

HAMPSHIRE POLICE AND CRIME PANEL

Report

Date considered:	6 October 2017	Item:	11
Title:	Police and Crime Panel – Financial Monitoring leading to 2018/19 grant budget agreement		
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1. Executive Summary

- 1.1. The Police Reform and Social Responsibility Act 2011 (“the Act”) requires the Police and Crime Panel (PCP) to make arrangements regarding the manner in which funds paid by the Secretary of State are used to meet the costs of the Panel.
- 1.2. The purpose of this paper is to report the final position against the 2016/17 budget, the half year performance against the 2017/18 budget for the Police and Crime Panel and a proposed budget for the panel for 2018/19.

2. Contextual Information

- 2.1. The Government made available a grant of £71,700 for the full year for 2016/17 (based on 20 Panel members). The intention is that the total costs of running the Panel are contained within the Government funding.
- 2.2. The grant is paid by the Home Office in two instalments over the year. Only spend relating to the two six month periods can be claimed. Spend in excess of the grant would need to be funded by the authorities in equal shares unless agreed otherwise.
- 2.3. The grant value for 2017/18 has been confirmed by the Home Office, with £71,700 being available for the full year (no change from 2016/17). For the purposes of proposing a budget for the Panel for 2018/19 the same amount of grant is assumed for 2018/19.
- 2.4. The budget is based on the assumption that there will normally be four meetings of the Panel a year. Any decision to increase the number of Panel meetings will clearly have an impact on the total estimated costs.
- 2.5. Another factor which will impact on the cost of the panel is the number of complaints which the PCP is required to consider.
- 2.6. The largest cost to the budget is the officer time spent in support of the PCP and its working groups. Prior year’s time recording information was used to calculate support costs and assist with budget estimates. This

information has been used as the basis of the fixed support service charges for 2014/15 onwards as explained in section 4.

3. Final Financial Position for 2016/17

- 3.1. Appendix 1 shows the 2016/17 final spend against the budget set for that year. In total £63,935 of the £71,700 available grant was claimed. This equated to an underspend of £7,765 against the budgeted amount of £71,700.
- 3.2. The main contributing factor to the underspend was Portsmouth City Council's legal costs being £5,754 lower than the budgeted amount. This reflects the actual legal support required by the Panel being lower than the level originally assumed in the budget.
- 3.3. The balance of the overall underspend against the grant related to minor variations against a number of budget lines.

4. Current Financial Position for 2017/18

- 4.1. Appendix 2 shows the 2017/18 projected spend against the budget set out for that year. It forecasts that £67,050 of the £71,700 budgeted available grant will be used.
- 4.2. A fixed annual charge for support services has previously been agreed which has improved the accuracy of forecasting during the year. The fixed charge, first used in 2014/15 was calculated using time recording information. This is kept under review and no significant change in officer time is currently anticipated. However, for 2017/18, the charges have been increased by pay related inflation for 2017/18 in both the forecast for 2017/18 and the proposed budget for 2018/19.
- 4.3. The projected costs for legal services have been reduced to below the budgeted amount as a result of charging information for the year to date being provided by Portsmouth City Council.
- 4.4. In order to maximise the amount of grant available to support the core business of the Panel and its working groups, the County Council has previously waived the normal charge for conference hall and meeting room hire. However, as there has been unclaimed grant in each of the last four years, it is proposed that the room hire budget line is increased to cover the annual cost of £1,300. This change is reflected in Appendix 2.
- 4.5. All other areas are projected to be either in line with the agreed budget figures or, where variances against the budgeted amounts occur, the values are minimal.
- 4.6. In the event of any additional Special Responsibility Allowances being required at a later date, the level of support services and the associated charge will need to be reviewed to ensure that the overall costs of the PCP do not exceed the grant available.

5. Proposed budget for 2018/19

- 5.1. Appendix 2 also shows a proposed budget for 2018/19 which assumes the Government grant is unchanged and with expenditure in line with the 2017/18 budget or revised estimates for 2017/18.

6. Recommendations

The Panel is recommended to:

- 6.1. Note the final financial position for 2016/17.
- 6.2. Note the current performance against the budget for this financial year.
- 6.3. Agree the proposed budget for the panel for 2018/19, subject to confirmation of the Government grant for 2018/19.

Appendix 1**POLICE AND CRIME PANEL****Final Budget Position for 2016/17**

ITEM	2016/17 Budget	2016/17 Actuals	Variance
	£	£	£
Travelling – Members	1,800	1,424	(376)
<u>Special Responsibility Allowances</u>			
Chair	0	0	0
Co-opted Members	1,400	1,020	(380)
Members Training	1,500	1,000	(500)
Printing & Stationery	600	403	(197)
Refreshments	1,000	598	(402)
Room Hire + other expenses e.g. web costs	300	0	(300)
Miscellaneous expenses	100	0	(100)
Legal Costs	12,500	6,746	(5,754)
Communications & Web Team	1,400	1,400	0
Democratic, Policy & Scrutiny	46,000	46,000	0
Finance & Budget Support	5,000	5,000	0
Officer travel	100	344	244
Totals	71,700	63,935	(7,765)
Grant	71,700	63,935	(7,765)

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Current Budget Position for 2017/18 and Proposed Budget for 2018/19

ITEM	2017/18 Budget £	2017/18 Actuals £	2017/18 Projected £	2018/19 Proposed Budget £
Travelling – Members	1,800	0	1,800	1,800
<u>Special Responsibility Allowances</u>				
Chair	0	0	0	0
Co-opted Members	1,400	563	1,350	1,400
Members Training	1,500	0	1,000	1,500
Printing & Stationery	600	445	800	600
Refreshments	1,000	362	1,000	1,000
Room Hire + other expenses e.g. web costs	300	0	1,300	1,300
Miscellaneous expenses	100	0	100	100
Legal Costs	12,500	0	6,000	10,300
Communications & Web Team	1,400	583	1,400	1,400
Democratic, Policy & Scrutiny	46,000	19,167	46,800	46,800
Finance & Budget Support	5,000	2,083	5,100	5,100
Officer travel	100	145	400	400
Totals	71,700	23,348	67,050	71,700
Grant	71,700		71,700	71,700
Shortfall / (Surplus)	0		(4,650)	0

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

Document

Location

None