



Notice of Meeting

Surrey Police and Crime Panel

Date & time
Monday, 4
February 2019
at 10.30 am

Place
Council Chamber,
County Hall, Kingston
upon Thames, Surrey
KT1 2DN

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

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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
Mr Bryan Cross (Vice Chairman)	Independent Member
Cllr Andrew Povey	Surrey County Council
Cllr Margaret Cooksey	Mole Valley District Council
Cllr Graham Ellwood	Guildford Borough Council
Mr David Fitzpatrick-Grimes	Independent Member
Cllr Pat Frost	Waverley Borough Council
Cllr Nick Gething	Spelthorne Borough Council
Cllr Josephine Hawkins	Surrey Heath Borough Council
Cllr Beryl Hunwicks	Woking Borough Council
Cllr David Reeve	Epsom & Ewell Borough Council
Cllr Victor Broad	Reigate & Banstead Borough Council
Cllr Andrew Burley	Elmbridge Borough Council
Cllr Peter Waddell	Runnymede Borough Council

PART 1 **IN PUBLIC**

1 APOLOGIES FOR ABSENCE

The Chairman to report apologies for absence.

2 MINUTES OF THE PREVIOUS MEETING

(Pages 1 - 8)

To approve the minutes of the meeting held on 28 November 2018 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 2019/20

(Pages 9 - 22)

The Police and Crime Panel is required to consider and formally respond to the Police and Crime Commissioner's Proposed Precept for 2019/20. 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 2019;*
- (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 2019;*
- (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 2019;*
- (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 2019 (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 2019.*

- 6 OFFICE OF THE POLICE & CRIME COMMISSIONER'S BUDGET FOR 2019/20** (Pages 23 - 28)
- The Panel are asked to note the report.
- 7 BUDGET UPDATE** (Pages 29 - 38)
- 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 2018/19.
- 8 RECRUITMENT OF CHIEF CONSTABLE** (Pages 39 - 42)
- The Chief Constable of Surrey Police, Nick Ephgrave, left the Force on 18 January 2019. This report sets out details of the recruitment process and likely timescales.
- 9 FEEDBACK ON PERFORMANCE MEETINGS** (Pages 43 - 46)
- This report provides an update on the meetings that have been held

between the Police & Crime Commissioner and the Chief Constable and what has been discussed in order to demonstrate that arrangements for good governance and scrutiny are in place.

- 10 COMMISSIONER'S QUESTION TIME** (Pages 47 - 48)
- The Panel is asked to raise any issues or queries concerning crime and policing in Surrey with the Commissioner.
- 11 COMPLAINTS RECEIVED SINCE THE LAST MEETING** (Pages 49 - 50)
- 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.
- 12 RECOMMENDATIONS TRACKER AND FORWARD WORK PROGRAMME** (Pages 51 - 58)
- To review the Recommendations Tracker and Forward Work Programme.
- 13 DATE OF NEXT MEETING**
- To note that the next scheduled meeting will take place on 11 April 2019.

**Joanna Killian
Chief Executive**

Friday, 25 January 2019

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MINUTES of the meeting of the **SURREY POLICE AND CRIME PANEL** held at 10.30 am on 28 November 2018 at 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 Andrew Burley
- *Cllr Victor Broad
- *Cllr Margaret Cooksey
- *Cllr Graham Ellwood
- *Cllr Josephine Hawkins
- *Cllr Beryl Hunwicks
- *Cllr Daxa Patel
- *Cr Andrew Povey
- *Cllr David Reeve
- *Mr Bryan Cross
- *Mr David Fitzpatrick-Grimes
- Cllr Peter Waddell
- Cllr Pat Frost

Apologies:

Cllr Peter Waddell
Cllr Pat Frost

Attendees:

David Munro, Police & Crime Commissioner
Jane Anderson, Asst. Police & Crime Commissioner
Alison Bolton, Chief Executive, Office of the Police & Crime Commissioner (OPCC)
Ian Perkins, Finance Officer, OPCC
Detective Superintendent Karen Mizzi
Angela Guest, Democratic Services Officer, Surrey County Council

39/18 APOLOGIES FOR ABSENCE [Item 1]

Apologies were received from Cllrs Peter Waddell and Pat Frost.

40/18 ELECTION OF VICE CHAIRMAN [Item 2]

Three nominations were received for the Vice Chairman position for the remainder of 2018/19 Council year:

- Councillor Josephine Hawkins had been proposed by Councillor Andrew Burley and seconded by Councillor Beryl Hunwicks.
- Bryan Cross had been proposed by Councillor David Reeve and seconded by David Fitzpatrick-Grimes.

- Councillor Graham Ellwood had been proposed by Councillor Victor Broad and seconded by Dr Andrew Povey.

As per the Panel's constitution more than three Members requested a secret ballot be undertaken.

RESOLVED:

Mr Bryan Cross was appointed as the newly elected Vice-Chairman for the remainder of 2018/19 Council year.

41/18 MINUTES OF THE PREVIOUS MEETING [Item 3]

The Minutes of the meeting held on 19 September 2018 were agreed as a correct record and signed by the Chairman.

42/18 DECLARATIONS OF INTEREST [Item 4]

There were none.

43/18 PUBLIC QUESTIONS [Item 5]

There were none.

The Panel agreed to take Item 10 – Modern Slavery, at this point in the meeting in order to let DS Mizzi leave in good time.

44/18 MODERN SLAVERY [Item 10]

Key Points raised during discussion:

1. Cllr Ellwood raised an issue and expressed disappointment about the lack of co-operation by the Serious Organised Crime partnership with Guildford Borough Council over their anti-slavery initiative. Detective Superintendent Karen Mizzi explained that this was the first time she had heard this and that partners were encouraged to work together. She went on to say that this was an intelligence led service, prioritisation need to happen and therefore car washes were only targeted when the intelligence showed a need. Cllr Ellwood further reported that there was a local meeting next week and asked what he could do to make the partnership work better. Detective Superintendent Karen Mizzi would look into the issues mentioned. The Commissioner reported that he had asked the Government Minister if a register for nail bars and car washes could be set up.
2. In response to a query about scrutinisation of the partnership, the Commissioner explained that a member of his office was also a member of the partnership. The relationship had changed since the beginning and he encouraged his team to get involved and report back to him. He also had performance meetings with the Chief Constable every six weeks.
3. Detective Superintendent Mizzi explained that her reporting year was April to April and therefore it was now half way through the financial year. She would share the latest six-month details with the Panel as soon as it was released. She would also have to confirm the term 'unknown exploitation' as used in the report, following the meeting.

4. There was some discussion about possible effects of Brexit on different organised groups coming into the country. The Commissioner explained that there was much high level work being undertaken to minimise any issues following Brexit.

RESOLVED:

That Members note the report.

Actions/Further Information to be Provided:

1. Detective Superintendent Mizzi to provide latest six month figures to Panel.
2. Detective Superintendent Mizzi to explain the term 'unknown exploitation' as used in the report.

Mr David Fitzpatrick-Grimes left the room and returned after three minutes. Cllr Graham Ellwood left the room at the end of this item and returned 28 minutes later so missed the next four items on the agenda and re-joined the meeting during the Jet Update item.

45/18 SURREY POLICE GROUP FINANCIAL REPORT FOR MONTH SIX, FINANCIAL YEAR 2018/19 [Item 6]

Key Points raised during discussion:

1. The Panel received the report of the Surrey Police Group that set out the finances of both the Police & Crime Commissioner (PCC) and Chief Constable (CC) financial position as at 30 September 2018, comparing the expenditure and income incurred by both Surrey Police and the Office of the Surrey Police & Crime Commissioner (OPCC), with the revenue and capital budgets approved by the Police & Crime Commissioner in January 2018 for the financial year 2018/19.
2. The Panel asked about value for money on some services and suggested a joint enterprise for Insurance Services. The finance officer reported that there was already a joint enterprise in place across the South East Forces. However, due to rising costs of police insurance, most companies approached had declined to bid for provision of this service. He also stated that the end of year overspend was due to insurance premiums and the over establishment of officers in post. This will be partly offset by an expected rise in vacancies by the end of the year and reduced spend on IT.
3. It was confirmed that insurance claims were greater than the premium which was why companies were refusing insurance. They were looking at whether they should self-insure.
4. There had been a historic overspend on IT but the new Head of IT had gone through all of the current IT projects looking at value for money. The overspend on agency staff was mainly for specialist staff such as IT specialists.
5. The Commissioner reported that he had requested a formal workforce planning report and also mentioned that the large overtime bills had reduced lately.

RESOLVED:

That Members note the report.

Actions/Further Information to be Provided:

None.

46/18 OFFICE OF THE POLICE AND CRIME COMMISSIONER MONTH SIX, 2018/19 FINANCIAL REPORT [Item 7]**Key Points raised during discussion:**

1. The Panel received this report which detailed the Office of the Police & Crime Commissioner's (OPCC) financial performance at Month 6 for the 2018/19 financial year. The report compared the expenditure and income, incurred and received by the Office of the Police & Crime Commissioner up to the 30 September, against the financial budget approved by the Police & Crime Commissioner (PCC) in January 2018.

RESOLVED:

That the Panel note the report.

Actions/Further Information to be Provided:

None.

47/18 UPDATE ON THE WORK OF THE ASSISTANT POLICE AND CRIME COMMISSIONER (VICTIMS) [Item 8]**Key Points raised during discussion:**

1. The Panel asked questions around the reduced working days of the Assistant Police & Crime Commissioner (APCC), Jane Anderson. She explained that she had reduced to working one day per week and that she had ensured that her role was embedded into the organisation so that when her contract was finished the work would continue.
2. The APCC spoke about a report she had written for the police on the impact of unauthorised traveller incursions on a small community. She explained that it had been an interesting exercise in looking into the coping strategies with businesses. The Panel requested a copy of this report.
3. The Commissioner paid tribute to the APCC who he described as highly regarded. He also explained that the APCC had always been on a one-year rolling contract. It was her intention not to work beyond the end of the current contract which was due to expire in April 2019.
4. The Chairman thanked the APCC on behalf of the Panel for the work she had done and for reporting to the Panel meetings.

RESOLVED:

That the report was noted.

Actions/Further Information to be Provided:

To request a redacted copy of the report the APCC had written for the police on the impact of unauthorised traveller incursions on a small community.

