policing will achieve savings from the removal of temporary resources that were initially required to support the new Policing in Your Neighbourhood model and which are no longer required now PIYN is properly established. The amount that will be saved is expected to be £1.7 million.

The allocation of budgets is detailed by functional unit at appendix A and by cost type at appendix B. The detailed changes in the revenue budget from 2016/17 are shown at appendix C.

#### **4). THE 2018/19 CAPITAL BUDGET**

The Capital Budget can be funded from government grants, capital receipts, revenue contributions to capital and borrowing. Because capital schemes are managed over a longer period than one year, the capital budget for 2018/19 is set out within the context of appendix D, showing the six year capital plan, which governs the overall management of the capital programme and influences the construction of each individual year's capital budget.

The 2018/19 column in Appendix D outlines the proposed capital budget for next year with totals given for each of the areas in which capital investments will be made. New approvals amount to £2.7 million, while schemes brought forward from the previous year amount to £7.3 million. The sources of funding for the proposed capital programme are shown in the second table in Appendix D.

#### **5).RESERVES**

My general reserves strategy is to maintain reserves at 3% of the gross revenue budget. It is estimated that the forecast level of general reserves at 1<sup>st</sup> April 2018 will amount to the target level of 3%. The Policing Minister, in agreeing that Police & Crime Commissioners could increase their precepts by a maximum of £12 without the need for a referendum, stated that Commissioners would need to demonstrate improved efficiency and deliver productivity gains as a condition of the financial settlement. To this end I have either set up or increased specific reserves for developing (i) the planned estates strategy, leading to reduced operating costs and a better environment for staff (£2.4 million), (ii) a cost of change reserve that will facilitate the one-off expenditure needed to ensure the savings plan is fully delivered (£1.5 million), and (iii) a PCC Innovation Fund (£0.5 million) that will provide funding to encourage the development of new imaginative ideas that have the potential to deliver further efficiency savings or improved productivity.

#### **6). MEDIUM TERM FINANCIAL PLAN**

The medium term financial plan which looks ahead over the next five years in terms of the expected income flows and the expected expenditure which Surrey Police will be subject to is reviewed regularly. The key financial risks that Surrey will face in the future and that need to be taken account of are;

- 1) The expectation that central government grants will be frozen for 2019/2020 and will

not grow by more than 1% per annum for the foreseeable future, given the remarks by the Minister for Policing that police can expect the same financial settlement for 2019/20.

- 2) That the public sector pay restraint limit of 1% per annum is now ended and that pay awards will need to be budgeted for on the assumption of pay increasing by a minimum of at least 2% per annum over the planning period.
- 3) That the value of the pound may fall further if Brexit uncertainty persists, leading to further increases in non-pay inflation and increased demands for pay awards that match or exceed the rate of inflation.
- 4) That even with the achievement of the £5.5 million 2018/19 savings targets, Surrey Police will still need to find additional savings or sources of income amounting to circa £15 million, in order to meet the statutory duty of maintaining a balanced budget over the next four years.

## **7). SECTION 25 LOCAL GOVERNMENT ACT 2003**

Under section 25 of the Local Government Act 2003, my Chief Finance Officer is required to report on the robustness of the estimates made for the purpose of the budget and precept calculations. I can report that my Chief Finance Officer has given me an assurance that the estimates used are robust as they are based on the methodology used successfully in previous years when budgets have not been exceeded.

In addition, under section 25 of the Local Government Act 2003, the Chief Finance Officer has to report on the adequacy of the financial reserves, taking account of such factors as the track record in budget and financial management and the adequate arrangement of insurance provisions to meet unplanned expenditure. I can report that my Chief Finance Officer has assured me that the balance held in reserves can be considered to be adequate given the longer term financial uncertainties that Surrey Police faces.

## **8).RECOMMENDATION**

That the Police & Crime Panel agrees the proposed Surrey Police Council Tax Precept of £236.57p for a Band D Property for the financial year 2018/19.

**David Munro**

### **Surrey Police & Crime Commissioner**

**Lead/Contact Officer:** Ian Perkin PCC Treasurer

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**REVENUE BUDGET 2018/19**

	2017/18	2018/19	Variation	
	£m	£m	£m	%
<b>Office Of Police &amp; Crime Commissioner</b>	2.1	2.1	0.0	0%
<b>Police Force</b>				
	2017/18	2018/19	Variation	
	£m	£m	£m	%
North Division	24.1	24.2	0.1	0%
East Division	26.8	26.9	0.1	1%
West Division	29.6	29.8	0.2	1%
Specialist Crime Local	15.0	14.8	(0.2)	(2%)
Specialist Crime	10.1	8.4	(1.7)	(16%)
Operations Local	0.7	0.7	0.0	2%
Operations	15.5	15.3	(0.2)	(1%)
Public Protection	8.8	9.0	0.2	2%
Contact & Deployment	18.1	16.8	(1.3)	(7%)
Criminal Justice	10.9	11.0	0.1	1%
sub total	<b>159.7</b>	<b>157.0</b>	<b>(2.7)</b>	<b>(2%)</b>
Chief Officers	1.7	2.2	0.5	31%
DCC	1.1	1.1	0.0	1%
PSD	2.4	2.8	0.4	15%
Corporate Communications	1.3	1.3	0.0	1%
Service Quality	3.2	2.9	(0.3)	(9%)
Change Programme	(1.1)	(1.0)	0.1	(13%)
sub total	<b>8.6</b>	<b>9.4</b>	<b>0.8</b>	<b>9%</b>
ICT	11.1	13.3	2.3	21%
Finance & Services	13.6	14.2	0.6	4%
People Services	10.1	9.7	(0.4)	(4%)
Corporate	7.8	9.0	1.2	15%
sub total	<b>42.6</b>	<b>46.2</b>	<b>3.6</b>	<b>8%</b>
<b>Sub-Total Force</b>	<b>210.9</b>	<b>212.6</b>	<b>1.7</b>	<b>1%</b>
<b>GROSS BUDGET</b>	<b>213.0</b>	<b>214.6</b>	<b>1.7</b>	<b>1%</b>
<b>Grants</b>				
Home Office Police Grant	(61.3)	(61.3)	0.0	0.0%
Formula Funding	(28.8)	(28.8)	0.0	0.0%
Legacy Council Tax Grant	(9.2)	(9.2)	0.0	0.0%
<b>Total Grants</b>	<b>(99.3)</b>	<b>(99.3)</b>	<b>0.0</b>	<b>0.0%</b>
<b>Use of Reserves</b>				
	(1.4)	3.9	5.3	
<b>Collection Fund Surplus</b>	<b>(1.5)</b>	<b>(1.5)</b>	<b>0.0</b>	
<b>NET PRECEPT REQUIREMENT</b>	<b>110.8</b>	<b>117.7</b>	<b>7.0</b>	<b>6%</b>

\* where figures are rounded to 1 decimal place they may not cast correctly

\*\* precept requirement increase equates to 5.3% precept increase, 0.7% taxbase increase

**REVENUE BUDGET 2018/19**

	2017/18 £m	2018/19 £m	Variation	
			£m	%
<b>EMPLOYEE COSTS</b>				
Police Officer Sals/Pension/NI/Allowances	108.0	104.1	(4.0)	(4%)
Police Staff Sals/Pension/NI/Allowances	67.2	68.9	1.6	2%
Training & Other Employment Cost	5.3	5.3	0.1	1%
<b>Sub - Total</b>	<b>180.5</b>	<b>178.3</b>	<b>(2.3)</b>	<b>(1%)</b>
<b>PREMISES RELATED COSTS</b>	9.4	9.6	0.2	2%
<b>TRANSPORT &amp; TRAVEL COSTS</b>	4.6	4.6	0.0	1%
<b>SUPPLIES &amp; SERVICES</b>	27.8	31.5	3.8	14%
<b>INCOME</b>	(9.3)	(9.4)	(0.1)	1%
<b>GROSS BUDGET</b>	<b>213.0</b>	<b>214.6</b>	<b>1.7</b>	<b>1%</b>
<b>Grants</b>				
Home Office Police Grant	(61.3)	(61.3)	0.0	0%
Formula Funding	(28.8)	(28.8)	0.0	0%
Localising Council Tax Support	(9.2)	(9.2)	0.0	0%
<b>Total Grants</b>	<b>(99.3)</b>	<b>(99.3)</b>	<b>0.0</b>	<b>0%</b>
<b>Use of Reserves</b>	(1.4)	3.9	5.3	
<b>Collection Fund Surplus</b>	(1.5)	(1.5)	0.0	
<b>NET PRECEPT REQUIREMENT</b>	<b>110.8</b>	<b>117.7</b>	<b>6.9</b>	<b>6%</b>

\* where figures are rounded to 1 decimal place they may not cast correctly

\*\* precept requirement increase equates to 5.3% precept increase, 0.7% taxbase increase

**Budget 2018/19 - Summary Causal Track**

	£m
<b>2017/18 Budget</b>	<b>213.0</b>
Pay inflation	3.5
Price Inflation	0.4
<u>Investments</u>	
Estate Strategy	0.3
ICT Strategy National	0.4
ICT Strategy Regional	0.7
ICT Strategy Local	0.9
South East Regional Policing Team	0.2
Historical Operations	0.5
<u>Savings</u>	
Specialist Crime	(2.1)
Operations	(0.5)
Contact & Deployment	(0.1)
People Services	(0.3)
Finance & Services	(0.2)
Local Policing	(1.7)
Corporate Services	(0.4)
<b>2018/2019 Budget</b>	<b>214.6</b>

