

SURREY POLICE AND CRIME PANEL

SURREY PCP BUDGET MID-YEAR CLAIM 2020

24 NOVEMBER 2020

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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 purpose of this paper is to report on the use of the grant in 2020 (April 2020 - September 2020), as noted in the Panel's mid-year claim submission to the Home Office submitted by the 31 October 2020 deadline.

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 2020 MID-YEAR CLAIM

2.1 The Home Office grant available for the 2020 mid-year claim is **£33,090** (total grant = **£66,180**). The grant is paid by the Home Office in two instalments over the year and only spending relating to the two six-month periods can be claimed. Any underspend must be returned to the Authority (Home Office) and any overpayment of grant will be recovered.

2.2 The actual expenditure for 2020 April 2020 – September 2020 is therefore:

Table 1: Expenditure breakdown for 2020 (mid-year claim)

	£	Details
Panel Expenses – webcasting, printing and postage	590	Includes cost of webcast software per hour, operator and meeting support
SCC overheads	5,095	Based on rate card calculations (other staff costs not including salary i.e. back office costs such as office accommodation, HR etc
Refreshments	0	
Training	0	Panel Members and/or Democratic Services Officers
Venue Hire	0	
SUB TOTAL	5,685	
Members expenses	113	This is wholly travel costs
Employee Costs (see breakdown in table 2)	12,445	This includes NI contributions and pension costs
TOTAL	18,243	(rounded)

Table 2: Employee Costs breakdown 2020 (mid-year claim)

	£	Details
Democratic Services Officers	10,180	This is based on the percentage of salary costs of the supporting officer 45% of a FTE
Managers	1,329	This equates to 12 days.
Legal	614	This equates to 5 days.
Accountants	323	This equates to 10 days.
TOTAL	12,445	(rounded)

3.0 DETAIL ON PANEL EXPENDITURE APRIL 2020 TO SEPTEMBER 2020

a) Panel administration (including meeting expenses)

- 3.1 Costs for panel administration as detailed in Tables 1 and 2 include Surrey County Council (SCC) overheads, employee costs, refreshments, training; and Panel Expenses – webcasting, and printing and postage (Table 3). 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.
- 3.2 The apportioned costs for time spent by officers and their associated overheads will be reclaimed against the Home Office grant and will amount to **£18,243** for 2020, the mid-year claim.

Officer time and support for the Panel is constantly reviewed and monitored in the light of changes to its workload, with assistance provided by Managers where necessary. In addition, some funding is allocated to Legal Services for assistance from the Legal Services Manager and the Director of Law and

Governance in resolving complaints, which vary in number and complexity. Some funding is also allocated to Accountants/Finance to oversee the spending of the grant.

- 3.3 Provision of paid refreshments from external suppliers are agreed with the Chairman on a meeting-by-meeting basis. Due to pandemic and remote meetings, the refreshment charge is £0.
- 3.4 Panel member training and conference sessions from external suppliers have been free of charge, which has meant that the training cost is £0.
- 3.5 The £590 Panel Expenses – webcasting, and printing and postage cost includes the cost of the webcast software per hour, the operator and meeting support; and the printing and postage costs for all committee and sub-committee meetings including letters to respond to complainants and other correspondence. The cost of agenda and correspondence printing will vary depending on the number of pages, any colour copying and how the papers are collated. Costs per agenda can range from £1 to £20 per agenda for printing and postage.

b) Member expenses

- 3.6 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 significantly reduced - £113 - due to the pandemic and meetings being remote.

c) Allowances

- 3.7 In January 2013 the Panel agreed that Members would not use the Home Office grant to draw allowances for members of the Panel.
- 3.8 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.

4.0 WEBCASTING

- 4.1 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 2020

Title	Live Date	Hits*	Live**	Archive***	Recording Time
PCP	20 April 2020 (CANCELLED)	N/A	N/A	N/A	N/A
PCP	30 June 2020	32	20	12	1hr 40 mins
PCP	15 September 2020	23	12	11	1hr 17 mins

*Hits: Total number of views

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

***Archive: Views that occurred post meeting

5.0 TRANSPARENCY

5.1 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).” i.e. this report.

6.0 ON-GOING HOME OFFICE FUNDING

6.1 The Home Office grant has been confirmed for 2020/21 as £66,180.

6.2 The Panel’s Outturn Forecast will be sent to the Home Office by 5 March 2021 and the end of year claim including expenditure between April 2020 - March 2021 will be submitted to the Home Office by 31 July 2021, to be reported to the Panel in September 2021.

6.3 Adjustments will continue to be made to costings in light of the pandemic and meetings being held remotely.

7.0 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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