48/18 GOVERNANCE OF FIRE AND RESCUE IN SURREY [Item 9]

Key Points raised during discussion:

- 1. The Panel received an update report on the PCC decision not to take on governance of the Surrey Fire and Rescue Service. The PCC remained convinced that more could be done to align blue-light services in Surrey and that it was in Surrey’s best interests to continue to focus on collaborative work between police and fire and between the fire services in Surrey and Sussex.

RESOLVED:

That the report was noted.

Actions/Further Information to be Provided:

None.

49/18 JET UPDATE [Item 11]

Key Points raised during discussion:

- 1. The Panel received an update report on the county’s Joint Enforcement Teams (JETs), providing some background, an overview of the powers available and progress reports on the county’s current JETs.
- 2. Members were very concerned about pavement/obstructive parking and asked about powers for JETs to ticket in these instances. The PCC was sympathetic and understood the problem but that the issue was complicated and JETs could not be given police parking powers as that would be unlawful. He had written to the Department for Transport who were running a consultation and had asked the Chief Constable if there was more that could be done who had subsequently tasked the ACC with this.
- 3. Some Members spoke of how JETs were working in their boroughs. One Member spoke of a local initiative at schools in Woking, whereby they have a school enforcement rota and name and shame offenders. It was also reported that Guildford JET were effective with parking control around schools. It was stated that any scheme around schools would rely on the co-operation of the school Heads and that not one size fits all. The Panel were also reminded to consider data protection when considering schemes.

RESOLVED:

That the report was noted.

Actions/Further Information to be Provided:

None.

Cllr Graham Ellwood returned to the meeting during discussion on this item.

50/18 FEEDBACK ON MANAGEMENT MEETINGS BETWEEN THE POLICE AND CRIME COMMISSIONER AND CHIEF CONSTABLE [Item 12]**Key Points raised during discussion:**

Members asked several questions relating to crime figures to which the Commissioner responded:

- Burglary rates have seen a spike around 18 months ago, but were largely comparable to the rates of 10 years ago.
- The percentage of crimes solved was going down whilst volumes of crime were increasing. There was also increased reporting. This was a national problem and Surrey ranked better than most other forces.
- The Commissioner also reported that Surrey Heath Neighbourhood Team had recently won an award.

RESOLVED:

That the report was noted.

Actions/Further Information to be Provided:

That the crime figure report that was due to go to the informal meeting be sent to the Panel once it had been amended.

a) COMMISSIONER'S QUESTION TIME [Item 12a]**Key Points raised during discussion:**

1. The Chairman raised an issue regarding the custody suite at Salfords that had come to his attention. The Commissioner stated that there were issues that could not be discussed in public but said that checks were made to ensure that detainees were able to get home when leaving the suite. He asked that Members let him know of any specific incidents.
2. Mental health issues were raised regarding effects on police teams, what training was available and how mental health first aid was being rolled out. The Commissioner stated that Surrey was a trailblazer for training in mental health.
3. A question was raised regarding the lack of CCTV cover in Guildford on Friday and Saturday evenings. The Commissioner stated that police were overstretched and that a new CCTV strategy was being developed. He also said that CCTV was very expensive and patchy and not a police priority. He highlighted Sussex as having a good joint partnership with CCTV.

RESOLVED:

To thank the Commissioner for his responses.

Actions/Further Information to be Provided:

None.

51/18 COMPLAINTS RECEIVED SINCE THE LAST MEETING [Item 13]**Key Points raised during discussion:**

1. The Chairman explained that there was still an outstanding complaint from the last meeting due to an extended delay in forthcoming legal advice. He would do all he could to get this resolved.

RESOLVED:

That the report be noted.

Actions/Further Information to be Provided:

That legal advice be requested as a matter of urgency.

52/18 RECOMMENDATIONS TRACKER AND FORWARD WORK PROGRAMME [Item 14]**Key Points raised during discussion:**

1. The Panel considered the Work Programme and Action Tracker.
2. Due to the change in Panel membership it was noted that there was a vacancy on the Complaints Sub Committee. There were no volunteers for this position.
3. Again, due to the change in Panel membership there were a vacancy on the Finance Sub Group. Cllr Patel volunteered for this position.

RESOLVED:

That the report was noted.

Actions/Further Information to be Provided:

1. That a report on CCTV be included in the workplan.
2. That Cllr Patel be added to the membership of the Finance Sub Group.
3. That a Finance Sub Group meeting be set up prior to the February Panel meeting in order to discuss the precept proposals.

53/18 DATE OF NEXT MEETING [Item 15]

That the next meeting would be held on 4 February 2019 was noted.

Meeting ended at: 12.20 pm

Chairman

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SURREY POLICE AND CRIME PANEL**Surrey Police & Crime Commissioner's Precept Setting Proposal
for the Financial Year 2019/20****4th February 2019****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 1st March 2019 if the Police & Crime Panel has completed its scrutiny process.

2). PRECEPT PROPOSAL

My precept recommendation for the 2019/20 financial year has been drawn up in accordance with the requirements of the relevant legislation and on the basis of the statement made by the Secretary of State for Housing, Communities and Local Government regarding Police Financing, made to the House of Commons on the 13th December 2018, which announced that Police & Crime Commissioners can increase their current Band D Council Tax Precept by up to £24, without the need to hold a referendum, in order to, *"-help Police and Crime Commissioners tackle the changing demands they face."*

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.

Currently the Police Service, as the Government has acknowledged, is experiencing key pressures from rising crime levels, increased complexity of reported crimes (child sexual abuse and exploitation, cyber-crime, domestic abuse, human trafficking, modern slavery), growing terrorist threats and the need for the Police to act as the organisation of last resort, as other agencies are forced to reduce their service and availability levels. Surrey in particular has faced a previously unprecedented volume of unauthorised traveller encampments across the County over the summer months, which put a significant strain on local policing resources, all against a background of a police workforce that has reduced by 11% since 2010, 5% of that reduction relating to warranted Police Officers.

As is evident from the above, it has been a challenging year for Surrey Police and as Police & Crime Commissioner I have spoken to residents across the county about what sort of policing they want. I have been frequently told that more local policing in their communities is important, putting this issue to the forefront of my mind when I have been considering what to propose for this year's Police Precept. Having given this issue very serious thought, my proposal to the Panel is that the Council Tax Precept should be increased by the full £24 maximum that I can recommend without having to hold a referendum.

In return for this increase, I have agreed with the Chief Constable that he will put more Police Officers and PSCOs into local neighbourhoods, doubling current numbers and providing that visible reassurance that residents rightly want to help prevent crime. In addition, the precept increase will give the Chief Constable policing resource to target less visible criminality such as organised crime gangs (including drug dealers) and more detectives to investigate offences when they do happen. This must be balanced with the need to meet additional demands in areas such as domestic abuse, abuse of vulnerable people, sexual offences, cyber-crime and child sexual exploitation. There will also be enough money to preserve the CCTV provision currently in operation around the County, which provides further reassurance to residents and it will also allow the Force to explore the possibilities for further developments in digital technology that will allow officers to capture and use video footage in more enhanced and effective ways, that can then be used in Court as evidence to support prosecutions.

All of this can be achieved if the precept recommendation I am proposing is approved as it will provide enough additional funding to allow the Chief Constable to pay for an additional one hundred Police Officers and PCSOs, made up of seventy-five new additional posts and the protection of twenty-five posts that would otherwise have had to be cut from the establishment to balance the 2019/20 budget.

Notwithstanding the additional funds that an increase in the precept will raise, the Surrey public must still get value for money from their local force and I have instigated an efficiency review which will include my own office, in order to ensure that value is obtained from every pound of public money that is raised from Government grants, the Police Precept and that all other sources of income is maximised.

It is for these reasons that for the financial year 2019/20, 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 £24 the existing precept of £236.57, making a precept on a Band D property of £260.57, equating to a 10.14% increase on last

year.

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 2019/20, allow Police & Crime Commissioners to increase the precept on a Band D property by a maximum of £24 per year, without triggering the need to hold a referendum. My recommendation, fully taking advantage of the new higher maximum threshold, follows on from a statement made by Home Secretary Sajid Javid on the 14th December 2018, which said:

“Since becoming Home Secretary I have been clear I would prioritise police funding, and today I have delivered on that promise.

This is a significant funding settlement that provides the most substantial police funding increase since 2010, with more money for local police forces, counter terrorism and tackling serious and organised crime.

It will enable the police to recruit more officers and be better placed to respond to the increasingly complex crimes they face.”

The statutory public consultation that I carried out with Surrey residents between the 4th January and the 28th January, would seem to give strong support to my view that a £24 increase on the previous year’s Band D precept is justified. By 24th January (the time of writing this report), more than 3,700 responses had been received, more than any other consultation I have carried out. Of those canvassed, 75% expressed support for my proposal, while 25% were against. The consultation closes at midnight on Monday, 28th January. To date, we have received 2,740 free-text comments from those who responded. I have undertaken to read all of these and my office will analyse the commentary to draw out key themes.

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 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 effective policing.

My precept proposal if approved will provide the funding to support the strategic objectives of the Police and Crime Plan and make a step change in 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 2019/20 to fund Surrey Police in its entirety should members approve the Council Precept Tax increase that I am proposing:-

Summary of Funding Sources for 2019/20:

Grants	2018/19 £m	2019/20 £m	Difference £m
Home Office Police Grant	61.3	62.6	1.3
Formula Funding	28.8	29.4	0.6
Total Core Government Grants	90.1	92.0	1.9
Localising Council Tax Support	9.2	9.2	0
Police Officer Pension Grant		2.0	2.0
Total Specific Government Grants	9.2	11.2	2.0
Precept	117.7	130.5	12.8
Collection Fund Surplus	1.5	0.3	-1.2
Reserves	-3.9	1.1	5.0
Total Local Funding	115.3	131.9	16.6
TOTAL BUDGET FUNDING	214.6	235.1	20.5

It was originally expected that the amount of Core Government Grant that we would be receiving in 2019/20, would be exactly the same as we received in 2018/19. However, in the autumn we were informed that the Government Actuary would be increasing the rate of employers' pension contributions for Police Officers from April 2020 and that this would cost Surrey Police an additional annual amount of £4.3 million. After Police & Crime Commissioners lobbied the Government, a Specific Police Officer Pension Grant, of which Surrey's share is £2million, was provided and the Core Policing Grant was also increased by £1.9 million. These amounts offset the additional pension costs that Surrey has to pay, with the exception of £0.4 million, which the Government has indicated it expects to be funded from the precept increase.

It should be noted that the Home Office made "re-allocations" from the Police Grant before funds were distributed to individual Police & Crime Commissioners. In 2018/19 the national re-allocation amounted to £945m, for 2019/20 the amount has been increased by 8.9% to £1.029m.