**APPENDIX D**  
**Capital Plan 2017 - 2023**

<b>Capital Programme Summary</b>		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
DESCRIPTION	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	
	£m	£m	£m	£m	£m	£m	£m
ICT Renewals	3.6	1.9	2.1	2.1	2.1	2.5	
ICT New Schemes	1.0	0.9	1.5	2.0	1.8	1.5	
Business Led IT Projects	5.2	0.1	1.7	0.0	0.0	0.0	
Fleet Replacement and Equipment	3.3	3.3	2.5	2.5	2.3	2.5	
Estate Strategy	3.4	3.0	12.2	13.0	18.0	15.2	
Equipment	0.5	0.7	0.8	0.8	0.8	0.8	
<b>Total</b>	<b>16.9</b>	<b>10.0</b>	<b>20.9</b>	<b>20.3</b>	<b>24.9</b>	<b>22.4</b>	

<b>Capital Programme Funding</b>		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
DESCRIPTION	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	
	£m	£m	£m	£m	£m	£m	£m
Capital Income Surplus brought forward	11.2	7.3	0.0	1.0	-0.0	0.1	
Revenue Contributions brought forward	0.9	0.0	0.0	0.0	0.0	0.0	
Revenue Contributions Received in-year	0.0	1.5	3.0	4.0	5.0	5.0	
Central Government Grant Received in-year	0.6	0.6	0.6	0.6	0.6	0.6	
Other External Grants / Contributions Received in-year	0.0	0.0	0.0	0.0	0.0	0.0	
Other Capital Receipts	3.5	0.3	2.1	0.7	0.2	0.1	
Estate Strategy Receipts	0.0	0.0	2.1	0.0	0.0	39.0	
Estate Strategy Borrowing	0.0	2.7	12.2	13.0	18.0	-25.9	
Other Borrowing	0.0	1.1	0.0	0.6	0.0	3.9	
<b>Total Capital Funding Available</b>	<b>16.2</b>	<b>13.5</b>	<b>20.0</b>	<b>20.0</b>	<b>23.8</b>	<b>22.7</b>	

## **SURREY POLICE AND CRIME PANEL**

### **SURREY POLICE GROUP FINANCIAL REPORT FOR MONTH 8 FINANCIAL YEAR 2017/18 5<sup>th</sup> February 2018**

#### **SUMMARY**

The purpose of this report is to inform the Police & Crime Panel of the Surrey Police Group (i.e. Finances of both the PCC and Chief Constable) financial position as at the 30<sup>th</sup> November 2017, comparing the expenditure and income incurred by both Surrey Police and the Office of the Surrey Police & Crime Commissioner, with the revenue and capital budgets approved by the Police & Crime Commissioner in January 2017 for the financial year 2017/18.

#### **1) Introduction**

The gross revenue budget for the year is £213 million (£210 .9 million Surrey Police & £2.1 million OPCC) an increase of £400 thousand compared to last year's gross revenue budget of £212.6 million.

At the 30th November, the variance of total expenditure and income against budget was an under spend of £1.1 million (PCC £453 thousand overspent, Police Force £1.553 million underspent), with an end of year forecast that this figure will increase to an overspend of £746 thousand (PCC £140 thousand underspend, Police Force £886 thousand overspend).

The recommendations contained in the RSM Financial Governance Review which was presented to the December Panel meeting are now being actioned and this is expected in the next few months to eliminate the problems that have been experienced by the Surrey/Sussex Joint Finance Team in producing stable financial forecasts.

#### **2). Individual Significant Revenue Budget Variances**

A Financial Overview statement is provided at Appendix A to this report, which shows individual business unit financial variances. The reasons for any significant variances are given below:-

**2.1 North, East & West Division, Specialist Crime, Operations, Public Protection & Criminal Justice, Probationers and Contact Management:** These budgets are collectively under spent by £373 thousand at the end of November, chiefly as a result of staff vacancies, but by the end of the financial year it is forecast that these budgets will be

overspent by £1.072 million as the cost of increased police officer overtime is being charged to these budgets and non-pay spending is expected to also rise.

**2.2 PSD (Professional Standards Department):** Is currently overspending its budget by £497 thousand, primarily because of the need to take specialist legal advice on a number of cases and because of the increased information requirement from the Coroner's Office in respect of Operation Heather. Operation Heather is the work associated with requests for disclosure of information, hearings and new inquests associated with the deaths of four army personnel at Deepcut in the 1990s/early 2000s. By the year end the forecast is for an overspend of £916 thousand (£300 thousand Operation Heather, £600 thousand legal costs).

**2.3 Service Quality:** This comprises a number of teams who support the organisation on matters such as the review and audit of processes, systems and information; management of policies and procedures; information management; records management and archive functions. As a result of vacancies this budget is currently underspent by £578 thousand and it is expected that the current position will continue to the year-end giving rise to an end of year underspend of £916 thousand.

**2.4 Change Programme:** This budget is overspent by £171 thousand at the end of November. By the end of the financial year it is forecast that the overspend will increase to just over £2 million. The main reason for this is that an unbudgeted payment of £800 thousand to Deloitte for work done on the Targeted Operations Model (TOM) will have to be made and against this budget will also be charged £500 thousand of redundancy costs associated with the implementation of this years savings plan.

**2.5 IT:** Currently overspent by £1.693 million at the 30<sup>th</sup> November, this is a significant improvement on previous months and it is expected that as a result of the recent IT review this improvement will continue with the overspend reducing to just over £1 million by the year end. The causes of the residual overspend are related to increased expenditure on providing police officers with body worn video cameras and mobile data, plus developing public facing digital services.

**2.6 Central:** This budget currently shows a saving of £3.07 million at the end of November, with a year-end forecast out-turn saving of £5.048 million. This saving has been primarily created as a result of reducing the budget for police pay in order to remove the fortuitous saving that has arisen as a result of Surrey having lowered the average cost of employing a police officer. This has been achieved as a side effect of reorganising the service, which resulted in older police officers who left the Force, being replaced with new younger officers who are paid less than longer serving officers. Additional savings have also been made from the reductions in the cost of paying allowances.

**2.7 Police Payroll:** This budget has charged to it the payroll costs of employing all Surrey Police Officers, with the exception of overtime costs which are charged to the individual divisions and departments. This budget is currently in balance, but because of the success of the Force's recruitment drive, the average number of officers in post during 2017/18 is expected to average 31 in excess of the funded establishment of 1921 officers. As a result of this over recruitment, the year-forecast for this budget is an overspend of £1.21 million. Steps are being taken to reduce the over recruitment and it is expected that by the year end the excess number in post will have fallen to 9 officers helping to ensure that next years Police Payroll budget is achievable.

### **3). Capital Position**

A detailed Capital Report can be found at Appendix B to this report.

The PCC approved Capital Budget for 2017/18 is £14.2 million, with £2.7 million being carried forward from last year making a total Capital Budget of £16.9 million. A recent review of the capital programme has resulted in schemes totalling £5.3 million being deferred to next year. The capital budget for this year has therefore been reduced to £11.6 million, with capital expenditure at month 8 amounting to £4.2 million and committed orders totalling a further £2.9 million.

### **4). Summary**

With eight months gone, the end of year forecast is that there will be an overspend of £746 thousand against the approved budget. While there are several budget headings that have over or underspends recorded against them, on the whole these balance each other out. The main reason for the projected overspend is the Government's approval of a pay award of 2% for police officers, which saw the breaking of the 1% public sector pay cap and for which no central funding was provided. The cost to Surrey Police of the unbudgeted element of this pay award amounts to circa £500k, which accounts for the majority of the projected overspend. If the pay award had been fully funded the projected year-end overspend would have only been £246 thousand.

Steps are being taken by the Force to try to eliminate the projected deficit, with restrictions being placed on police staff recruitment and budget holders who have underspends on non-pay budgets being asked to maintain these to the year end, but it is unlikely that these measures will solve the problem completely.

David Munro  
Police & Crime Commissioner

### **EQUALITIES & DIVERSITY IMPLICATIONS:**

None arising.

**Lead Officer:** Ian Perkin, Treasurer & CFO

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FINANCIAL OVERVIEW AS AT NOVEMBER 2017

**INCOME AND EXPENDITURE**  
**PCC REVENUE BUDGET**

	Year to Date			Annual		
	Actual	Budget	Variance	Forecast	Budget	Variance
	£'000	£'000	£'000	£'000	£'000	£'000
<b>PCC TOTAL</b>	<b>1,812</b>	<b>1,359</b>	<b>453</b>	<b>1,898</b>	<b>2,038</b>	<b>(140)</b>

**FORCE REVENUE BUDGET BY FUNCTION**

	Year to Date			Annual		
	Actual	Budget	Variance	Forecast	Budget	Variance
	£'000	£'000	£'000	£'000	£'000	£'000
North Division	2,302	2,528	373	4,489	3,837	653
East Division	3,521	2,812	709	5,013	4,217	795
West Division	3,654	3,449	205	5,442	5,182	261
Specialist Crime Local	5,862	6,832	(970)	9,282	10,293	(1,011)
Specialist Crime	3,507	4,179	(672)	5,643	6,268	(625)
Operations Local	268	(585)	854	347	(201)	548
Operations	2,628	2,904	(276)	3,991	4,355	(364)
Public Protection	1,927	1,871	56	3,083	2,754	329
Criminal Justice	3,791	4,959	(1,168)	7,303	7,438	(135)
Probationers	5	0	5	5	0	5
Contact Management	10,396	9,887	509	15,446	14,831	615
<b>Sub Total</b>	<b>38,462</b>	<b>38,835</b>	<b>(373)</b>	<b>60,045</b>	<b>58,973</b>	<b>1,072</b>

	Year to Date			Annual		
	Actual	Budget	Variance	Forecast	Budget	Variance
	£'000	£'000	£'000	£'000	£'000	£'000
Chief Officers	586	473	113	779	710	69
DCC	596	645	(49)	860	968	(108)
PSD	1,550	1,053	497	2,496	1,580	916
Corporate Comms	740	842	(103)	1,322	1,263	58
Service Quality	1,540	2,118	(578)	2,261	3,177	(916)
Change Programme	(419)	(590)	171	1,204	(895)	2,099
<b>Sub Total</b>	<b>4,593</b>	<b>4,542</b>	<b>51</b>	<b>8,920</b>	<b>6,803</b>	<b>2,117</b>

