

## SURREY POLICE AND CRIME PANEL

### SURREY PCP BUDGET 2017/18

28 June 2018

#### SUMMARY

The Surrey Police and Crime Panel has accepted a grant from the Home Office to meet the costs of the Panel, including the administrative support. This paper is to report on the use of the grant in 2017/18.

#### RECOMMENDATION

The Police and Crime Panel is asked to note the report.

#### 1.0 INTRODUCTION AND BACKGROUND

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

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

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

#### 2.0 HOME OFFICE GRANT AND PROPOSED EXPENDITURE 2017/18

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

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

2.2 The apportioned costs for time spent by officers and their associated overheads will be reclaimed against the Home Office grant and will amount to £58,285 for

2017/18. The intention is that support costs associated with the website and other costs such as printing are also covered by the grant.

2.3 Support for the Panel has recently been reviewed in the light of changes to its workload, and this will be monitored over coming months. In addition, some funding is allocated to Legal Services for the Monitoring Officer's role in resolving complaints. This might result in some changes to the amount of grant allocated to support costs.

2.4 Provision of refreshments are agreed with the Chairman on a meeting-by-meeting basis.

**b) Member expenses**

2.5 Members of the Panel can claim expenses in line with Surrey County Council's Members' Allowances Scheme for travel, subsistence, and for child care and the care of other dependants. Claims from Panel members for costs involved with attendance at Panel and Sub-Committee meetings are expected to be broadly in line with previous years.

**c) Allowances**

2.6 In January 2013 the Panel agreed that Members would not use the Home Office grant to draw allowances for members of the Panel.

2.7 At the Council AGM on 25 May 2018 it was agreed that the Special Responsibility Allowance for scrutiny of the Police and Crime Commissioner is abolished, and the concept of a 'Lead Member' abandoned and replaced by the designation of an 'SCC Representative'. In addition, the Police and Crime Panel should be invited to use its powers to review any allowances to be paid.

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

2.9 The actual expenditure for 2017/18 is therefore:

Table 1: Expenditure breakdown for 2017/18

	£	Details
Webcasting	2,500	This does not include the operator
SCC overheads	14,214	Includes: accommodation, IT, payroll, finance etc
Reprographics	2,000	
Refreshments	256	
Training	591	
Venue Hire	0	
<b>SUB TOTAL</b>	<b>19,561</b>	
Members expenses	1,670	This is wholly travel costs.
Employee Costs (see breakdown in table 2)	37,054	This includes NI contributions and pension costs.
<b>TOTAL</b>	<b>58,285</b>	

Table 2: Employee Costs breakdown 2017/18

	£	Details
Democratic Services Officers	28,532	This is based on 90% of a FTE
Managers	7,415	This equates to 27 days.
Legal	2,832	This equates to 10 days.
Accountant	1,106	This equates to 10 days.

### 3.0 WEBCASTING

Each meeting of the Police and Crime Panel is webcast live for public viewing. Table 3 below shows the numbers of views both live and post-meeting.

Table 3: Webcasting stats for 2017/18

Title	Live Date	Hits*	Live**	Archive***	Recording Time
PCP	13 July 2017	2283	65	2218	2hrs 25 mins
PCP	12 September 2017	6570	32	6538	1hr 18 mins
PCP	7 December 2017	968	31	937	1hr 22 mins
PCP	5 February 2018	698	58	640	1hr 43mins
PCP	26 April 2018	156	12	144	1hr 55 mins

\*Hits: Total number of views

\*\*Live: Views that happened as the meeting was occurring

\*\*\*Archive: Views that occurred post meeting

### 4.0 TRANSPARENCY

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

### 5.0 ON-GOING HOME OFFICE FUNDING

5.1 The Home Office grant has been confirmed for 2017/18 as £66,180 but no commitment has been made for future years at this stage.

### 6.0 BACKGROUND INFORMATION

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

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