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 and both have had a positive effect on the funding position. The tax base has increased by 0.7% since last year and the Surrey Police share of the collection fund surplus amounts to £280,932.45, albeit a reduction of £1,184,744.56 compared with last year.

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 £24 (10.14%) increase is approved.

Authority	Tax Base	Collection Fund Surplus/Deficit	Precept
		£	£
Elmbridge	64,720.00	59,242.00	16,864,090.40
Epsom and Ewell	32,895.63	97,969.19	8,571,614.31
Guildford	56,795.35	(104,115.00)	14,799,164.35
Mole Valley	40,957.00	96,973.00	10,672,165.49
Reigate & Banstead	60,243.00	75,875.26	15,697,518.51
Runnymede	33,409.90	(208,000.00)	8,705,617.64
Spelthorne	39,688.00	22,000.00	10,341,502.16
Surrey Heath	38,054.42	126,800.00	9,915,840.22
Tandridge	38,237.10	(64,824.00)	9,963,441.15
Waverley	54,669.10	80,421.00	14,245,127.39
Woking	41,323.00	98,591.00	10,767,534.11
Total	500,992.50	280,932.45	130,543,615.73

3). THE 2019/20 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 to provide members 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 approved, having taken account of the Chief Constable's operational advice.

a). Main changes from last year's budget

Main Changes in the Revenue Budget from 2018/19 to 2019/20

Surrey Police	£m
Base Budget (2018/19)	214.6
Inflation	4.3
Unavoidable Cost Pressures	9.3
Investments	4.6
Precept Enabled Investments	3.8
Estate Strategy	1.1
Savings Plan	-2.7
Police Revenue Budget 2019/20	235.1
PCC Budget (Net of Victim Support Grant)	0
Total Surrey Police Group Revenue Budget	235.1

The table above tracks the main reasons why the Surrey Police Revenue Budget approved by me last year has increased to £235.1 million for 2019/2020.

In formulating the budget, **inflation** of 2% has been allowed for both pay increases and for increases in non-pay costs.

The Unavoidable Cost Pressures relate to a £4.3 million increase in the Government Actuary determined Police Pensions Employers Contribution, to be paid from 2019/20 onwards. Salary drift costs of £2 million have added to the pay bill. Increased Capital Funding Costs of £1.7 million are needed to support the Building the Future Project's need to borrow. There is an increased annual Motor Insurance Premium of £1 million due to the collapse of the market for this type of insurance and a £0.3 million annual increase in the contribution that needs to be paid to the South East Regional Organised Crime Unit (SEROCU).

The Investments relate to £2.9 million being put into the Cost of Change budget, principally to enable completion of the Enterprise Resource Planning System (ERP), which is being jointly developed with Thames Valley and Sussex Police Forces. There is a £0.3 million investment in the Single Online Home project, which is designed to offer the public a consistent way of engaging with their local force and accessing police services online across all 43 Forces. £0.3 million will help deal with historic investigation cases. £0.3 million is for investment in STORM (System for Tasking and Operational Resource Management), which is designed to allow the Force Control Room not only to create reports and manage incidents from information given by members of the public, but also to manage the deployment of operational resources on a daily basis. £0.1 million is to support the continuation of existing CCTV coverage in Surrey and to look at enhancing the use of digital imaging into the future. £0.1 million represents increased investment in Public Protection. £0.1 million investment will fund a new Rape and Serious Sexual Assault (RASSO) Inspector post. £0.2m additional investment will be made in Estate Maintenance and £0.3 million further investment in stabilising Forensics capacity at a time of turbulence in the Forensics market place.

The Precept Enabled Investments relate directly to the ability that an annual Band D Council Tax increase of £24, if approved, will give me to increase the policing posts in exactly the areas that the Home Secretary said the increased police funding settlement was designed to strengthen.

After taking account of operational advice from the Chief Constable, not only will it be possible to ensure that the policing establishment set for last year's budget (which had to deliver a position where posts - approximately 25 - were kept deliberately vacant to try and maintain a balanced financial position in 2018/19) will be fully recruited to and restored, but in addition 75 completely new policing posts will be added to the establishment.

This will mean:

- Doubling the number of officers in our dedicated neighbourhood teams across the county (these teams are made up of officers and PCSOs posted to local neighbourhoods to solve local problems and work alongside the bigger Area Policing Teams who respond to and investigate local crimes)
- Investing in detectives to tackle serious organised crime and drugs
- Increasing the number of officers in our public protection team investigating abuse against vulnerable people
- Having more specialist officers focused on preventing crime and reducing reoffending
- Employing officers to deal with digital and online crime and to help officers maximise their use of technology in the fight against crime

I am keen to involve local communities and stakeholders in the debate around how best to deploy these additional resources and will be holding a series of events, jointly with the Force, in the coming months to inform this process.

b). Savings programme

Savings Plan Built Into the 2019/20 Revenue Budget

Saving Category	£mill
Specialist Crime	0.6
Operations	0.3
Contact & Deployment	0.4
Local Policing	0.7
Support Functions	0.7
Total	2.7

Even with the proposed maximum permissible increase in the council tax precept that does not require a referendum, balancing the 2019/20 approved revenue budget requires a savings programme of £2.7 million to be achieved as shown in the table above. The major proposals for savings in 2019/20 are:

- 1) Specialist Crime will save £0.6 million from the development of a revised operating model, which will allow Surrey Police to provide a Specialist Crime service with fewer specialist teams.
- 2) Operations will also revise their operating model and make greater use of multi-disciplinary teams instead of specialist teams saving £0.3 million.
- 3) Contact and Deployment will achieve savings of £0.4 million from the removal of switchboard & supervisory posts and a reduction in the Intergraph Computer Aided Dispatch (ICAD) system's maintenance costs, which records individual incident data and is used in the deployment of appropriate policing resources.
- 4) Local Policing is planned to achieve savings of £0.7 million as a result of reductions in the unsocial hours allowance, from custody savings and a reduction in the number of Community Safety Sergeants.
- 5) Support Functions (People Services, IT, Commercial & Finance Services, Corporate Services) will collectively save £0.7 million from implementing a range of cost saving initiatives.

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 2018/19 are shown at appendix C.

4). THE 2019/20 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 2019/20 is set out within the context of 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 2019/20 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 bids for 2019/20 include Vehicle Fleet replacements of £3.8 million, ICT Renewals of £3 million, New IT Schemes of £1.1 million and £29.3 million for the Building the Future Project, which has at its heart the provision of a new fit-for-purpose Police Headquarters for Surrey Police. The sources of funding for the proposed capital programme including the borrowing requirement for "Building the Future" 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 1st April 2019 will amount to the target level of 3%. In addition there are specific reserves in place to meet known risks and capital commitments, which it is estimated will be at 1st April 2019, OPCC Operational Reserve £0.5 million, Estate Strategy Reserve £2.8 million, Cost of Change Reserve £1.5 million, Estate Maintenance Reserve £0.3 million, Insurance Reserve £2.6 million and the Police Pension Reserve £1.7 million.

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) 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 increase above the 2% level as the year progresses. This uncertainty represents a significant risk in the ability of Surrey Police to manage the budgetary position during 2019/20, with additional potential risk around disruption in supply chains and police powers and services dependent on EU co-operation, which may also increase policing costs.
- 2) That even with the achievement of the £2.7 million 2019/20 savings targets, Surrey Police will still need to find additional savings or sources of income amounting to circa £11.5 million, in order to meet the statutory duty of maintaining a balanced budget over the three years that follow 2019/20.
- 3) That the review of the national funding arrangements for policing, that the Government has said will be carried out after next year's Comprehensive Spending Review, could result in a significant reduction in the financial resources currently being allocated to Surrey Police.

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 significantly 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 £260.57p for a Band D Property for the financial year 2019/20.

David Munro

Surrey Police & Crime Commissioner

Lead/Contact Officer: Ian Perkin PCC Treasurer

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REVENUE BUDGET 2019/20

	2018/19	2019/20	Variation	
	£m	£m	£m	%
Office Of Police & Crime Commissioner	2.1	2.1	0.0	0%
Police Force				
North Division	22.8	24.4	1.6	7%
East Division	25.5	27.2	1.8	7%
West Division	28.1	30.1	2.0	7%
Specialist Crime Local	5.1	6.2	1.1	22%
Specialist Crime	17.8	18.8	1.0	6%
Operations Local	0.4	0.4	0.0	6%
Operations	15.4	16.1	0.7	5%
Public Protection	9.0	10.7	1.7	19%
Contact & Deployment	17.0	17.7	0.7	4%
Criminal Justice	10.8	11.5	0.7	7%
sub total	152.0	163.3	11.3	7%
Chief Officers	1.8	1.9	0.1	6%
DCC	1.3	1.4	0.1	5%
PSD	3.2	3.4	0.2	6%
Corporate Communications	1.2	1.3	0.0	2%
Service Quality	2.5	2.5	0.1	2%
Change Programme	1.9	2.1	0.2	13%
sub total	11.9	12.6	0.7	6%
ICT	14.7	16.0	1.2	8%
Finance & Services	14.3	16.4	2.1	15%
People Services	11.2	14.4	3.2	29%
Corporate	8.5	10.4	1.9	22%
sub total	48.7	57.2	8.4	17%
Sub-Total Force	212.6	233.0	20.4	10%
GROSS BUDGET	214.6	235.1	20.4	10%
Grants				
Home Office Police Grant	(61.3)	(62.6)	(1.3)	2%
Formula Funding	(28.8)	(29.4)	(0.6)	2%
Legacy Council Tax Grant	(9.2)	(9.2)	0.0	0%
Police Officer Pension Grant	0.0	(2.0)	(2.0)	0%
Total Grants	(99.3)	(103.2)	(3.9)	4%
Use of Reserves	3.9	(1.1)	(5.0)	
Collection Fund Surplus	(1.5)	(0.3)	1.2	
NET PRECEPT REQUIREMENT	117.7	130.5	12.8	11%