	Year to Date			Annual		
	Actual	Budget	Variance	Forecast	Budget	Variance
	£'000	£'000	£'000	£'000	£'000	£'000
IT	9,059	7,365	1,693	12,133	11,047	1,086
Finance	682	691	(9)	1,124	1,036	88
Estates & Facilities	7,650	7,449	202	10,301	10,098	204
Building the Future Estates	8	41	(33)	8	120	(112)
People Services	5,045	4,558	487	6,883	6,836	47
Insurance Services	488	1,046	(558)	1,602	1,569	33
Procurement Services	129	143	(14)	205	215	(10)
Transport Service	453	395	58	792	592	199
<b>Sub Total</b>	<b>23,513</b>	<b>21,688</b>	<b>1,825</b>	<b>33,049</b>	<b>31,513</b>	<b>1,535</b>
Central	3,178	6,249	(3,071)	4,325	9,373	(5,048)
Police Payroll	69,773	69,759	14	105,487	104,276	1,210
<b>FORCE TOTAL</b>	<b>139,520</b>	<b>141,073</b>	<b>(1,553)</b>	<b>211,827</b>	<b>210,940</b>	<b>886</b>

**REVENUE BUDGET BY COST TYPE**

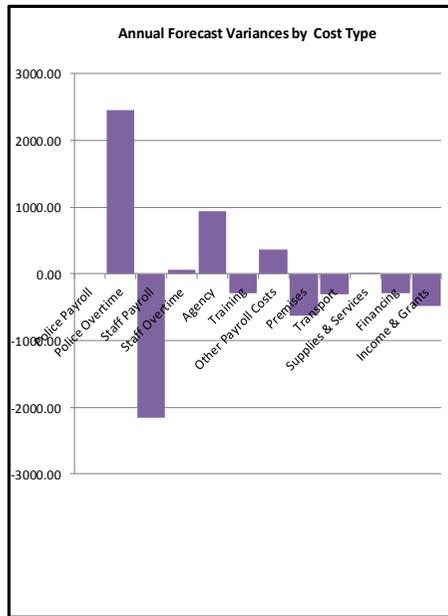
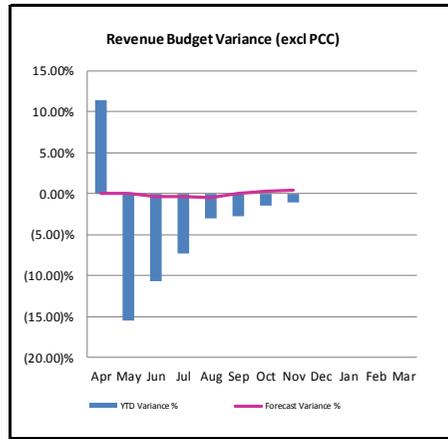
	Year to Date			Annual		
	Actual	Budget	Variance	Forecast	Budget	Variance
	£'000	£'000	£'000	£'000	£'000	£'000
Police Payroll	69,773	69,759	14	105,487	104,276	1,210
Police Overtime	4,277	2,821	1,456	6,688	4,232	2,456
Staff Payroll	40,543	42,639	(2,095)	61,997	64,154	(2,158)
Staff Overtime	1,110	1,087	23	1,689	1,631	58
Agency	1,168	484	684	1,510	577	934
Training	1,350	1,167	183	1,451	1,741	(290)
Other Payroll Costs	2,047	2,357	(310)	3,897	3,536	361
<b>Sub Total</b>	<b>120,269</b>	<b>120,315</b>	<b>(46)</b>	<b>182,719</b>	<b>180,147</b>	<b>2,572</b>

Premises	6,152	6,935	(784)	8,705	9,327	(623)
Transport	2,428	3,065	(637)	4,290	4,598	(308)
Supplies & Services	16,455	16,817	(362)	24,749	24,731	18
Financing	62	530	(469)	502	795	(294)
<b>Sub Total</b>	<b>25,096</b>	<b>27,347</b>	<b>(2,251)</b>	<b>38,246</b>	<b>39,452</b>	<b>(1,206)</b>

Income & Grants	(5,846)	(6,589)	744	(9,138)	(8,658)	(480)
<b>Sub Total</b>	<b>(5,846)</b>	<b>(6,589)</b>	<b>744</b>	<b>(9,138)</b>	<b>(8,658)</b>	<b>(480)</b>

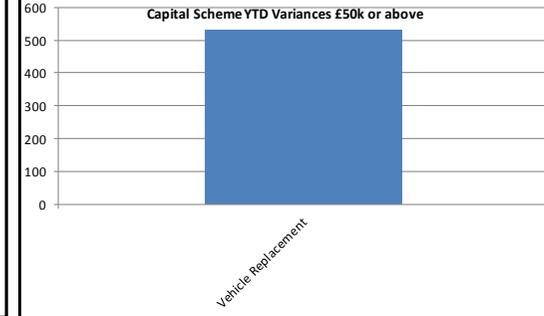
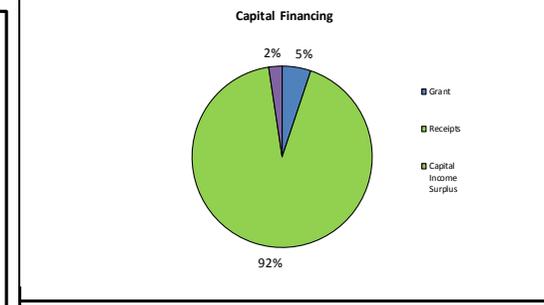
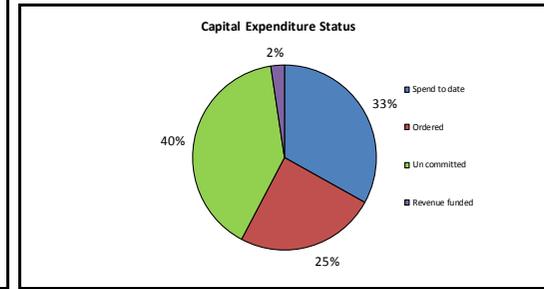
<b>FORCE TOTAL</b>	<b>139,520</b>	<b>141,073</b>	<b>(1,553)</b>	<b>211,827</b>	<b>210,940</b>	<b>886</b>
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**INCOME AND EXPENDITURE**  
**REVENUE BUDGET VARIANCES**



**CAPITAL EXPENDITURE**  
**PORTFOLIO VARIANCES**

Summary Position	Year to Date			Annual		
	Actual	Budget	Variance	Forecast	Budget	Variance
	£'000	£'000	£'000	£'000	£'000	£'000
IT Strategy	952	2,342	(1,390)	3,562	3,513	49
Fleet Strategy	1,965	2,013	(48)	3,501	2,967	534
Estates Strategy	785	1,972	(1,187)	2,917	2,908	9
Other Specific	511	1,688	(1,177)	2,503	2,493	10
<b>Total</b>	<b>4,213</b>	<b>8,015</b>	<b>(3,802)</b>	<b>12,483</b>	<b>11,881</b>	<b>602</b>



