



SURREY POLICE AND CRIME PANEL

SURREY PCP BUDGET 2020/21

30 JUNE 2021

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 2020/21 (April 2020 - March 2021).

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 2020/21

2.1 The Home Office grant for 2020/21 is **£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 2020/21 is therefore:

Table 1: Expenditure breakdown for 2020/21

	£	Details
Expenses:	Total: 1,766	Includes the operator and staff support
• Webcasting	1,390.93	
• Reprographics/postage	375.15	
• Refreshments	0	
Training/Events	860	Panel Members and/or Democratic Services Officers
Venue Hire	0	
SCC overheads	10,190	Based on rate card calculations (other staff costs not including salary i.e. back office costs such as office accommodation, HR etc)
SUB TOTAL	12,816	
Members expenses	113	This is wholly travel costs
Employee Costs (see breakdown in table 2)	26,487	This includes NI contributions and pension costs
TOTAL	39,415	(after numbers rounded)

Table 2: Employee Costs breakdown 2020/21

	£	Details
Democratic Services Officers	20,349	This is based on the percentage of salary costs of 45% of a FTE
Managers	3,431	This equates to 12 days
Legal	1,773	This equates to 5 days
Accountants/Finance	934	This equates to 10 days
TOTAL	26,487	

3.0 DETAIL ON PANEL EXPENDITURE APRIL 2020 TO MARCH 2021

a) Panel administration (including meeting expenses)

3.1 Costs for panel administration as detailed in Tables 1 and 2 include expenses: webcasting, reprographics and printing/postage, refreshments; training and events, venue hire, Surrey County Council (SCC) overheads, Members expenses and employee costs. Further detail on webcasting statistics is included in 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 Expenses are divided into the following:

- Webcasting: **£1,766** - this includes the operator costs and staff on call supporting the meetings whilst they have been held remotely (see Table 3 for more detail).
- Reprographics/postage: **£375.15** - includes the printing and postage costs for all committee and sub-committee meetings. The Police and

Crime Panel meets six times per year (five formal meetings and one informal meeting) and has two sub-committees that take responsibility for finance and handling complaints. Papers are produced for each meeting for all panel members, and are posted to all panel members. 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.

- Refreshments: **£0** - provision of paid refreshments are agreed with the Chairman on a meeting-by-meeting basis. Due to the Covid-19 pandemic and virtual meetings.

- 3.2 The **£860** Training/Events cost for 2020/21 was used for the PCP Ninth National Conference in November 2020 and full Panel training by Frontline Consulting in January 2021.
- 3.3 Venue Hire is **£0** as the Panel meetings have been held remotely and when meeting in person, are held in Surrey County Council's headquarters.
- 3.4 The apportioned costs for time spent by officers: Employee Costs and their associated overheads: SCC overheads will be reclaimed against the Home Office grant and amounts to **£36,677**.

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 Monitoring Officer/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.

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 lower this year due to the Covid-19 pandemic and meetings being held remotely, claims made were submitted in March 2020 before the first lockdown and were processed by April.

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 2020/21

Title	Live Date	Hits*	Live**	Archive***	Recording Time
PCP	30 June 2020	97	20	77	1hr 40 mins
PCP	15 September 2020	84	12	72	1hr 17 mins
PCP - Informal	27 October 2020	N/A	N/A	N/A	N/A
PCP	24 November 2020	93	15	78	1hr 37 mins
PCP	5 February 2021	248	51	197	1hr 31 mins
PCP	22 March 2021	93	15	78	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 for 2021/22 is yet to be confirmed.
- 6.2 The Panel’s mid-year claim between April 2021 - September 2021 will be processed in due course and will be returned to the Home Office in accordance with their deadline, which will most likely be 31 October 2021.

7.0 BACKGROUND INFORMATION

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

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