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

REVENUE BUDGET 2018/19

	2018/19 £m	2019/20 £m	Variation	
			£m	%
EMPLOYEE COSTS				
Police Officer Sals/Pension/NI/Allowances	104.8	115.3	10.6	10%
Police Staff Sals/Pension/NI/Allowances	69.4	71.7	2.3	3%
Training & Other Employment Cost	5.0	5.1	0.1	2%
Sub - Total	179.2	192.1	13.0	7%
PREMISES RELATED COSTS	9.0	9.2	0.3	3%
TRANSPORT & TRAVEL COSTS	4.3	5.4	1.1	25%
SUPPLIES & SERVICES	33.2	39.7	6.5	20%
INCOME	(11.1)	(11.4)	(0.3)	3%
GROSS BUDGET	214.6	235.1	20.5	10%
Grants				
Home Office Police Grant	(61.3)	(62.6)	(1.3)	2%
Formula Funding	(28.8)	(29.4)	(0.6)	2%
Localising Council Tax Support	(9.2)	(9.2)	0.0	0%
Police Officer Pension Grant	0.0	(2.0)	(2.0)	0%
Total Grants	(99.3)	(103.2)	(3.9)	4%
Use of Reserves	3.9	(1.1)	(5.0)	
Collection Fund Surplus	(1.5)	(0.3)	1.2	
NET PRECEPT REQUIREMENT	117.7	130.5	12.7	11%

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

Budget 2019/20 - Summary Causal Track

	£m
2018/19 Budget	214.6
Pay inflation	3.5
Price Inflation	0.8
Precept Investment	3.8
Motor Insurance	1.0
Pension Contributions	4.3
Salary drift	2.0
Capital funding	1.7
SE Region Crime Unit	0.1
Cost of Change	2.9
ICT Investment	0.8
SEROCU	0.2
Historical cases	0.3
Other Investments	0.7
Estate Strategy	1.1
<u>Savings</u>	
Specialist Crime	(0.6)
Operations	(0.3)
Contact & Deployment	(0.4)
Finance & Services	(0.6)
ICT	(0.1)
Local Policing	(0.7)
2019/20 Budget	235.1

Capital Programme Summary	Year 1	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	2018/19	2018/19 Slippage	2019/20	2020/21	2021/22	2022/23	2023/24
	£m	£m	£m	£m	£m	£m	
ICT Renewals	2.3	0.0	3.0	2.0	2.0	2.0	2.0
ICT New Schemes	1.2	0.5	1.1	1.5	1.5	1.5	1.5
Business Led IT Projects	1.4	1.2	2.7	1.5	0.0	0.0	0.0
Fleet Replacement and Equipment	3.5	0.0	3.8	2.8	2.6	2.4	2.4
Estate Strategy	5.9	0.0	29.2	4.8	17.4	21.7	13.0
Equipment	1.1	1.8	0.1	0.8	0.8	0.8	0.8
Total	15.4	3.6	39.9	13.3	24.2	28.4	19.7

Capital Programme Funding	Year 1	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	2018/19	2018/19 Slippage	2019/20	2020/21	2021/22	2022/23	2023/24
	£m	£m	£m	£m	£m	£m	£m
Capital Income Surplus brought forward	8.8	3.1	-0.0	0.0	-0.0	-0.0	0.0
Revenue Contributions brought forward	1.6	0.0	0.0	0.0	0.0	0.0	0.0
Revenue Contributions Received in-year	0.8	0.0	3.9	4.2	5.2	6.2	7.2
Central Government Grant Received in-year	0.6	0.0	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	0.0
Other Capital Receipts	0.9	0.1	0.5	0.7	0.2	0.1	0.2
Estate Strategy Receipts	0.0	0.0	2.8	5.0	0.0	0.0	40.4
Estate Strategy Borrowing	2.7	0.0	24.9	0.0	17.4	21.7	-29.9
Other Borrowing	0.0	0.4	5.6	4.3	1.6	0.0	1.2
Total Capital Funding Available	15.4	3.6	38.3	14.8	25.0	28.6	19.7

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SURREY POLICE AND CRIME PANEL

Office of the Police & Crime Commissioner's Budget for 2019/20

4th February 2019

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 2019/20.

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 the 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 which was exactly the same figure that I had set as the budget for my office in the previous year, having absorbed all inflationary costs through increased efficiencies and savings and ensuring that every penny of last year's precept increase was spent on Surrey Police and not a single penny was directed to the OPCC.

I am pleased to report that despite inflation currently running at circa 2%, I have decided for 2019/20 to again maintain the budget of the OPCC at the same level as I set for 2018/19 and absorb all inflationary costs (including pay

inflation) and in addition I have increased by £15,000 the amount of money available to the Community Safety Fund and have provided £25,700 additional funding to be added to the funding provided by the Ministry of Justice Grant for Victim Services.

Members will however note that budget total shown in Appendix A shows an overall increase in my budget from last year of £80,133 and this has resulted from two unavoidable specific cost pressures that I have to meet in 2019/20 and which will mean that the budget for my office will need to be increased.

The first of these cost pressures is a temporary one for 2019/20, as the Chief Executive will be going on paid maternity leave for twelve months commencing this April. The cost of the maternity leave arrangements will be circa £49,000 and my Office Staff Budget will be temporarily increased by this amount to this additional one year cost. I am currently advertising to recruit a new Chief Executive to provide maternity cover for a one year period.

The second cost pressure for which my budget needs to be increased is the appointment of a Complaints Ombudsman so that I can comply with the requirements of the Policing & Crime Act 2017, in respect of the new Police complaints system. This Act requires that PCC's 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 in the process. 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. The new regulations have not yet come into force but they are expected to take effect later this year and I have there increased the staffing budget by £36,000 to allow for the appointment of this new post from October.

3). Changes to Existing Budgets

The Victim Services budget is being presented in a different format this year because the contract with the Victim Support Charity comes to an end on the 31st March 2019, and from the 1st April Victim Services will now be provided by Surrey Police through the Victim & Witness Care Unit financed by this and accountable to my Office. The new Victim Services budgets reflect how the service will be managed by my Office in the future.

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 other than with the exception of two unavoidable cost pressures, thereby ensuring that the Surrey public will get good value for money from the operation of my office in 2019/20.

David Munro Police & Crime Commissioner

4th February 2019

EQUALITIES & DIVERSITY IMPLICATIONS:

None arising.

Lead Officer: Ian Perkin, Treasurer & Chief Finance Officer

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Summary of Costs	18/19	19/20	Increase / Decrease on Budget	% Increase
Police & Crime Commissioner (1 FTE)				
Salary	70,000	71,400	1,400	2%
Employers National Insurance	8,500	7,930	-570	-7%
Employers Pension Contribution	12,400	9,420	-2,980	-24%
Conference fees	2,500	1,500	-1,000	-40%
Mobile phone/Blackberry	100	100	0	0%
Travel & Subsistence	5,750	5,850	100	2%
Training	500	500	0	0%
	99,750	96,700	-3,050	-3%
Staff Budget (10.92 FTE)				
Staff Salaries	529,130	587,160	58,030	11%
Employers National Insurance	57,460	70,490	13,030	23%
Employers Pension Contribution	92,060	83,760	-8,300	-9%
Conference Fees	5,300	5,150	-150	-3%
Mobile phone/Blackberry	500	500	0	0%
Travel & Subsistence	10,790	10,340	-450	-4%
Training Costs	6,000	5,000	-1,000	-17%
	701,240	762,400	61,160	9%
PCC Roles				
Communication & Consultation	34,600	25,000	-9,600	-28%
Community Safety Fund Grant	750,000	765,000	15,000	2%
Cadet Force Funding	60,000	60,000	0	0%
Community Safety Board Project Fund	50,000	50,000	0	0%
Project Funding	30,000	30,000	0	0%
Independent Custody Visitor Scheme	8,200	8,200	0	0%
Consultancy	15,000	15,000	0	0%
Chief Officer Recruitment	0	2,000	2,000	0%
Hire of Rooms & Halls	3,000	4,000	1,000	33%
Legal Fees	30,000	30,000	0	0%
	980,800	989,200	8,400	1%
Subscriptions				
Association of Police & Crime Commissioners	25,000	24,000	-1,000	-4%
Association of PCC Chief Executives	1,200	1,300	100	8%
PCC Treasurers Association	2,610	2,750	140	5%
Other Memberships/Subscriptions	4,970	5,220	250	5%
	33,780	33,270	-510	-2%
Office Running Costs				
Rent	28,400	28,400	0	0%
Rates	6,200	6,200	0	0%
Gas	1,200	1,200	0	0%
Electricity	1,200	1,200	0	0%
Water & Sewage	200	200	0	0%
Property Maintenance	4,400	4,400	0	0%
Premises Cleaning & Materials	1,800	1,800	0	0%
Adaptations & Redecoration	3,200	3,200	0	0%
Furniture, Equipment & Repair	2,730	2,000	-730	-27%
Photocopying	3,400	3,400	0	0%
Postage	900	900	0	0%
Printing	200	200	0	0%
Stationery	1,000	800	-200	-20%
Books, Maps & Reading Materials	500	500	0	0%
Recruitment costs	1,500	1,500	0	0%
Catering	1,050	1,260	210	20%
Computer Equipment, Software & Consumables	1,100	1,150	50	5%
	58,980	58,310	-670	-1%
Audit/Independent Member Costs				
Internal Audit	80,000	80,000	0	0%
External Audit	50,000	40,000	-10,000	-20%
Audit Committee Members Costs	8,900	8,000	-900	-10%
Independent Member Costs	24,350	24,350	0	0%
	163,250	152,350	-10,900	-7%
Victim Services and Restorative Justice				
Domestic Abuse Service		374,800		
Child Sexual Abuse Service		224,500		
Rape and Sexual Assault Service	1,367,464	155,640	27,376	2%
Victim & Witness Care Unit		478,000		
Staff Costs (1.5 FTE)		104,310		
Uncommitted		57,590		
	1,367,464	1,394,840	27,376	2%
Gross total for OPCC	3,405,264	3,487,070	81,806	-3%
MoJ income for Victim Services	-1,367,464	-1,369,137	-1,673	0%
Total Income	-1,367,464	-1,369,137	-1,673	0%
Net total for OPCC	2,037,800	2,117,933	80,133	4%

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SURREY POLICE AND CRIME PANEL

SURREY POLICE GROUP FINANCIAL REPORT FOR MONTH 8 FINANCIAL YEAR 2018/19 4th February 2019

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 30th November 2018, 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 2018 for the financial year 2018/19.

1) Introduction

The gross revenue budget for the year is £214.6 million (£212.6 million Surrey Police & £2.0 million OPCC) an increase of £1.6 million compared to previous year's gross revenue budget of £213 million.

At the 30th November, the variance of total expenditure and income against budget was an under spend of £1.05 million (PCC £95 thousand underspent, Police Force £954 thousand underspent), with an end of year forecast that this figure will increase to an overspend of £442 thousand (PCC £73 thousand underspend, Police Force £515 thousand overspend).