Scheme	Chief Officer	Total 17-18 Budget (incl. Special Grant & Cont.)	Actual Spend YTD Apr-17-Nov-17	Full Year Budget YTD Variance	O/S Orders	Total 2 Year Budget
<b>ICT Infrastructure Renewal / Business Continuity</b>						
Hardware Refresh	CIO	551,000	33,803	(517,197)		551,000
Laptop Replacement Programme	CIO	0	0	0	93,728	0
Networks / Cabling	CIO	1,350,000	0	(1,350,000)		1,800,000
IT Peripherals - Printers	CIO	0	36,580	36,580		0
HOMA	CIO	661,000	660,909	(91)		661,000
Access Identity Management	CIO	150,000	10,800	(139,200)		200,000
NetApp Storage Refresh	CIO	113,000	151,854	38,854		113,000
Infrastructure & Networks	CIO	123,000	0	(123,000)		123,000
Wireless	CIO	75,000	0	(75,000)		200,000
<b>Sub-Total</b>		<b>3,023,000</b>	<b>893,945</b>	<b>(2,129,055)</b>	<b>93,728</b>	<b>3,648,000</b>
<b>Specific ICT Capital Schemes</b>						
Firewall and Security Devices	CIO	50,000	0	(50,000)		75,000
Public Services Network Upgrade (Collaboration)	CIO	0	(146)	(146)		0
IL4 Remediation (Collaboration)	CIO	68,000	0	(68,000)		68,000
Technical IA Controls	CIO	0	0	0		68,000
Lync Federation and Edge Services	CIO	34,000	0	(34,000)		34,000
Archive (Sharepoint/E-Mail data)	CIO	68,000	0	(68,000)		68,000
Mobile Data Terminals - Refresh	CIO	37,000	46,352	9,352		37,000
Niche to PND Photo Upload	CIO	20,000	0	(20,000)		20,000
Hybrid Body Worn Video Infrastructure	CIO	0	0	0		291,000
Sharepoint - Corporate Knowledge	CIO	25,000	0	(25,000)		50,000
Digital Enablement 2	CIO	0	0	0		321,000
Application Rationalisation & Renewal	CIO	0	0	0		100,000
EPM Replacement	CIO	0	0	0		45,000
Safecom - Ricoh	CIO	0	0	0		25,000
SNOW	CIO	0	0	0		157,000
Windows 10	CIO	11,000	12,100	1,100		11,000
Confidential Environment	CIO	32,000	0	(32,000)		32,000
Office 365 Planning & Pre-implementation	CIO	32,000	0	(32,000)		32,000
APPsense	CIO	68,000	0	(68,000)		68,000
Protective Monitoring	CIO	45,000	0	(45,000)		45,000
<b>Sub-Total</b>		<b>490,000</b>	<b>58,306</b>	<b>(431,694)</b>	<b>0</b>	<b>1,547,000</b>
<b>Fleet Annual Replacement Schemes</b>						
Vehicle Replacement	CFO	2,867,184	1,964,608	(902,576)	1,436,080	2,762,000
Vehicle Telemetry	CFO	100,000	0	(100,000)		350,000
<b>Sub-Total</b>		<b>2,967,184</b>	<b>1,964,608</b>	<b>(1,002,576)</b>	<b>1,436,080</b>	<b>3,112,000</b>
<b>Specific Capital Schemes</b>						
Divisional Estates' Strategy	CFO	993,774	264,349	(729,425)	320,378	894,000
Air Conditioning	CFO	412,000	405,297	(6,703)	16,304	412,000
Former Section House Scheme	CFO	172,000	0	(172,000)		172,000
Estates' Strategy - Environmental	CFO	309,000	114,970	(194,030)	20,100	309,000
Estates' Strategy - Custody Compliance	CFO	0	0	0		30,000
Estates' Strategy - Guildford and Staines Custody	CFO	196,000	0	(196,000)		554,000
ICT Workshop Refit	CFO	50,000	0	(50,000)	28,250	75,000
Agile Working Developments	CFO	775,000	0	(775,000)	4,997	1,000,000
<b>Sub-Total</b>		<b>2,907,774</b>	<b>784,617</b>	<b>(2,123,157)</b>	<b>390,029</b>	<b>3,446,000</b>
<b>Specific Capital Schemes - Operations</b>						
ICCS	ACC Op	314,000	185,232	(128,768)	319,204	475,000
ANPR	ACC Op	369,750	145,061	(224,690)	45,753	290,700
Taser Replacement and Uplift	ACC Op	208,000	16,641	(191,359)		404,000
ESN- Hardware & Infrastructure	ACC Op	0	0	0		500,000
ESN-Devices	ACC Op	0	0	0		500,000
Firearms Vehicle Uplift	ACC Op	150,000	0	(150,000)		150,000
<b>Sub-Total</b>		<b>1,041,750</b>	<b>346,934</b>	<b>(694,816)</b>	<b>364,957</b>	<b>2,319,700</b>
<b>Specific Capital Schemes - Local Policing</b>						
Digital Interview Recording Phase 1&2	ACC LP	163,000	358	(162,642)	138,890	163,000
Contact and Deployment Telephony (CC6)	ACC LP	0	10,597	10,597		0
CC6 Soft Vacate	ACC LP	0	0	0		81,000
ICAD - New Modules	ACC LP	0	0	0		95,000
<b>Sub-Total</b>		<b>163,000</b>	<b>10,955</b>	<b>(152,045)</b>	<b>138,890</b>	<b>339,000</b>
<b>Specific Capital Schemes - Specialist Crime</b>						
HTCU & POLIT Infrastructure Remediation	ACC SC	300,000	0	(300,000)	508,752	300,000
Digital Forensics	ACC SC	522,000	0	(522,000)		522,000
Altia Data Exploitation	ACC SC	45,000	0	(45,000)		45,000
<b>Sub-Total</b>		<b>867,000</b>	<b>0</b>	<b>(867,000)</b>	<b>508,752</b>	<b>867,000</b>
<b>Specific Capital Schemes</b>						
ERP Enterprise Resource Planning (Collaboration)	ACO	421,000	152,777	(268,223)		1,626,000
<b>Sub-Total</b>		<b>421,000</b>	<b>152,777</b>	<b>(268,223)</b>	<b>0</b>	<b>1,626,000</b>
<b>Total Schemes</b>		<b>11,880,708</b>	<b>4,212,142</b>	<b>(7,668,566)</b>	<b>2,932,435</b>	<b>16,904,700</b>
Unallocated - Budget Only	CFO	0	0	0		16,300
<b>Overall Total</b>		<b>11,880,708</b>	<b>4,212,142</b>	<b>(7,668,566)</b>	<b>2,932,435</b>	<b>16,921,000</b>

## **OFFICE OF THE POLICE AND CRIME COMMISSIONER MONTH 8 2017/18 FINANCIAL REPORT**

**5<sup>th</sup> February 2018**

### **SUMMARY:**

The purpose of this report is to inform the Police & Crime Panel of the OPCC's financial performance at Month 8 for the 2017/18 financial year. The report compares the expenditure and income, incurred and received by the Office of the Police & Crime Commissioner up to the 30<sup>th</sup> November 2017, against the financial budget approved by the PCC in February 2017.

### **1. Commentary**

In terms of budgetary performance up to the end of November (Month 8), spending is generally what would be expected at this stage of the financial year, with certain agreed grants such as funding for the Police Cadet Service and various Community Safety Fund grants being paid early in the year. The Victim Services & Restorative Justice budgets also incur a lot of expenditure in the early part of the financial year, although this will all be funded by the Ministry of Justice, the grant payments having so far having accounted for half the agreed funding amount, the rest will be received before the year-end. The Memberships budget is also nearly all spent by the end of November, as the APCC, APACE and PACCTS annual subscriptions all fall due at the beginning of the financial year.

I should like to mention that Sgt Graham Kerslake, Volunteer Cadet Coordinator for Surrey Police, whose post I decided to fund from this year's OPCC budget has reported on the excellent progress that cadets have made and also the successful expansion of the scheme. It has drawn numerous comments from parents about the positive effect that being a cadet is having on not only the cadet as an individual, but also their family as well. Surrey Police Officers and Staff give up their own time to become Unit Leaders and I am pleased to have been able to financially support such a worthwhile scheme.

### **2. Individual Significant Budget Variances**

The Audit Cost budget is overspent at the end of October primarily because of the need to commission a financial governance review to examine the processes in place for providing accurate financial forecasting following amalgamation of the Surrey and Sussex finance teams. A copy of that review was given to Panel Members at the

December meeting and an action plan is currently being drawn up to ensure that the issues highlighted in the report are quickly resolved.

### 3. Conclusion

It is expected that the OPCC expenditure at the year-end will be within budget, the current year-end forecast suggesting that a saving of circa £140,000 will be achieved.

### RECOMMENDATIONS

The Police & Crime Panel is invited to note and comment on the financial performance of the Office of the Police & Crime Commissioner for Surrey as at Month 8 for the Financial Year 2017/18.

**David Munro Police & Crime Commissioner**

### EQUALITIES & DIVERSITY IMPLICATIONS:

None arising.

**Lead Officer:** Ian Perkin, Treasurer & Chief Finance Officer

**Telephone Number:** 01483 638724

**E-mail:** Perkin11584@surrey.pnn.police.uk

2017/2018  
Month YTD

Nov-17

	F/Y Budget	% of Total Budget	Actual Spend to date	% Spent against Budget
<b>Police &amp; Crime Commissioner (1 FTE)</b>				
Salary	70,000	3%	46,667	67%
NI - Actual	8,500	0%	5,705	67%
Superann - Civilian Workers	12,400	1%	6,767	55%
Conferences	2,500	0%	1,037	41%
Mobile Telephones	100	0%	15	15%
Travel & Subsistence	7,500	0%	3,828	51%
Training	1,000	0%	0	0%
	<b>102,000</b>	<b>5%</b>	<b>64,019</b>	<b>63%</b>
<b>Assistant Police and Crime Commissioners (0.4 FTE)</b>				
Salary	25,300	1%	16,941	67%
NI - Actual	3,000	0%	1,596	53%
Superann - Civilian Workers	4,500	0%	2,456	55%
Conferences	1,000	0%	0	0%
Mobile Telephones	100	0%	12	12%
Travel & Subsistence	2,200	0%	414	19%
Training	1,000	0%	103	10%
	<b>37,100</b>	<b>2%</b>	<b>21,522</b>	<b>58%</b>
<b>Staff (10.2 FTE)</b>				
Salary	476,000	23%	314,126	66%
NI-Actual	51,500	3%	33,237	65%
Superann - Civilian Workers	83,500	4%	41,621	50%
Conferences	5,000	0%	772	15%
Mobile Telephones	1,000	0%	102	10%
Travel & Subsistence	11,900	1%	3,223	27%
Training	6,600	0%	3,936	60%
	<b>635,500</b>	<b>31%</b>	<b>397,018</b>	<b>62%</b>
<b>PCC Roles</b>				
Communications	20,000	1%	5,160	26%
Consultation	14,600	1%	857	6%
Community Safety Fund	750,000	37%	550,342	73%
Cadet Force Funding	60,000	3%	60,000	100%
Community Safety Board Project Fund	50,000	2%	0	0%
Project Funding	60,000	3%	58,875	98%
Independent Custody Visitor Scheme	8,200	0%	945	12%
Consultants	15,000	1%	-2,714	-18%
Hire of Rooms & Halls	5,000	0%	-2	0%
Legal Fees	30,000	1%	1,224	4%
	<b>1,012,800</b>	<b>50%</b>	<b>674,686</b>	<b>67%</b>
<b>Memberships</b>				
Association of Police & Crime Commissioners	25,000	1%	19,750	79%
Association of PCC Chief Executives	1,200	0%	1,146	96%
PCC Treasurers Association	2,600	0%	2,583	99%
Other Subscriptions	4,900	0%	4,768	97%
	<b>33,700</b>	<b>2%</b>	<b>28,247</b>	<b>84%</b>
<b>Office Running Costs</b>				
Rents	28,400	1%	14,200	50%
Rates	6,200	0%	3,100	50%
Gas	1,200	0%	600	50%
Electricity	1,200	0%	600	50%
Water & Sewerage	200	0%	100	50%
Property Maintenance	4,400	0%	2,200	50%
Premises Cleaning	1,800	0%	900	50%
Building Improvements	3,200	0%	1,600	50%
Furniture, Equipment & Repair	4,000	0%	1,151	29%
Photocopying	3,100	0%	828	27%
Postage & Courier Costs	1,000	0%	554	55%
Printing	500	0%	90	18%
Stationery & Office Consumables	1,500	0%	344	23%
Books & Publications	500	0%	89	18%
Police Staff Advertising	5,000	0%	0	0%
Catering	1,300	0%	348	27%
Computer Equipment, Software & Consumables	1,500	0%	278	19%
	<b>65,000</b>	<b>3%</b>	<b>26,983</b>	<b>42%</b>
<b>Audit Costs</b>				
Internal Audit	64,600	3%	105,230	163%
External Audit	56,800	3%	38,708	68%
Independent Audit Committee	6,200	0%	5,268	85%
Ind Member Attendance Allowance	24,100	1%	8,667	36%
	<b>151,700</b>	<b>7%</b>	<b>157,872</b>	<b>104%</b>
<b>Victim Services</b>				
Victim Services	712,313	35%	408,187	57%
Victim Child Sexual Abuse Services	94,990	5%	202,000	213%
Victim Support Services Contract	408,000	20%	407,976	100%
Victim Employee Costs (2 FTE)	131,200	6%	85,368	65%
Victim Support Contract Manager	20,000	1%	20,000	100%
Travel & Subsistence	1,600	0%	2,097	131%
Supplies & Services	2,000	0%	984	49%
	<b>1,370,103</b>	<b>67%</b>	<b>1,126,612</b>	<b>82%</b>
<b>Total</b>				
	<b>3,407,903</b>	<b>167%</b>	<b>2,496,958</b>	<b>73%</b>
<b>Grants</b>				
Victim Services Grant	-1,370,103	-67%	-685,052	50%
<b>Nett Revenue Budget</b>				
	<b>2,037,800</b>	<b>100%</b>	<b>1,811,907</b>	<b>89%</b>

