

# SURREY POLICE AND CRIME PANEL

## SURREY PCP BUDGET 2018/19

27 November 2019

### 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 2018/19.

### 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 2018/19

#### 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 £60,677 for 2018/19. 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 2018/19 is £66,180.
- 2.9 The actual expenditure for 2018/19 is therefore:

Table 1: Expenditure breakdown for 2018/19

	£	Details
Webcasting	2,500	This does not include the operator
SCC overheads	14,214	Includes: accommodation, IT, payroll, finance etc
Reprographics	2,000	
Refreshments	120	
Training	591	
Venue Hire	0	
<b>SUB TOTAL</b>	<b>19,425</b>	
Members expenses	1,233	This is wholly travel costs.
Employee Costs (see breakdown in table 2)	40,019	This includes NI contributions and pension costs.
<b>TOTAL</b>	<b>60,677</b>	

Table 2: Employee Costs breakdown 2018/19

	£	Details
Democratic Services Officers	30,264	This is based on 90% of a FTE
Managers	8,649	This equates to 17 days.
Legal	5,739	This equates to 25 days.
Accountant	1,105	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 2018/19

Title	Live Date	Hits*	Live**	Archive***	Recording Time
PCP	28 June 2018	46	8	38	1hr 56 mins
PCP	19 September 2018	13	5	8	1hr 31 mins
PCP	28 November 2018	22	3	19	1hr 39 mins
PCP	4 February 2019	42	10	32	1hr 27 mins
PCP	5 April 2019	34	6	28	1hr 32 mins
PCP	27 June 2019	35	6	29	1hr 32 mins
PCP	18 September 2019	12	4	8	1hr 58 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 2018/19 have been finalised.

### 5.0 ON-GOING HOME OFFICE FUNDING

5.1 The Home Office grant has been confirmed for 2018/19 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.

**Contact Officer:** Amelia Christopher, Committee Manager, Surrey County Council

**Telephone Number:** 020 8213 2838

**Email:** [amelia.christopher@surreycc.gov.uk](mailto:amelia.christopher@surreycc.gov.uk)

This page is intentionally left blank