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 £1.2 million at the end of November chiefly as a result of police staff vacancies, netted off against some small overspends on supplies & services relating to specialist services such as medical and other expert statements for complex cases. The aggregate underspend on these budgets is expected to increase as we move to the end of the financial year with the year-end forecast predicting that these budgets will be underspent by just over £2 million.

2.2 PSD: Is currently underspending its budget by £259 thousand but by the end of the year because of salary increases within the Vetting Section and an increasing amount having to be paid out in legal fees, this Department is expected to have an overspend at the year-end of £300k.

2.3 Service Quality: This budget at the end of November is underspent by £235k as a result of police staff vacancies, the situation is likely to continue for the remainder of the year so that the forecast is for a year-end underspend of £327k.

2.4 Change Programme: Currently underspent by £698 thousand, this underspend will reduce as the year progresses to a figure of just £14k by the year end, which will represent the reduced costs incurred in achieving the 2018/19 Savings Plan.

2.5 IT: Is underspending by £419k, across a range of products including NICHE and Body Worn Video. A review of some IT projects such as Single Niche and Office 365 by the new Head of IT has resulted in their implementation being deferred to next year, which will increase the end of year forecast underspend to £1.15 million.

2.6 Insurance Services: The Force's insurance contract for motor vehicles recently came to an end and because of the poor claims record of the police, only one bidder tendering for the new contract the insurance premium has risen by £1 million per year, with a half year cost falling into the current financial year. This increased premium is the main reason why the budget has a year-end forecast overspend of £693k.

2.7 Central: This budget currently shows a saving of £3.52 million at the end of September, with a year-end forecast out-turn saving of £1.41 million. This saving has been primarily created as a result of holding income received from Sussex Police in respect of collaboration activities, which will in due course be transferred to individual budgets across the Force reducing the underspend by £1.3 million. In addition a planned revenue to capital transfer has not yet been put into effect and when this happens the underspend on this budget will reduce by a further £1.5 million. The end of year forecast for this budget is an underspend of £115k.

2.8 Police Payroll: The number of police officers budgeted at the start of the financial year was 1870. It was known that the actual number of officers actually employed at the 1st April 2018 was higher than this number at 1952, but it was expected that over the year the number in post would reduce with the amount being expended on police salaries showing a commensurate reduction. Unfortunately the number of police officers employed by Surrey Police although dropping is now not expected to get down to the budgeted number

of 1870 until the end of December, although the number will drop below this number by around twenty-five posts by the 31st March 2019. . Although recruitment of police officers, with the exception of detectives has been stopped, the fact that it has taken longer than expected to bring the numbers down to the budgeted level has given rise to an overspend on the police pay budget of £3.54 million at the end of November and although the rate of overspend will continue to decline over the remaining four months of the year as numbers continue to reduce, the end of year overspend is still forecast to increase to £4.22 million.

3). Capital Position

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

The PCC approved Capital Budget for 2018/19 is £10 million, with £8.4 million being carried forward from last year and £3 million being deferred into 2019/20 making a total Capital Budget of £15.4 million. The significant capital projects are ICT and Fleet replacement schemes, Digital Enablement, Building the Future, Agile Working and the Integrated Communication and Control System (ICCS). Total capital expenditure at the end of November amounts to £5.6m with committed orders not yet paid amounting to a further £2.2 million all of which is well within budgetary allocations.

4). Summary

With eight months of the financial year having elapsed, the end of year forecast is that there will be an overspend of £442k (PCC underspend of £73k Surrey Police overspend of £515k) against the approved budget. The two major reason for this projected overspend, are that firstly the number of police officers currently employed by Surrey Police exceeds the budgeted level despite the Force's attempts to reduce recruitment and secondly the increase in the motor insurance premium has produced an in-year £500k overspend that was not foreseen at the time the budget was set. However, the month 8 end of year forecast has seen a reduction of around £800k in the forecast presented to the Panel at the November meeting, as a result of the deferment of several IT schemes and other measures are being developed to try and reduce the projected overspend further before the end of the financial year.

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 2018

INCOME AND EXPENDITURE
PCC REVENUE BUDGET

	Year to Date			Annual		
	Actual	Budget	Variance	Forecast	Budget	Variance
	£'000	£'000	£'000	£'000	£'000	£'000
PCC TOTAL	1,262	1,356	(95)	1,965	2,038	(73)

FORCE REVENUE BUDGET BY FUNCTION

	Year to Date			Annual		
	Actual	Budget	Variance	Forecast	Budget	Variance
	£'000	£'000	£'000	£'000	£'000	£'000
North Division	2,533	2,398	135	3,741	3,670	71
East Division	2,597	2,662	(65)	3,948	4,072	(123)
West Division	3,173	3,267	(94)	4,922	5,003	(81)
Specialist Crime Local	5,487	2,479	3,008	6,888	4,013	2,875
Specialist Crime	4,962	7,470	(2,508)	6,965	11,078	(4,113)
Operations Local	(1,763)	(324)	(1,439)	(962)	(472)	(490)
Operations	2,926	2,742	184	4,082	4,137	(55)
Public Protection	1,716	1,889	(173)	3,142	2,851	292
Criminal Justice	4,718	4,958	(240)	7,247	7,473	(226)
Probationers	0	0	0	0	0	0
Contact Management	10,170	10,181	(11)	15,157	15,366	(209)
Sub Total	36,520	37,721	(1,201)	55,131	57,190	(2,060)

Chief Officers	379	565	(186)	579	851	(272)
DCC	724	766	(42)	1,101	1,139	(38)
PSD	1,357	1,616	(259)	2,731	2,431	300
Corporate Comms	798	817	(19)	1,307	1,238	69
Service Quality	1,413	1,648	(235)	2,159	2,486	(327)
Change Programme	421	1,119	(698)	1,824	1,838	(14)
Sub Total	5,092	6,531	(1,439)	9,701	9,984	(283)

IT	9,331	9,749	(419)	13,477	14,625	(1,149)
Finance	674	656	18	1,157	995	162
Estates & Facilities	7,870	7,218	651	10,500	10,353	147
Building the Future Estates	265	284	(20)	386	428	(43)
People Services	5,460	5,106	354	6,739	7,696	(956)
Insurance Services	2,187	1,070	1,117	2,282	1,589	693
Procurement Services	137	142	(5)	204	214	(10)
Transport Service	587	440	147	564	654	(90)
Sub Total	26,510	24,665	1,845	35,309	36,554	(1,245)
Central	1,739	5,438	(3,699)	8,026	8,141	(115)
Police Payroll	70,603	67,062	3,542	104,955	100,736	4,218
FORCE TOTAL	140,464	141,417	(953)	213,121	212,606	515

REVENUE BUDGET BY COST TYPE

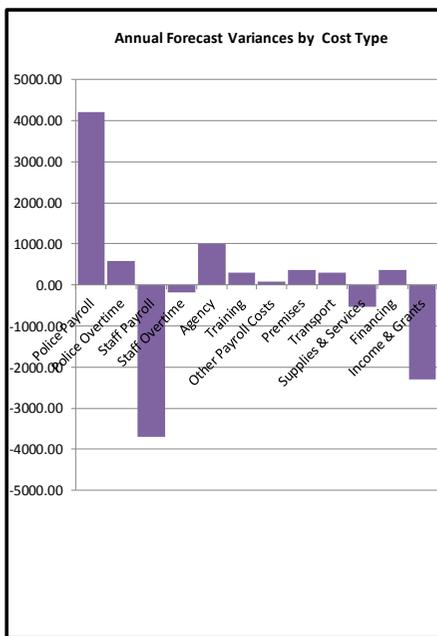
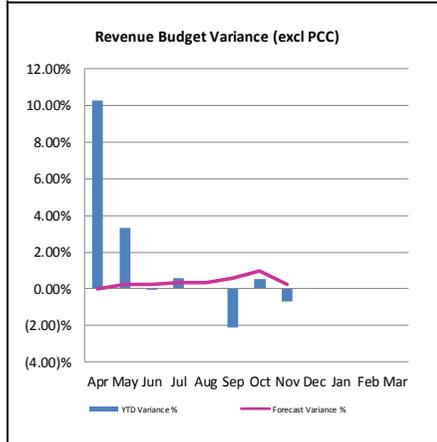
	Year to Date			Annual		
	Actual	Budget	Variance	Forecast	Budget	Variance
	£'000	£'000	£'000	£'000	£'000	£'000
Police Payroll	70,603	67,062	3,542	104,955	100,736	4,218
Police Overtime	2,566	2,495	71	4,621	4,030	591
Staff Payroll	41,030	44,365	(3,336)	62,399	66,097	(3,697)
Staff Overtime	802	1,004	(202)	1,359	1,547	(188)
Agency	665	551	113	1,822	827	996
Training	1,090	942	148	1,724	1,413	310
Other Payroll Costs	2,584	2,382	203	3,699	3,607	92
Sub Total	119,340	118,800	539	180,578	178,257	2,321

Premises	6,661	6,289	372	9,285	8,928	357
Transport	4,095	2,961	1,134	4,626	4,323	304
Supplies & Services	16,810	18,835	(2,026)	28,767	29,297	(530)
Financing	373	994	(621)	1,859	1,491	368
Sub Total	27,938	29,079	(1,141)	44,538	44,039	498

Income & Grants	(6,814)	(6,462)	(352)	(11,995)	(9,690)	(2,305)
Sub Total	(6,814)	(6,462)	(352)	(11,995)	(9,690)	(2,305)

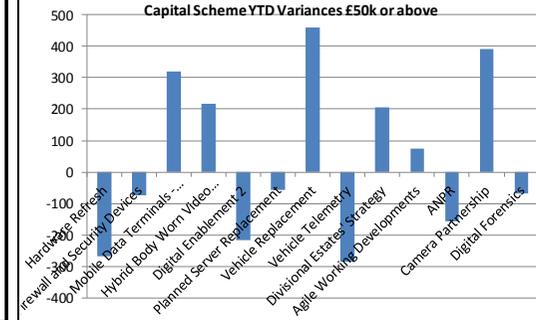
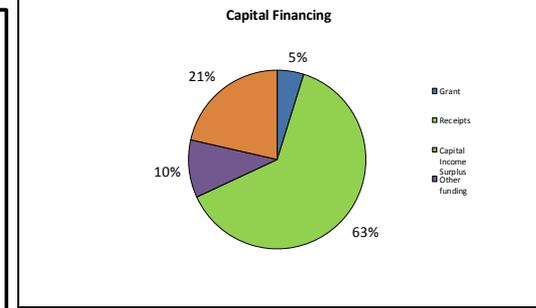
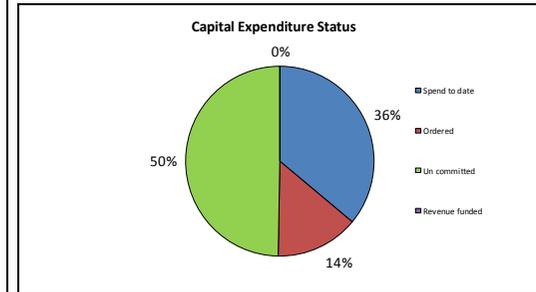
FORCE TOTAL	140,464	141,418	(954)	213,121	212,606	515
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INCOME AND EXPENDITURE
REVENUE BUDGET VARIANCES