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**SURREY POLICE AND CRIME PANEL****Office of the Police & Crime Commissioner's Budget for  
2018/19****5<sup>th</sup> February 2018****1). Purpose of the report**

This paper is provided to the Police & Crime Panel for information only to give Panel Members oversight of the budget that I intend to set, to fund the Office of the Police & Crime Commissioner (OPCC) for the financial year 2018/19.

These budget proposals form only a very small part of the total Surrey Police Group Budget and some PCCs do not highlight in detail their own budget, leaving their costs buried in the totality of the police revenue budget. I am presenting the budget for my Office to the Panel in complete and considerable detail, as I wish to be totally transparent about the costs that I anticipate directly incurring in the discharge of my functions as PCC during the forthcoming financial year.

**2). Explanation of zero increase in the OPCC budget.**

The budget for the OPCC, that I presented to the Panel last year amounted to a net revenue total of £2,037,800 and I am pleased to report that despite inflation currently running at circa 3%, I have decided for 2018/19 to maintain the budget of the OPCC at exactly the same level as I set for 2017/18 and absorb all inflationary costs (including pay inflation), through the achievement of increased efficiencies in the running of the Office of the Police & Crime Commissioner, exercising closer control over the use of funds on external activities and absorbing the cost arising from a further proposed increase in the responsibilities of PCC's nationally. As a result of maintaining the OPCC budget at its current cash level, I have been able to ensure that every penny of my proposed precept increase will be used to help fund Surrey Police and not a penny of the increase will be directed to the OPCC.

The main area of new activity for which I have been obliged to provide additional funding for is related to significant changes that the Policing & Crime Act 2017, will introduce to the Police complaints system. In future every PCC will be obliged to take over the appellate function, currently carried out by the forces' Professional Standards Department for all but the most serious complaints matters. The Government's intention is make the appeal function more independent in the eyes of the public and in turn, improve public confidence. It is anticipated that, with other changes to the way complaints will be recorded, we will see an uplift in overall numbers of complaints and in turn, of appeals. This function will therefore require additional resources to be provided by the OPCC, as it cannot be subsumed

within our existing team, who are already fully committed. Secondary legislation that will enable the PCC to take on these new responsibilities has yet to be finalised, but we expect to take on this new role in spring 2019 and I have considered it prudent to add a new part-time, two day a week post to my staffing establishment for the last three months of the financial year, at a cost of £5,700, to help cope with the extra work that these proposed changes will generate.

### **3). Changes to Existing Budgets**

Now that Victim Services & Restorative Justice have become established activities within the OPCC, I know longer think that it is appropriate to charge the cost of a full time Policy Officer to this budget and I am reducing the senior staff input by two thirds of a post. To counterbalance this change I will be charging the cost of the Assistant Police & Crime Commissioner's to this budget, as the work undertaken by this post is almost entirely victim related, albeit that the working hours of this post will be reduced from two days a week to one in 2018/19.

With this change and other more minor changes that I have made to the OPCC budgets, including a £30,000 saving on the Project Funding budget and a number of smaller savings I have made in other areas, I have managed to set a budget that is no greater than the budget that was set for the OPCC this time last year.

### **4). Conclusion**

I hope that in having set out my Office budget in considerable detail (Appendix A), members of the Panel will recognise I have been prudent in my use of tax payer's money, in that I have been able to ensure that every penny of my proposed precept increase has been given to enhance Surrey Police Force and not a penny has come to the OPCC. Notwithstanding this absence of any additional funding, I have still been able to make an additional investment in an important new area of PCC responsibility, as well as covering all inflationary pressures through the achievement of both a number of savings and the reorganisation of my existing budgets more effectively, ensuring that the Surrey public will get good value for money from the operation of my office in 2018/19.

**David Munro Police & Crime Commissioner**

**5<sup>th</sup> February 2018**

#### **EQUALITIES & DIVERSITY IMPLICATIONS:**

None arising.

**Lead Officer:** Ian Perkin, Treasurer & Chief Finance Officer  
**Telephone Number:** 01483 638724  
**E-mail:** Perkin11584@surrey.pnn.police.uk

OPCC Budget	2017/18	2018/19	Increase / decrease on budget
<b>Police &amp; Crime Commissioner (1 FTE)</b>			
Salary	70,000	70,000	0
Employers National Insurance	8,500	8,500	0
Employers Pension Contribution	12,400	12,400	0
Conference fees	2,500	2,500	0
Mobile phone/Blackberry	100	100	0
Travel & Subsistence	7,500	5,750	-1,750
Training	1,000	500	-500
	<b>102,000</b>	<b>99,750</b>	<b>-2,250</b>
<b>Assistant Police &amp; Crime Commissioner (0.6 FTE)</b>			
Allowance	25,300	0	-25,300
Employers National Insurance	3,000	0	-3,000
Employers Pension Contribution	4,500	0	-4,500
Conference fees	1,000	0	-1,000
Mobile phone/Blackberry	100	0	-100
Travel & Subsistence	2,200	0	-2,200
Training	1,000	0	-1,000
	<b>37,100</b>	<b>0</b>	<b>-37,100</b>
<b>Staff Budget (10.93 FTE)</b>			
Staff Salaries	476,000	529,130	53,130
Employers National Insurance	51,500	57,460	5,960
Employers Pension Contribution	83,500	92,060	8,560
Conference Fees	5,000	5,300	300
Mobile phone/Blackberry	1,000	500	-500
Travel & Subsistence	11,900	10,790	-1,110
Training Costs	6,600	6,000	-600
	<b>635,500</b>	<b>701,240</b>	<b>65,740</b>
<b>PCC Roles</b>			
Communication & Consultation	20,000	34,600	14,600
Consultation	14,600	0	-14,600
Community Safety Fund Grant	750,000	750,000	0
Cadet Force Funding	60,000	60,000	0
Community Safety Board Project Fund	50,000	50,000	0
Project Funding	60,000	30,000	-30,000
Independent Custody Visitor Scheme	8,200	8,200	0
Consultancy	15,000	15,000	0
Hire of Rooms & Halls	5,000	3,000	-2,000
Legal Fees	30,000	30,000	0
	<b>1,012,800</b>	<b>980,800</b>	<b>-32,000</b>
<b>Subscriptions</b>			
Association of Police & Crime Commissioners	25,000	25,000	0
Association of PCC Chief Executives	1,200	1,200	0
PCC Treasurers Association	2,600	2,610	10
Other Memberships/Subscriptions	4,900	4,970	70
	<b>33,700</b>	<b>33,780</b>	<b>80</b>
<b>Office Running Costs</b>			
Rent	28,400	28,400	0
Rates	6,200	6,200	0
Gas	1,200	1,200	0
Electricity	1,200	1,200	0
Water & Sewage	200	200	0
Property Maintenance	4,400	4,400	0
Premises Cleaning & Materials	1,800	1,800	0
Adaptations & Redecoration	3,200	3,200	0
Furniture, Equipment & Repair	4,000	2,730	-1,270
Photocopying	3,100	3,400	300
Postage	1,000	900	-100
Printing	500	200	-300
Stationery	1,500	1,000	-500
Books, Maps & Reading Materials	500	500	0
Recruitment costs	5,000	1,500	-3,500
Catering	1,300	1,050	-250
Computer Equipment, Software & Consumables	1,500	1,100	-400
	<b>65,000</b>	<b>58,980</b>	<b>-6,020</b>
<b>Audit/Independent Member Costs</b>			
Internal Audit	64,600	80,000	15,400
External Audit	56,800	50,000	-6,800
Audit Committee Members Costs	6,200	8,900	2,700
Independent Member Costs	24,100	24,350	250
	<b>151,700</b>	<b>163,250</b>	<b>11,550</b>
<b>Victim Services &amp; Restorative Justice</b>			
Assistant PCC Salary (0.2 FTE)	0	18,250	18,250
Victims Specialist Support Services Grant & RJ	712,310	736,064	23,754
Victims Child Sexual Abuse Services	94,990	94,810	-180
Victim Support Services Contract	408,000	408,000	0
Victim Employee Costs (1.33 FTE)	131,200	86,780	-44,420
Victim Support Contract Manager (0.5 FTE)	20,000	20,000	0
Victims Staff Travel & subsistence Expenses	1,600	1,810	210
Supplies and Services	2,000	1,750	-250
Total Victims Budget	1,370,100	1,367,464	-2,636
<b>Gross total for OPCC</b>	<b>3,407,900</b>	<b>3,405,264</b>	<b>-2,636</b>
MoJ income for Victim Services	-1,370,100	-1,367,464	2,636
Total Income	-1,370,100	-1,367,464	2,636
<b>Net total for OPCC</b>	<b>2,037,800</b>	<b>2,037,800</b>	<b>0</b>

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## SURREY POLICE AND CRIME PANEL

### FEEDBACK ON PERFORMANCE MEETINGS

5<sup>th</sup> February 2018

#### INTRODUCTION

One of the main responsibilities of the Police and Crime Commissioner (PCC) is to hold the Chief Constable to account for delivery of the Police and Crime Plan. David Munro has set up a governance framework to discharge this duty. The main part of this framework is to hold six-weekly Performance Meetings where the Chief Constable reports on progress against the Police & Crime Plan and other strategic issues. This is supplemented by workshops and one to one discussions between the PCC and Chief Constable when required.