CAPITAL EXPENDITURE
PORTFOLIO VARIANCES

Summary Position	Year to Date			Annual		
	Actual	Budget	Variance	Forecast	Budget	Variance
	£'000	£'000	£'000	£'000	£'000	£'000
IT Strategy	266	2,085	(1,819)	3,428	3,483	(55)
Fleet Strategy	3,002	2,525	477	3,582	3,549	33
Estates Strategy	1,673	3,874	(2,201)	6,012	5,948	64
Other Specific	615	1,246	(631)	1,481	2,231	(750)
Unallocated	0	0	0	0	207	(207)
Total	5,556	9,730	(4,174)	14,503	15,418	(915)



Appendix B

LW105

C3 - Capital Report 2018/19
Month 8
November



Surrey & Sussex
Policing Together

Scheme	Chief Officer	Total 18-19 Budget including Contributions	Actual Spend YTD Apr-18-Nov-18	Full Year Budget YTD Variance	O/S Orders	Actual Spend YTD plus O/S Orders	Full Year Forecast	Forecast to Budget Variance	Total Budget for 2019/20	Total 2 Year Budget inc. Contributions
ICT Infrastructure Renewal / Business Continuity										
Hardware Refresh	CIO	550,000	10,968	(539,032)		10,968	280,968	(269,032)	0	550,000
Laptop Replacement Programme	CIO	0	0	0		0	0	0	0	0
Networks / Cabling	CIO	887,071	20,512	(866,559)	8,035	28,547	887,071	(0)	0	887,071
Network Storage	CIO	100,000	0	(100,000)		0	100,000	0	0	100,000
Access Identity Management	CIO	50,000	0	(50,000)		0	25,000	(25,000)	0	50,000
NetApp Storage Refresh	CIO	0	5,470	5,470		5,470	5,470	5,470	0	0
Infrastructure & Networks	CIO	100,000	48,355	(51,645)		48,355	98,355	(1,645)	0	100,000
Wireless	CIO	215,000	0	(215,000)		0	215,000	0	0	215,000
Sub-Total		1,902,071	85,306	(1,816,765)	8,035	93,341	1,611,865	(290,206)	0	1,902,071
Specific ICT Capital Schemes										
Firewall and Security Devices	CIO	175,000	0	(175,000)		0	100,000	(75,000)	0	175,000
Telephony	CIO	125,000	0	(125,000)		0	250,000	125,000	0	125,000
IL4 Remediation (Collaboration)	CIO	68,000	0	(68,000)		0	68,000	0	0	68,000
Lync Federation and Edge Services	CIO	34,000	0	(34,000)		0	0	(34,000)	0	34,000
Mobile Data Terminals - Refresh	CIO	0	174,433	174,433	149,691	324,124	320,923	320,923	0	0
Hybrid Body Worn Video Infrastructure	CIO	291,000	0	(291,000)		0	507,000	216,000	0	291,000
Digital Enablement 2	CIO	321,000	0	(321,000)		0	105,000	(216,000)	0	321,000
Confidential Environment	CIO	32,000	0	(32,000)		0	32,000	0	0	32,000
Protective Monitoring	CIO	45,000	0	(45,000)		0	0	(45,000)	0	45,000
Planned Server Replacement	CIO	75,000	3,520	(71,480)		3,520	18,520	(56,480)	0	75,000
ARK Infrastructure	CIO	25,000	0	(25,000)		0	25,000	0	0	25,000
APPV & SCCM	CIO	68,000	0	(68,000)		0	68,000	0	0	68,000
Private & Public Cloud	CIO	113,000	0	(113,000)		0	113,000	0	0	113,000
Enterprise Vault	CIO	80,000	0	(80,000)	49,328	49,328	80,000	0	0	80,000
Avtec Climate Monitoring	CIO	10,000	0	(10,000)		0	10,000	0	0	10,000
Exchange Backup (Altavault)	CIO	50,000	3,110	(46,890)	22,749	25,859	50,000	0	0	50,000
DEMS / DAMS	CIO	68,662	0	(68,662)		0	68,662	0	525,338	594,000
Sub-Total		1,580,662	181,063	(1,399,599)	221,768	402,831	1,816,105	235,443	525,338	2,106,000
Fleet Annual Replacement Schemes										
Vehicle Replacement	CFO	2,998,849	2,927,832	(71,017)	1,217,043	4,144,875	3,317,832	318,983	0	2,998,849
Vehicle Telemetry	CFO	550,000	73,832	(476,168)	392	74,224	263,832	(286,168)	0	550,000
Sub-Total		3,548,849	3,001,664	(547,185)	1,217,435	4,219,099	3,581,664	32,815	0	3,548,849
Specific Capital Schemes										
Building the Future	CFO	2,670,000	0	(2,670,000)		0	2,670,000	0	0	2,670,000
Divisional Estates' Strategy	CFO	389,420	517,767	128,347	26,949	544,716	596,117	206,697	0	389,420
Air Conditioning	CFO	6,730	23,472	16,742		23,472	23,472	16,742	0	6,730
Former Section House Scheme	CFO	382,720	18,742	(363,978)	3,530	22,273	382,720	0	0	382,720
Estates' Strategy - Environmental	CFO	170,000	5,773	(164,227)	162,619	168,393	170,000	0	0	170,000
Estates' Strategy - Guildford and Staines Custody	CFO	471,908	435,247	(36,661)	5,020	440,267	488,629	16,721	0	471,908
Agile Working Developments	CFO	1,555,642	671,625	(884,017)	77,600	749,226	1,380,115	(175,527)	0	1,555,642
Electric Vehicle Infrastructure	CFO	95,000	0	(95,000)	89,007	89,007	95,000	0	0	95,000
Niche Evidential Property	CFO	206,338	0	(206,338)		0	206,338	0	0	206,338
Sub-Total		5,947,758	1,672,627	(4,275,131)	364,726	2,037,352	6,012,392	64,634	0	5,947,758
Specific Capital Schemes - Operations										
ANPR	ACC Op	324,000	168,599	(155,401)	83,032	251,631	168,599	(155,401)	0	324,000
Taser Replacement and Uplift	ACC Op	316,761	0	(316,761)		0	(172,825)	(489,586)	0	316,761
Drone Replacement	ACC Op	29,000	0	(29,000)		0	31,149	2,149	0	29,000
Camera Partnership	ACC Op	500,000	0	(500,000)		0	390,000	(110,000)	0	500,000
Sub-Total		1,169,761	168,599	(1,001,162)	83,032	251,631	416,923	(752,838)	0	1,169,761
Specific Capital Schemes - Local Policing										
ICCS	ACC Op	161,000	126,923	(34,078)	74,817	201,739	189,986	28,986	0	161,000
Digital Interview Recording Phase 1&2	ACC LP	50,000	0	(50,000)	40,628	40,628	50,000	0	0	50,000
ESN- Hardware & Infrastructure	ACC Op	0	0	0		0	0	0	500,000	500,000
ESN-Devices	ACC Op	0	0	0		0	40,000	40,000	500,000	500,000
CC6 Soft Vacate	ACC LP	81,000	0	(81,000)		0	81,000	0	0	81,000
Queue Buster 101	ACC LP	60,000	0	(60,000)		0	60,000	0	0	60,000
ICAD - New Modules	ACC LP	95,000	0	(95,000)		0	95,000	0	0	95,000
Sub-Total		447,000	126,923	(320,078)	115,445	242,367	515,986	68,986	1,000,000	1,447,000
Specific Capital Schemes - Specialist Crime										
HTCU & POLIT Infrastructure Remediation	ACC SC	63,204	317,894	254,690	185,907	503,801	63,204	0	20,000	83,204
Digital Forensics	ACC SC	322,000	0	(322,000)		0	254,000	(68,000)	200,000	522,000
Specialist Crime Capabilities Programme	ACC SC	166,000	2,013	(163,987)		2,013	167,276	1,276	0	166,000
FISH Replacement	ACC SC	64,000	0	(64,000)		0	64,000	0	0	64,000
Sub-Total		615,204	319,907	(295,297)	185,907	505,814	548,480	(66,724)	220,000	835,204
Total Schemes		15,211,305	5,556,089	(9,655,216)	2,196,347	7,752,436	14,503,415	(707,890)	1,745,338	16,956,643
Unallocated - Budget Only	CFO	207,239		(207,239)		0	0	(207,239)	1,847,300	2,054,539
Overall Total		15,418,544	5,556,089	(9,862,455)	2,196,347	7,752,436	14,503,415	(915,129)	3,592,638	19,011,182

SURREY POLICE AND CRIME PANEL

OFFICE OF THE POLICE AND CRIME COMMISSIONER MONTH 8 2018/19 FINANCIAL REPORT

4th February 2019

SUMMARY:

The purpose of this report is to inform the Police & Crime Panel of the OPCC's financial performance at Month 8 for the 2018/19 financial year. The report compares the expenditure and income, incurred and received by the Office of the Police & Crime Commissioner up to the 30th November, against the financial budget approved by the PCC in January 2018.

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 year, although this will all be funded by the Ministry of Justice and the grant payments for this will be received during the course of the year. The Memberships budget is also nearly all spent by the end of November, as the APCC, APCCE and PACCTS annual subscriptions all fall due at the beginning of the financial year.

2. Individual Significant Budget Variances

There are no significant individual variances to report at the end of November.

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 small saving of up to £73 thousand may 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 2018/19.

David Munro Police & Crime Commissioner

EQUALITIES & DIVERSITY IMPLICATIONS:

None arising.