Every other performance meeting is webcast for the public and partners to view. The PCC chairs the meeting which is also attended by the Chief Executive and Treasurer from the Office of the Police and Crime Commissioner (OPCC). Other members of staff from the OPCC attend as required, depending on the agenda. The Chief Constable attends along with the Deputy Chief Constable and other force staff as required.

This report provides an update on the meetings that have been held and what has been discussed in order to demonstrate that arrangements for good governance and scrutiny are in place.

#### PERFORMANCE MEETINGS

Since the last report on performance meetings to the panel, two Performance Meetings have been held – November and December 2017.

##### ***8 November 2017 – Private Meeting***

Agenda items were:

- Performance
- Road safety and parking
- Missing vulnerable people
- Collaboration
- Force Management Statements
- Fraud
- Fly tipping

Under the **performance** item, the Chief Constable (CC) highlighted improved performance in residents' views – including more people feeling that police deal with anti-social behaviour (ASB) in their area and increased public confidence.

These could be indicators that the PiYN (Policing in Your Neighbourhood) model is working now that it's bedded in. Recorded burglary was continuing to show an increasing trend and the Chief Constable updated on the purchase of Smartwater (a water-based, inorganic traceable liquid which contains a unique forensic signature so police are able to link a criminal back to the scene of a crime) which should help to increase arrests for burglary and provide a deterrent. Media reports that street lighting could be having an effect on burglary and vehicle crime figures were discussed. The CC said that analysis carried out in force hadn't found a statistically significant correlation. There had been a slight reduction in victims being satisfied with the service they had received and the force was addressing this through improved quality standards.

The CC presented a report on **road safety and parking**. The PCC has been speaking to Surrey County Council on reinvigorating the DriveSmart board, aimed at improving road safety. The CC emphasised that the police shouldn't be involved in parking issues as it was primarily a council responsibility. The police would take a threat, risk and harm approach for instances where police or civil enforcement officers could deal with certain matters. The DCC said that local authorities have parking enforcement teams who can be proactive in dealing with community risks, for example, outside schools. Levels of collisions involving people killed or seriously injured were currently showing an 8% reduction in Surrey this year.

A paper was presented which highlighted an increase the number of **vulnerable missing people** that Surrey Police were dealing with. Many were repeat cases, some with complex and multiple needs and many were connected with children's homes and hospitals. This is an area of increased workload for Surrey Police but the CC said that the force was well set up to deal with missing people.

The plans for future police **collaboration** would be focussed on regional collaboration rather than any additional bilateral collaboration with Sussex. Efforts would be made to improve the processes and procedures attached to existing bi-lateral collaboration teams. It was difficult to predict the savings that could be made regionally so the Force needed to have a better understanding of this in due course. Cross border deployment on the Eastern border with Sussex was discussed. The CC said that he recognised that there were occasional problems, but that it was partly due to fact that Surrey and Sussex were working from different command and control systems. This would be resolved in future. The PCC had recently moved discussions forward in respect of the future of blue light collaboration, particularly between fire authorities, and the CC welcomed this.

**Force Management Statements** are a new initiative by HMICFRS (Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services) to capture and present police force information in one statement that will provide an easier comparison between force areas and reduce the inspection burden on forces who are performing well. There were some areas of concern for police forces which they were feeding into the consultation.

A verbal discussion was had on **fraud**. The CC explained that fraud was a recognised threat within the control strategy and a Pursue, Prevent, Prepare and Protect plan was in place to tackle the issue. There is a well-documented process within the Contact Centre to deal with reports of fraud. An inspection on fraud is expected next year.

The PCC explained that he was continually receiving low level reports of **fly-tipping** being an issue across the county. He was aware that Surrey County Council wanted to situate ANPR (Automatic Numberplate Recognition) cameras across the county to try to tackle fly tipping issues. The DCC said that the Force might be able to offer SCC advice on how to analyse the data from the ANPR cameras but the broader responsibility was for local authorities.

### ***20 December 2017 – Webcast Meeting***

The items discussed at that meeting were:

- Public performance report
- Volume Crime Improvement Plan
- Surveillance
- Proceeds of Crime Act
- Race Disparity Audit
- Child Criminal Exploitation
- Mental Health

This was a webcast meeting for the public and stakeholders to view either live or recorded via the OPCC's website.

In terms of **performance**, the CC reported increased levels of confidence in police dealing with ASB incidents. Less positive was a reduction in the % of positive outcomes ('detections') achieved in crimes involving a vulnerable person (including sexual offending, domestic abuse, child abuse and hate crime). However, the number of these crimes reported had increased, a positive indicator that people are more willing to report. With an increased workload, it is harder to increase the % of positive outcomes. Despite the positive outcome rating having reduced compared to last year, Surrey's national position has improved and the Force is doing slightly better compared to other Forces than in previous years.

Burglary was discussed, with a rise in residential burglaries, particularly the North of the county. However, this is after a long-term reducing trend with last year being particularly low. The CC stated that if you discount a spike in figures from January/February 2017, the figures would be broadly where they would expect them to be. The CC said that travelling burglars operate in Surrey and will look for opportunities to strike when feasible and asked public to ensure all windows and doors are locked and that gates and fencing are secure. The 101 number had improved in performance overall, although falling back a bit in the summer

2017. This was possibly due to annual leave in the contact centre and volume crime increasing in the summer. However the CC acknowledged that Surrey Police have not yet managed to bounce back from this fall. CC commented that the biggest issue facing the contact centre is staff turnover and their ability to retain staff. CC explained that they are in a cycle of constant recruitment and training but are doing better than they were last year.

The CC presentation a report on **volume crime** which are the sorts of offences that would usually be investigated by a uniformed area of policing such as burglary, vehicle crime, domestic abuse, criminal damage etc. He explained that the reason for the Volume Crime Improvement Plan was that Volume Crime investigation levels were not where they ought to be. This resulted in fewer positive outcomes and fewer offenders brought to justice. A plan had been put in place focussing on capacity, capability, leadership, governance and partnership working. Recent feedback from HMIC was that this area was much improved upon, supervision and direction given to staff was improved based on their independent findings.

In terms of **surveillance** the PCC asked questions around CCTV (Closed Circuit Television) and the code of practice in place. The CC recognised the value of CCTV and Surrey Police has lots of staff invested in monitoring it. However, the majority of the CCTV belongs to the local authorities who fund it. Surrey Police are currently reviewing CCTV provision across the county to see if it can be brought under one roof; creating efficiency savings where possible and increasing strategic opportunities in its use. Surrey Police was compliant with the code of practice for surveillance cameras. ANPR cameras were also discussed. The CC gave an overview of the situation in Surrey - 63 ANPR locations, covering approximately 233 lanes of traffic and fixed sites, and 42 mobile systems which can be deployed where necessary. The PCC requested that the CC confirmed that all were connected and working correctly.

A report was provided on the **Proceeds of Crime Act** (POCA) funds which showed that the amount of money recovered is increasing year by year. The PCC asked the CC what the plans were for the money received by Surrey Police. The CC commented that the majority of POCA money received is used to fund the wages of the people in the unit and also provides funds to assist with the overall budget. In the future, if monies received continue to increase, there may be room to consider other uses.

The PCC and CC discussed the recently published report on **Race and Disparity** in the Criminal Justice System. This highlighted national issues of greater representation of the black community both in the criminal justice system and as victims of crime. In Surrey the force rigorously audits stop and search activity and use an independent advisory group as 'critical friends' to dig in to the figures as they are presented. Audits are good but Surrey still has a disproportionality issue, much like every other Police force.

The PCC asked about BME (Black and Minority Ethnic) representation in the Surrey Police workforce, which is not yet representative of the general

community in Surrey. The Deputy Chief Constable (DCC) agreed this is a vital issue and emphasised the importance of building trust and confidence with BME communities. Interaction with young people is key; the Cadet scheme fosters early engagement with communities to show them what Policing is all about. Successes have been in ensuring representation levels of BME representation in the Cadet Scheme is greater than in the service. Surrey Police have appointed 2 Positive Action Roles, they start in January 2018 and will continue the outreach work looking for opportunities in minority communities to recruit to Surrey Police.

The CC explained that **Child Criminal Exploitation (CCE)** is a term that has come into use fairly recently to describe juveniles who are enticed into criminal activity by adults by inducements (money/cigarettes/alcohol) leading to the exploitation of the child. This is presenting some of the biggest demand issues for the force currently, dealing with children, particularly those who are housed otherwise than at home who continually run away and are becoming involved in exploitative organisations. There has been a strong focus in Surrey on this over the past 18 months with enormous effort going in to raising awareness of the signs of exploitation and on educating officers. Surrey Police are targeting perpetrators including deploying high end detectives and covert operations targeting gangs and groups exploiting children. Good partnership work is happening with Health Authorities and Surrey Youth Services to support young people when extracted from the situation they are in.