Lead Officer: Ian Perkin, Treasurer & Chief Finance Officer

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Month YTD	Nov-18			
	F/Y Budget	% of Total Budget	Actual Spend to date	% Spend against Budget
Police & Crime Commissioner				
Salary	70,000	3%	46,666	67%
Employers National Insurance	8,500	0%	5,677	67%
Employers Pension Contribution	12,400	1%	6,767	55%
Conferences	2,500	0%	240	10%
Mobile Telephones	100	0%	0	0%
Travel & Subsistence	5,750	0%	3,375	59%
Training	500	0%	0	0%
	99,750	5%	62,725	63%
Staff				
Staff Salaries	529,130	26%	325,209	61%
Employers National Insurance	57,460	3%	35,316	61%
Employers Pension Contribution	92,060	5%	56,581	61%
Conferences	5,300	0%	3,450	65%
Mobile Telephones	500	0%	0	0%
Travel & Subsistence	10,790	1%	4,161	39%
Training	6,000	0%	755	13%
	701,240	34%	425,472	61%
PCC Roles				
Communications & Consultation	34,600	2%	5,638	16%
Community Safety Fund	750,000	37%	665,615	89%
Cadet Force Funding	60,000	3%	60,000	100%
Community Safety Board Project Fund	50,000	2%	25,000	50%
Project Funding	30,000	1%	50,000	167%
Independent Custody Visitor Scheme	8,200	0%	5,534	67%
Contributions	0	0%	5,700	100%
Consultants	15,000	1%	0	0%
Hire of Rooms & Halls	3,000	0%	728	24%
Legal Fees	30,000	1%	34,654	116%
	980,800	48%	852,869	87%
Memberships				
Association of Police & Crime Commissioners	25,000	1%	23,201	93%
Association of PCC Chief Executives	1,200	0%	1,246	104%
PCC Treasurers Association	2,610	0%	2,583	99%
Other Subscriptions	4,970	0%	2,951	59%
	33,780	2%	29,981	89%
Office Running Costs				
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	2,730	0%	794	29%
Photocopying	3,400	0%	2,216	65%
Postage & Courier Costs	900	0%	523	58%
Printing	200	0%	295	148%
Stationery & Office Consumables	1,000	0%	475	48%
Books & Publications	500	0%	101	20%
Police Staff Advertising	1,500	0%	100	7%
Catering	1,050	0%	612	58%
Computer Equipment, Software & Consumables	1,100	0%	2,384	217%
	58,980	3%	30,800	52%
Audit & Independent Member Costs				
Internal Audit	80,000	4%	51,840	65%
External Audit	50,000	2%	0	0%
Independent Audit Committee	8,900	0%	3,790	43%
Independent Member Costs	24,350	1%	1,312	5%
	163,250	8%	56,942	35%
Victim Services				
Assistant PCC Salary (0.2 FTE)	18,250	1%	10,784	59%
Victim Specialist Support Services Grant & RJ	736,064	36%	537,245	73%
Victims Child Sexual Abuse Services	94,810	5%	226,110	238%
Victim Support Services Contract	408,000	20%	335,242	82%
Victims Employee Costs (1.33 FTE)	86,780	4%	60,317	70%
Victim Support Contract Manager (0.5 FTE)	20,000	1%	0	0%
Travel & Subsistence	1,810	0%	654	36%
Supplies and Services	1,750	0%	0	0%
	1,367,464	67%	1,170,352	86%
Gross total for OPCC	3,405,264	167%	2,629,141	77%
Grants				
Mod income for Vicitm Services	(1,367,464)	-67%	-1,367,464	100%
Total Income	(1,367,464)	-67%	-1,367,464	100%
Net Total for OPCC	2,037,800	100%	1,261,677	62%

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SURREY POLICE AND CRIME PANEL**RECRUITMENT OF CHIEF CONSTABLE
4TH FEBRUARY 2019****SUMMARY**

The Chief Constable of Surrey Police, Nick Ephgrave, left the Force on 18th January to take up a new role as Assistant Commissioner in the Metropolitan Police Service. By operation of law, Deputy Chief Constable Gavin Stephens has assumed the role of Temporary Chief Constable until such time as a substantive Chief Constable is appointed.

The appointment of a Chief Constable is the responsibility of the Police & Crime Commissioner. There is also a role for the Police & Crime Panel to confirm the appointment. This report sets out details of the recruitment process and likely timescales.

RECOMMENDATIONS

That the Panel notes the report.

EQUALITIES AND DIVERSITY IMPLICATIONS

None raised.

LEAD OFFICER: Alison Bolton, Chief Executive

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1. Introduction – Process of Recruitment

- 1.1 Section 38 of the Police Reform and Social Responsibility Act requires that the selection and appointment of Chief Constables is made by Police & Crime Commissioners (PCCs). Whilst it is for the PCC to make the decision about who to appoint (subject to the power of the Panel to veto the first candidate proposed), there are a series of processes that he must put in place prior to any decision being made.
- 1.2 These include developing an advert, role profile and person specification; ensuring there is a sufficient pool of candidates; convening an appointments panel (which must include one ‘independent member’ – see below); shortlisting candidates and holding an assessment/interview process.
- 1.3 Once at the stage of a proposed appointment, the PCC must notify the Police & Crime Panel which must then hold a confirmation hearing within three weeks. The Panel has the power to veto, with a two-thirds majority, the proposed appointment.
- 1.4 Critically, all those responsible for the selection and appointment of Chief Constables must observe the principles of merit, fairness and openness.
- 1.5 More detail on the process of recruitment and the legal requirements are set out in Home Office Circular 013/2018 and in the College of Police’s ‘Guidance for Appointing Chief Officers’, available on the College’s website.

2. Timescales for the Recruitment Process

- 2.1 There are a number of steps that the PCC must take as part of the selection process:
 - **Developing a role profile and person specification.** These are the documents against which an assessment of candidates will be made.
 - **Placing a job advertisement.** There is a requirement to advertise the post for a minimum of three weeks.
 - **Convening an Appointments Panel.** The PCC must convene a panel that will support him in making the appointment and provide challenge and impartiality to the process. The panel must include at least one independent member; an individual suitably qualified in selection and assessment practices who can determine the extent to which the appointment process is conducted in line with the principles of merit, fairness and openness. This person will produce a written report for the Police & Crime Panel to verify the robustness of the process. There are restrictions on who can fulfil this role and it cannot be a PCC, member of the Police & Crime Panel, MP or MEP, local councillor, serving or retired police officer or member of staff, civil servant, or staff from HMIC,

the IOPC or College of Policing. This does not preclude people from these groups being on the panel in other roles.

The composition of the remainder of the Panel is a matter for the PCC to decide. It will likely comprise the PCC himself, a suitably experienced policing advisor and a person of stature who knows the county well and is up to speed from a layperson's point of view with the important issues facing Surrey. The PCC's Chief Executive must support the PCC in undertaking his responsibilities and ensure the principles of merit, fairness and openness are adhered to throughout the design and delivery of the appointments process.

The Appointments Panel will need to convene before the short-listing of candidates has taken place.

2.2 The table below shows the current timeframe for the recruitment process.

Agreement of advert, role profile and person specification	January 2019
Confirm membership of the Appointments Panel	January 2019
Advert out	Monday, 4 th February until Monday, 25 th February (3 weeks)
Design selection process	February/March 2019
Closing date for applications	Friday, 8 th March
Short-listing ('in collaboration' with Appointments Panel)	w/c 11 th March
Panel interviews	18 th , 19 th , 28 th or 29 th March (TBC)
Notify panel of proposed candidate	ASAP after interviews
Police & Crime Panel confirmation hearing	TBC

3. The Selection Process

3.1 The PCC must ensure that the process of selection allows him to fairly compare candidates and confidently select the right person for the role. There are a number of techniques that can be used and these must reflect the role profile; provide the candidates with an opportunity to demonstrate relevant competencies as important for the role; mirror as far as possible the activities that are critical for the role; and provide candidates with equality of opportunity to perform. Examples might include a presentation exercise, structured interview, stakeholder panel or media interview. The process will result in the PCC identifying a preferred candidate whose name shall be submitted to the Police & Crime Panel.

4. The Role of the Panel

- 4.1 The PCP's role is to review the information and decision submitted by the PCC. It must adhere to guidelines set out in the Police Reform & Social Responsibility Act 2011, with its specific responsibilities being set out in Schedule 8 of the Act. These state that the PCP is required to consider recommendations made by the PCC in terms of the appointment. Members must satisfy themselves that the process was properly conducted and adhered to the principles of merit, fairness and openness and that the preferred candidate meets the requirements of the role. Specifically, the Panel will:
- Consider the report submitted by the independent member
 - Review the PCC's proposed appointment
 - Hold a public confirmation meeting where the preferred candidate will be expected to attend
 - Make a report to the PCC on the proposed appointment (within 3 weeks of being notified of the proposal), including a recommendation as to whether or not the candidate should be appointed. The report will be made public.
- 4.2 The Panel can veto the appointment if agreed by at least two thirds of PCP members, within three weeks of being notified of the proposed appointment.

SURREY POLICE AND CRIME PANEL**FEEDBACK ON PERFORMANCE MEETINGS****04th February 2019****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, one Performance Meeting has been held – November 2018 and January 2019.

21 November 2018 – Webcast Meeting

Agenda items were:

- Performance Report
- Roads Policing
- Joint Enforcement Teams
- Workforce and Wellbeing
- Crime Data Integrity
- Financial Outlook
- Treasury Management

Under the **performance update**, the Chief Constable gave updates on overall crime levels and positive outcomes. Recorded crime was levelling off at a stable level and positive outcomes were also fairly stable. He reported that Body Worn Video was showing benefits and that there would be a formal assessment in 2019. Although overall levels of crime were stable, an increase has been seen in recorded robbery and vehicle crime.

Robbery has seen an increase although there are small numbers in Surrey so any increase shows as a high percentage. Increases have been seen in commercial robbery, personal theft (e.g. mobile phones) and a small increase in drug related robbery. Operations are running across the county in relation to robbery.

Vehicle crime was also showing an increase, but the force has carried out analysis and is targeting the hotspots. There are designated patrols and intelligence profiling is being carried out. But resources are difficult to put into this area due to other demands on the force. The public were asked to make sure they didn't leave cars unlocked or valuables on display in cars.

Public confidence had taken a dip over the summer. This was thought to be due to unauthorised encampments and it was hoped that confidence recovers over the next few months. The 101 number was still keeping the improved answering times at a consistent level. The Deputy Chief Constable provided details of the recently launched Single Online Home which will make it easier for the public to contact police, find information and provide information to police.