A report was presented on **Mental Health** and what police are doing in partnership with other services to reduce repeat and avoidable demand from mental health incidents and make sure those in mental health crisis receive the most appropriate support. It also detailed how the Police are preparing for new regulations that come in under the Policing and Crime Act (2017). One particularly successful initiative is the Surrey High Intensity Users Programme (SHIP). Officers on West Surrey seconded into this project are working alongside care coordinators which has resulted in calls for service going down, detentions under the Mental Health Act going down, and episodes of missing persons going down. Surrey are investing more resources into this initiative for officers on East and North Surrey. In addition to this they are appointing a lead for vulnerable and missing adults to work alongside the Mental Health Advisor. Surrey Police are well prepared for the new regulations in the Act and have a good track record in recent years in ensuring custody centres are not used as places of safety. In this financial year they have not been used once and it is in excess of three years that Surrey has had a child in custody.

## **RECOMMENDATION**

That the Police and Crime Panel note the update on the PCC's Performance Meetings.

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## SURREY POLICE AND CRIME PANEL

### COMPLAINTS RECEIVED SINCE THE LAST MEETING

4 February 2018

#### SUMMARY

This report sets out all complaints against the Police and Crime Commissioner that have been received since the last meeting of the Police and Crime Panel.

#### RECOMMENDATIONS

The Police and Crime Panel is asked to:

- (i) Note the content of the report.

#### 1.0 INTRODUCTION AND BACKGROUND

- 1.1 The Elected Local Policing Bodies (Complaints and Misconduct) Regulations 2012 make Surrey's Police and Crime Panel responsible for overseeing complaints made about the conduct of the Police and Crime Commissioner and the Deputy Police and Crime Commissioner (DPCC).
- 1.2 Where a complaint is received by the Panel<sup>1</sup>, a report is produced for the next available meeting, setting out the nature of the complaint(s) received and details of any action taken.

#### 2.0 ANALYSIS AND PROGRESS

- 2.1 The Panel has a responsibility to informally resolve non-criminal complaints about the conduct of the PCC and DPCC, as well as criminal complaints or conduct matters that are referred back to it by the Independent Police Complaints Commission (IPCC).
- 2.2 For the above, the Panel agreed at its meeting on 13 December 2012 to delegate informal resolution of complaints to a Complaints Sub-Committee.
- 2.3 However, in accordance with the Regulations, complaints received by the Panel that do not relate to the conduct of the PCC or DPCC (such as operational

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<sup>1</sup> At its meeting on 13 December 2012 the Panel agreed to delegate initial receipt / filtering of complaints to the Chief Executive of the PCC's Office.

concerns and policy disputes) are referred to the most appropriate body for resolution instead of the Complaints Sub-Committee.

2.4 Appendix A sets out details of the complaints considered by the Panel since its last meeting and the action taken.

### **3.0 COMPLAINTS RECEIVED SINCE THE LAST MEETING**

3.1 The Complaints Sub-Committee have received one complaint since the last Panel meeting.

### **4.0 EQUALITIES AND DIVERSITY IMPLICATIONS**

4.1 It is vital that any complaints process is open to all residents and that each and every complainant is treated with respect and courtesy. The Complaints Protocol agreed by the Panel on 13 December 2012 is designed to be an equitable process and will be monitored by the Panel's Support Officer to ensure that it is fit for purpose.

### **5.0 CONCLUSION AND RECOMMENDATIONS**

5.1 The Panel is asked to note the information in Appendix A.

### **6.0 REASONS FOR RECOMMENDATIONS**

6.1 To allow the Panel to have oversight of complaints made against the Commissioner.

### **7.0 WHAT HAPPENS NEXT**

7.1 Any future complaints will be reported to the next available meeting of the Panel.

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**Complaints Received Since the Last PCP Meeting (7 December 2017)**

Date received	Nature of complaint	Does the complaint, or an element of the complaint, relate to conduct of a relevant office holder?	Does the complaint, or an element of the complaint, relate to an alleged criminal offence?	Details / Action taken
1 December 2017	Ref: PCP 0029 - A complaint relating to the Commissioners conduct was received.	Yes	No	<p>The complaint was considered on 4 January. There were two elements to the complaint and after serious and careful consideration the Sub-Committee resolved that:</p> <ol style="list-style-type: none"> <li>1. The Panel recommends that a letter of apology be sent to the complainant regarding the dealing of the initial queries.</li> <li>2. That the OPCC review its policy on dealing and handling public queries that it receives in order for a general query not to escalate.</li> </ol> <p>The complainant and the Commissioner were informed of the outcome.</p>
21 December 2017	Ref: PCP 0030 - A complaint relating to the Commissioners conduct was received.	Yes	No	The complaint is to be considered on 25 January – A verbal update will be given on the outcome at the meeting of the PCP on 5 February.

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**SURREY POLICE & CRIME PANEL  
ACTIONS AND RECOMMENDATIONS TRACKER- 5 February 2018**

The actions and recommendations tracker allows Police & Crime Panel Members to monitor responses, actions and outcomes against their recommendations or requests for further actions. The tracker is updated following each Panel meeting.

<b>Date of meeting</b>	<b>Item</b>	<b>Recommendations/Actions</b>	<b>Responsible Officer/ Member</b>	<b>Comments</b>	<b>Suggested Date of Completion</b>
7 Dec 2017	INDEPENDENT REVIEW OF SURREY/ SUSSEX JOINT FINANCE TEAM [item 15]	R12/17 – For the OPCC to provide the Panel with a six month review report	OPCC		June 2018
7 Dec 2017	FEEDBACK ON MEETINGS BETWEEN PCC AND CC [item 8]	R13/17 – For the PCC to provide the Panel with the Reserves Strategy (as mentioned in the report)	PCC	This is contained in the PCC precept report – section 5: Reserves.	24 Jan 2018
7 Dec 2017	FIRE GOVERNANCE [item 7]	R14/17 – For the PCC to provide the Panel with an update report.	PCC		June 2018
7 Dec 2017	POLICE AND CRIME PLAN [item 6]	R15/17 – For the PCC to provide the Panel with a full list of targets for the 101 number.	PCC	Information emailed to Members on 24/1/18	24 Jan 2018

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## Surrey Police and Crime Panel- Forward Work Programme 2018/19

The purpose of this document is to provide a summary of work due to be undertaken by the Surrey Police and Crime Panel. It is provided for information purposes at each meeting of the Panel and updated between meetings by officers to reflect any future areas of work. Members can suggest items for consideration to the Chairman or the Panel Support Officer.

<b>Date</b>	<b>Item</b>	<b>Purpose</b>	<b>Contact Officer</b>
<b>February 2018</b>	<b>The Police and Crime Commissioner's Proposed Precept for 2017/18</b>	The Police and Crime Panel is required to consider and formally respond to the Police and Crime Commissioner's proposed precept for 2017/18.	Ian Perkin
	<b>+ standing items</b>	Standing items are considered at every meeting of the PCP. These are listed later on in the document.	Johanna Burne/ Scrutiny Officer

### FUTURE ITEMS FOR PCP MEETINGS 2018

(2 or 3 items to be taken at each meeting)

<b>Title</b>	<b>Purpose</b>	<b>Date</b>
<b>Surrey Police Estates Strategy</b>	To consider and review Surrey Police's estate strategy.	(Spring/Summer 2018)
<b>Commissioning Arrangements</b>	For the Panel to receive a report on the future provision of services to victims and allocation of the Community Safety Fund. To include support offered to victims of burglary.	(Spring 2018)
<b>JET update</b>	For the Panel to receive a report.	
<b>Neighbourhood Watch update</b>	For the Panel to receive a report.	

<b>101 Phone Line</b>	For the Panel to receive a report and monitor performance.	
<b>MTFP</b>	For the Panel to receive a report.	
<b>Video Enabled Justice</b>	Panel to receive a report on what it is, how it works and how and when it is used.	
<b>Satisfaction Statistics</b>	Panel to receive a report detailing; questions asked, who responds, how they respond, what are the options.	
<b>Modern Slavery</b>	Panel to receive a report detailing level and work of PCC in modern slavery.	
<b>Coercion</b>	Panel to receive a report.	
<b>Presentation of Chief Constable</b>		
<b>PCC new responsibilities in terms of complaints</b>	Panel to receive a report. Relate to proposed new powers of investigation for complaints sub committee.	Autumn 2018
<b>PCC</b>		
<b>CCTV Review Update</b>		
<b>Use of Drones Report</b>		

<b>STANDING ITEMS</b>			
<b>Subject/Title</b>	<b>Dates</b>	<b>Purpose</b>	<b>Contact Officer</b>
<b>Performance Monitoring of the APCC for Victims</b>	Annually in December	The PCC has agreed to provide the Panel with progress made by his APCC.	Johanna Burne
<b>Police and Crime Plan Update</b>	Twice per year – April and Sept	To consider progress made against the agreed Police and Crime Plan.	Johanna Burne

<b>Budget Update</b>	Twice per year – Dec and Feb	As agreed at the precept setting meeting on 6 February 2013, to allow the Panel to have oversight of the latest financial position.	Johanna Burne / Ian Perkin
<b>Feedback on Performance Meetings</b>	All	To consider issues raised during monthly discussions between the PCC and the Chief Constable.	Johanna Burne
<b>PCC Annual Report</b>	Annually - June		Johanna Burne
<b>Actions and Recommendations Tracker</b>	All	To monitor responses, actions and outcomes against recommendations or requests for further actions.	Democratic Services Officer
<b>Forward Work Programme</b>	All	To provide a summary of work due to be undertaken by the Surrey Police and Crime Panel and work that has recently been completed.	Democratic Services Officer
<b>Commissioners Question Time</b>	All	For the Panel to raise any issues or queries concerning crime and policing in Surrey with the Commissioner.	Democratic Services Officer
<b>PCP Budget – Expenses and Actual</b>	Annually at AGM		Democratic Services Officer
<b>Webcasting Report</b>	Annually at AGM		Democratic Services Officer
<b>Complaints</b>	All	To monitor complaints received against the PCC and / or the DPCC	Scrutiny Officer