An update was provided by the Chief Constable on **roads policing**. There had been a digital upgrade of safety cameras which were working well. Community Speedwatch was also working well with more than 12,000 letters being sent. The PCC said he was very keen to see a re-launch of DriveSmart.

The Chief Constable gave an overview of the **Joint Enforcement Teams**, JETs. These are multiagency enforcement teams that deal with low level crimes and incidents. Some powers are delegated by the Chief Constable, with an ongoing issue to be resolved around parking powers. The PCC and Chief Constable both felt the teams were working well and should continue. The PCC asked that a solution continued to be sought around the issue of parking powers.

Under the **Workforce and Wellbeing Report**, the Chief Constable outlined the force's aspirations around achieving a workforce representative of the Surrey population. Representation of Black and Minority Ethnic (BME) officers and staff was not currently meeting aspirations but there was progress being made with positive action outreach work into local communities. The force also has an award winning mentoring scheme for BME staff.

Surrey Police were inspected in the Autumn by HMICFRS on the integrity of their **crime data** recording. Surrey Police was graded as "good" with 93% of crimes

recorded accurately. There were some technical issues with the recording of rape offences to be addressed.

A report on the **financial outlook** of Surrey Police was presented in order to begin discussions on budget setting for 2019/2020 and consider longer term finances. There were budget pressures reported on for pension costs and vehicle insurance. The statutory annual **Treasury Management** report was also presented and agreed by the PCC.

14 January 2019 – Private Meeting

Agenda items were:

- Finance Report
- Performance Report
- Custody Performance
- Use of Force
- Fair Treatment in Custody
- Children in Custody
- Independent Custody Visitor Scheme Report
- Custody Suite Plans

This private meeting was focussed on scrutinising custody provision in Surrey. A member of the national organisation ICVA (Independent Custody Visiting Association) also attended to provide an expert view.

In terms of the **finance report**, the Head of Finance reported that the predicted overspend had reduced from £2.3m to £0.5m. This was mainly as a result of reviewing of ICT programmes. Finance data was now more accurate. Capital was still being underspent and further scrutiny of capital spend was being put in place.

The **performance report** overall showed good performance in areas such as call handling, improved staff morale, reductions in burglary and missing people. The areas of risk were the levels of positive outcomes for high harm offences and a slight drop in local public confidence over summer months. High harm positive outcomes was to be the focus on the next Force Performance Board and the PCC asked for a briefing note on the discussions. Demand was continuing to increase and a working group had been set up to look at how the force was addressing this. The PCC asked for some work to be done on comparing levels of crimes investigated against regional and most similar police forces.

Overall **custody performance** was discussed. The Chief Constable reported a reduction in people brought into custody over time due to three factors: the need for a “necessity test” to be applied before arrest; increased use of voluntary attendance rather than arrest; increases in use of informal resolution at the time

rather than arrest. However, although the long-term trend is a reduction this year has seen a slight increase in people brought into custody. The Chief Constable reported that overall there is efficient and effective custody provision in place in Surrey.

The Chief Constable presented a paper on **Use of Force** by police. This included the use of Spit-Hoods. The ICVA representative raised the issue of the potential adverse impact of use of force in cases of mental health difficulties. The PCC asked the force to see if data can be broken down to look at any disproportionality in use of force. A further report on **fair treatment in custody** was discussed, including a gap in provision of beds in cases where a person is sectioned for mental health. **Children in custody** were also discussed with a continued decreasing trend of cases. In some cases, 17 year olds and under can be held – either if there isn't appropriate Local Authority provision or if they are due to attend court within the next few hours.

A report was presented by the OPCC on the Surrey **Independent Custody Visiting** (ICV) Scheme run by the OPCC. There are 43 ICVs in Surrey who visit custody and detainees. These visits are unannounced and are well spread across days of the week and times of the day. The ICVA represented fed back that the Surrey scheme was working well and that Surrey Police in general had good custody provision and in particular had made good improvements for provision for female dignity.

Future **custody suite plans** were discussed. There are no current plans for changes to provision at this time, although this would be kept under review.

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

Commissioner's Question Time

4 February 2019

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

4 February 2019

**COMPLAINTS RECEIVED SINCE THE LAST MEETING****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.

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 Panel¹, 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 Office for Police Conduct (IOPC).
- 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 concerns and policy disputes) are referred to the most appropriate body for resolution instead of the Complaints Sub-Committee.

3.0 COMPLAINTS RECEIVED SINCE THE LAST MEETING

- 3.1 The Complaints Sub-Committee have not received any new complaints since the last Panel meeting. However, complaint PCP 0032 reported to the September and November Panel meetings has now received legal advice and a Complaints Panel has been arranged for the 4 February 2019 to come to a decision.

¹ 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.

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 RECOMMENDATIONS

- 5.1 The Police and Crime Panel is asked to note the content of the report.

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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SURREY POLICE AND CRIME PANEL

Recommendations Tracker and Forward Work Programme

4 February 2019

SUMMARY

The updated Recommendations Tracker and Forward Work Programme are presented at each meeting of the Police and Crime Panel. The Recommendations Tracker lists all the information requested by the Panel at previous meetings. That information is contained in the annex to the tracker. The Work Programme is for Panel Members to discuss the details of items they wish to see at future meetings and the most relevant time to receive the reports.

RECOMMENDATIONS

For the Police and Crime Panel to raise any issues or queries concerning the information received on the Tracker and to discuss the Work Programme to ensure timeliness of reports to future meetings.

APPENDICES

Appendix 1: Recommendations Tracker

Appendix 2: Forward Work Programme

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**SURREY POLICE & CRIME PANEL
ACTIONS AND RECOMMENDATIONS TRACKER- 4 February 2019**

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.

Date of meeting	Item	Recommendations/Actions	Responsible Officer/ Member	Comments	Suggested Date of Completion
28 November 2018	Workplan	R52/18 1. That a report on CCTV be included in the workplan. 2. That Cllr Patel be added to the membership of the Finance Sub Group. 3. That a Finance Sub Group meeting be set up prior to the February Panel meeting in order to discuss the precept proposals.	DS0	All Actioned.	
28 November 2018	Update on work of APCC	R47/18 - To request a redacted copy of the report the APCC had written for the police on the impact of unauthorised traveller incursions on a small community.	OPCC	Emailed to Panel 10 January	
28 November 2018	Modern Slavery	R44/18 <ul style="list-style-type: none"> • provide latest six month figures to Panel. • to explain the term 'unknown exploitation' as used in the report 	DS Mizzi	Emailed to Panel 10 January	
Informal meeting	Police – Breakdown of Postings	lc/18 report was deferred	PCC		

Informal meeting	Crime Screening	Ib/18 report was deferred (also minute 50/18)	PCC	Report received for 4 Feb meeting - Emailed to Panel 10 January	
Informal meeting	CC Presentation	Ia/18 - CC was asked to provide a version of the presentation slides that could be shared with the public	CC	The Chief Constable's view is that it isn't easy to take things out of the presentation and make it public, without further explanation. However, Alick is looking to develop a product which provides the same information + some explanation. This should be available over the next few months and he will share it with the panel as soon as it's available.	

Surrey Police and Crime Panel- Forward Work Programme 2019/20

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.

2019/20

DATE	ITEM	PURPOSE	OFFICER
April 2019	Police and Crime Plan Update (Twice yearly – April/Sept)	To consider progress made against the agreed Police and Crime Plan.	OPCC
	Meet with CC Candidates		
	CCTV	CCTV, the force proposals will depend on the budget to be set over the coming months, so it would make more sense to bring that back in April.	
	HMIC inspection	New reports should be issued.	
	Video Enabled Justice	Panel to receive a report on what it is, how it works and how and when it is used.	(deferred from November 2018)
	Standing Items – see list below		

DATE	ITEM	PURPOSE	OFFICER
June 2019 – AGM	Governance Items 2018/19: <ul style="list-style-type: none"> • Election of Chairman • Election of Vice Chairman • Re-establish Complaints SC • Re-establish Finance SC 	Panel to agree memberships and Terms of Reference	DSO
	PCC Annual Report	The Police Reform and Social Responsibility Act (2011) places a duty on Police and Crime Commissioners to produce an Annual	OPCC

Appendix 2

		Report. Members of the Panel are asked to comment on the report prior to its formal publication.	
	PCP Budget – Actual Expenditure 2018/19	End of year report – will include webcast stats	DSO
	Medium Term Financial Plan		OPCC
	Standing Items – see list below		

DATE	ITEM	PURPOSE	OFFICER
Sept 2019	Police and Crime Plan Update (Twice yearly – April/Sept)	To consider progress made against the agreed Police and Crime Plan.	OPCC
	Medium Term Financial Plan		OPCC
	Standing Items – see list below		

DATE	ITEM	PURPOSE	OFFICER
Nov 2019	Budget Update (Twice per year – Nov & Jan/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
	Performance Monitoring of the APCC for Victims (annually Nov/Dec)	The PCC has agreed to provide the Panel with progress made by his APCC.	Johanna Burne
	Standing Items – see list below		

DATE	ITEM	PURPOSE	OFFICER
Feb 2020	The Police and Crime Commissioner's Proposed Precept	The Police and Crime Panel is required to consider and formally respond to the Police and Crime Commissioner's proposed precept for 2020/21.	Ian Perkin
	Budget Update (Twice per year – Nov & Jan/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
	Standing Items – see list below		

STANDING ITEMS: these will appear on every agenda			
Subject/Title	Dates	Purpose	Contact Officer
Feedback on Performance Meetings	All	To consider issues raised during monthly discussions between the PCC and the Chief Constable.	Johanna Burne
Recommendations Tracker and Forward Work Programme	All	To monitor responses, actions and outcomes against recommendations or requests for further actions. 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
Commissioners Question Time	All	For the Panel to raise any issues or queries concerning crime and policing in Surrey with the Commissioner.	Democratic Services Officer
Complaints	All	To monitor complaints received against the PCC and / or the DPCC	Scrutiny Officer

Working Groups

Group	Membership	Purpose	Reporting Dates
Complaints Sub-Committee	<ul style="list-style-type: none"> • IM Bryan Cross • IM David Fitzpatrick -Grimes • Cllr David Reeve • Cllr Margaret Cooksey • Cllr Victor Broad • Vice-Chairman • Chairman 	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.
Finance Sub-Group	<ul style="list-style-type: none"> • Cllr Daxa Patel • Cllr Victor Broad • Chairman (ex-officio) • Vice-Chairman (ex-officio) 	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.