## Working Groups

Group	Membership	Purpose	Reporting Dates
<b>Complaints Sub-Committee</b>	<ul style="list-style-type: none"> <li>• IM Bryan Cross</li> <li>• IM David Fitzpatrick -Grime</li> <li>• Cllr David Reeve</li> <li>• Cllr Margaret Cooksey</li> <li>• Vice-Chairman</li> <li>• Chairman</li> </ul>	To resolve non-criminal complaints against the PCC and/or the DPCC.	Report to each meeting of the PCP, detailing any complaints dealt with since the last meeting.
<b>Finance Sub-Group</b>	<ul style="list-style-type: none"> <li>• Cllr Josephine Hawkins</li> <li>• IM Bryan Cross</li> <li>• Cllr Chris Sadler</li> <li>• Chairman (ex-officio)</li> <li>• Vice-Chairman (ex-officio)</li> </ul>	To provide expert advice to the PCP on financial matters that falls within its remit.	Reports verbally to the formal precept setting meeting of the Panel in February.

## SURREY POLICE AND CRIME PANEL

### Commissioner's Question Time

5 February 2018

#### SUMMARY

At the 8 December 2016 Police and Crime Panel meeting it was unanimously agreed for an item called '*Commissioners Question Time*' to be included as a standing item to each Panel meeting agenda. The purpose of this item is for Police and Crime Panel Members to raise any issues or queries concerning crime and policing in Surrey with the Commissioner and also to provide an opportunity to ask further questions (for example questions relating to previous agenda items or urgent matters not included on the agenda). Questions must focus on strategic issues within the Commissioners remit, questions regarding operational issues will be deemed inappropriate.

#### RECOMMENDATIONS

For the Police and Crime Panel to raise any issues or queries concerning Crime and Policing in Surrey with the Commissioner.

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## SURREY POLICE AND CRIME PANEL

### SURREY PCP BUDGET 2016/17 and 2017/18

5 February 2018

#### SUMMARY

The Surrey Police and Crime Panel has accepted a grant from the Home Office to meet the costs of the Panel, including the administrative support. This paper is to report on actual costs for 2016/17 and to set out the budget for 2017/18.

#### RECOMMENDATION

The Police and Crime Panel is asked to note the expenditure for 2016/17 and to make any comments in relation to the forecast for 2017/18.

#### 1.0 INTRODUCTION AND BACKGROUND

1.1 In establishing Police and Crime Panels, the Home Office agreed that a limited grant would be provided to each local authority acting as the host authority in providing the administrative support and management and maintaining the Police and Crime Panel. The host authority for the Surrey PCP is Surrey County Council.

1.2 The Panel's arrangements, agreed with the Home Office in 2013, stated that:

*The annual costs associated with the operation, organisation and administration for the Panel shall be offset by the Home Office grant to be managed by the host authority. All of the relevant costs incurred by the host authority in connection with the work of the Panel shall be met from the funding allocated by the Home Office unless the authorities agree otherwise. The host authority shall monitor all expenditure incurred and make provision for an annual report.*

#### 2.0 HOME OFFICE GRANT AND EXPENDITURE 2016/17

2.1 The maximum amount which could be claimed from the Home Office in 2016/17 was £66,180. The amount claimed by Surrey County Council is indicated below:

##### Actual Expenditure 2016/17

a) Panel administration (including £51,381

	meeting expenses)	
b)	Member expenses	£6,085
c)	Allowances	£8,016
	<b>Total claimed from Home Office</b>	<b>£65,482</b>

#### **a) Panel Administration and meeting expenses**

2.2 Costs for panel administration include officer time and website maintenance, and the grant also covers the cost of meeting rooms, refreshments, printing and postage. Some Panels have appointed a full time officer to support the Panel; within Surrey a number of officers have some involvement in the Panel, but none works on it full time.

#### **b) Member Expenses**

2.3 Members of the Panel can claim expenses in line with Surrey County Council's Members' Allowances Scheme for travel, subsistence, and for child care and the care of other dependants.

#### **c) Allowances**

2.4 In January 2013 the Panel agreed that Members would not use the Home Office grant to draw allowances for members of the Panel. The previous Chairman, as a Member of Surrey County Council, received an allowance of £8,016 under the Council's Scheme of Allowances. This allowance was deemed not to be a general allowance for members of the Panel, and as a cost associated with the Panel it was felt to be appropriate to reclaim this from the Home Office grant.

### **3.0 HOME OFFICE GRANT AND PROPOSED EXPENDITURE 2017/18**

3.1 The Home Office grant for 2017/18 is £66,180.

3.2 The forecast expenditure for 2017/18 is therefore:

#### **Proposed Expenditure 2017/18**

a)	Panel administration (including meeting expenses)	£52,510
b)	Member expenses	£1,910
c)	Allowances	£00.00
	<b>Total</b>	<b>£54,420</b>

**a) Panel administration** (including meeting expenses)

- 3.3 The apportioned costs for time spent by officers and their associated overheads will be reclaimed against the Home Office grant and will amount to £52,510 for 2017/18. The intention is that support costs associated with the website and other costs such as printing are also covered by the grant.
- 3.4 Support for the Panel has recently been reviewed in the light of changes to its workload, and this will be monitored over coming months. In addition, some funding is allocated to Legal Services for the Monitoring Officer's role in resolving complaints. This might result in some changes to the amount of grant allocated to support costs.
- 3.5 Refreshments are agreed with the Chairman on a meeting-by-meeting basis.

**b) Member expenses**

- 3.6 Claims from Panel members for costs involved with attendance at Panel and Sub-Committee meetings are expected to be broadly in line with previous years.

**4.0 TRANSPARENCY**

- 4.1 Under the Home Office grant agreement, PCPs must "publish as a minimum on their website, details of all their expenditure (or, where that is not possible, on the host authority's website)." These details will be published once the accounts for 2017/18 have been finalised.

**5.0 ON-GOING HOME OFFICE FUNDING**

- 5.1 The Home Office grant has been confirmed for 2017/18 but no commitment has been made for future years at this stage.

**6.0 BACKGROUND INFORMATION**

- Police and Social Responsibility Act 2011
- Grant agreement between Secretary of State for the Home Department and Surrey County Council.

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## SURREY POLICE AND CRIME PANEL

### Proposals for a National Representative Body

5 February 2018

#### SUMMARY

This proposal is being led by Hertfordshire PCP. A consultation was held in October 2017 on the proposals to create a national body for PCPs.

Attached as Appendix A is the latest letter from Cllr Hutchings setting out in more detail proposals for registration and set up of the new body. He is requesting comments back from PCPs on these proposals by 30 January. He has been informed that Surrey PCP will not be able to comment until after its meeting on 5 February.

#### RECOMMENDATIONS

The Police and Crime Panel is asked to:

- i. Discuss the issue of a national representative body and the contents of the letter and to form a response for Cllr Hutchings.

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Dear Colleagues,

Thank you to those PCPs that responded to my next steps proposal I now write to outline the intended steps leading to the establishment of the Police and Crime Panel SIG at an inaugural meeting in late February/early March. I will finalise the date for this shortly after the Christmas and New Year break.

In general views relating to the SIG have been 'keep it simple, make sure the cost is kept to a minimum', I therefore proffer the following thoughts and invite comment and feedback so that the agenda can be set for the meeting and so that the SIG can get up and running.

### **Chair and Vice Chair**

Requests for a Chair and Vice Chair should be sent out in a timely fashion prior to the meeting and elected at said meeting on the basis on vote per PCP. Whilst some of the administration will be carried out by the LGA the Chair should be able to arrange additional administration through his/her local facilities. The Chair and Vice Chair should be elected on an annual basis.

### **Management Committee/Steering Group**

Depending on the frequency of meetings I would suggest that this might not be necessary as key decisions can be made at meetings of the SIG. I leave this as a matter for discussion and one to be finalised at the inaugural meeting.

### **Meetings**

I guess that the natural frequency for meetings will be determined according to need but, initially, they might be set on a quarterly basis taking into account the desire of most to retain the Annual Frontline Conference. It is hoped that most key decisions will be reached by consensus but where voting is required this should be done, as above, on a one vote per PCP. Proxy arrangements can be put in place.

### **Subscriptions**

The initial consultation responses demonstrated a need to keep bureaucracy and costs to a minimum, the suggested level of subscription ranged from a minimum of £200 to a maximum of £500. My view is that, initially at least, the level should be set at the higher end to ensure that there are sufficient funds for the SIG to get off to a good start but again this is a matter that can be finalised at the meeting.

### **Suggested Inaugural Meeting Agenda**

Again I suggest a simple agenda dealing with essential business before leading to a discussion on the SIG's agenda and direction, eg:

- 1. Introductions**
- 2. Election of Chair and Vice Chair**
- 3. Structure and meeting arrangements**
- 4. Subscription levels**
- 5. Setting the agenda**
- 6. Any other business**

I would be grateful if colleagues would respond this by Friday 26<sup>th</sup> January 2018 after which I will put together a summary of responses. As previously stated I have no desire to put myself as Chair so if everyone is content will be pleased to coordinate nominations for Chairman/Vice Chair and to lead the Inaugural Meeting until such time as he/she is in place.

Best regards,

Tim

**Cllr Tim Hutchings**  
**Chairman**  
**Hertfordshire Police and Crime Panel**