

## HAMPSHIRE POLICE AND CRIME PANEL

### Report

<b>Date considered:</b>	4 October 2019		
<b>Title:</b>	Police and Crime Panel – Financial Monitoring leading to 2020/21 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 2018/19 budget, the part year performance against the 2019/20 budget for the Police and Crime Panel and a proposed budget for the panel for 2020/21.
- 1.3. The report also identifies a review of the legal support provided to the Panel and proposes Member engagement in that process.

#### 2. Contextual Information

- 2.1. The Government made available a grant of £71,700 for the full year for 2018/19 (based on 20 Panel members). The total costs of running the Panel were 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 2019/20 has been confirmed by the Home Office, with £71,700 being available for the full year (no change from 2018/19). For the purposes of proposing a budget for the Panel for 2020/21 the same amount of grant is assumed for 2020/21.
- 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 have an impact on the total estimated costs.
- 2.5. Another factor which impacts on the cost of supporting 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. An analysis of time spent in prior years together with a view of forward expectations 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 as explained in section 4.

### **3. Final Financial Position for 2018/19**

- 3.1. Appendix 1 shows the 2018/19 final spend against the budget set for that year. In total £69,651 of the £71,700 available grant was required and has been claimed. This equated to an underspend of £2,049 against the budgeted amount of £71,700.
- 3.2. The main contributing factor to the underspend was the charge for officer time spent in support of the PCP and its working groups being £1,100 lower than the budgeted amount due to minor planned changes.
- 3.3. Conference hall and meeting room hire was charged from 2017/18 as agreed in October 2017 to reflect the true cost of holding Panel meetings. Some one off venue changes in 2018/19 account for the underspend against Room Hire in this period.
- 3.4. Legal and Complaints Handling Costs were just below the budgeted amount. Expenditure has increased from 2017/18 due to significant complaint activity, including the handling of ongoing issues relating to historic complaints and a vexatious complainant.
- 3.5. The balance of the overall underspend against the grant related to minor variations against a number of budget lines.

### **4. Current Financial Position for 2019/20**

- 4.1. Appendix 2 shows the 2019/20 projected spend against the budget set out for the year. It forecasts that all 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 was calculated using time analysis from prior years together with a view of forward expectations linked to the work programme of the panel.. This is kept under review and no significant change in overall officer time is currently anticipated.
- 4.3. Legal and Complaints Handling costs predominately arise from work associated with complaints to the Police and Crime Panel. Current costs are £2,296. Without being able to predict future complaints, the projected costs for 2019/20 have remained as per the budgeted amount.
- 4.4. 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.

- 4.5. In the event of any additional Special Responsibility Allowances being required at a later date, the level of support services and the associated charge may need to be reviewed to ensure that the overall costs of the PCP do not exceed the funds available.

## **5. Proposed budget for 2020/21**

- 5.1. Appendix 2 also shows a proposed budget for 2020/21 which assumes the Government grant is unchanged and with expenditure in line with the 2019/20 budget or revised estimates for 2019/20.

## **6. Legal Support to the Panel**

- 6.1. The Panel has received legal support from Portsmouth City Council's legal services team for a number of years. As part of a regular review process, the contract for legal support will be re-tendered for the period from April 2020 in accordance with Hampshire County Council's Contract Standing Orders (acting as the Panel's lead Authority and legal body). Due to the annual value of legal support to the Panel, this will be an officer led process. It is proposed that an appropriate member of the Panel is involved in and consulted at key stages of the procurement to represent the views and needs of Panel Members. As it is envisaged that local authority legal services teams within Hampshire and the Isle of Wight area are most likely to seek to support the Panel, a level of flexibility may be required in assigning an "appropriate member" to support the process and avoid any conflict of interests.

## **7. Recommendations**

The Panel is recommended to:

- 7.1. Note the final financial position for 2018/19.
- 7.2. Note the current performance against the budget for this financial year.
- 7.3. Agree the proposed budget for the panel for 2020/21, subject to confirmation of the Government grant for 2020/21.
- 7.4. Note the review of legal support arrangements and agree that either the Chairman, Vice-Chairman or another Panel Member nominated by the Chairman (to avoid any potential conflict of interest) represent Panel Members at key stages of the procurement process.

Appendix 1

**POLICE AND CRIME PANEL**  
**Final Budget Position for 2018/19**

ITEM	2018-19 Budget £	2018-19 Actuals £	Variance £
Travelling – Members	1,000	1,382	382
<u>Special Responsibility Allowances</u>			
Chair	0	0	0
Co-opted Members	1,400	1,378	(22)
Members Training	1,500	1,500	0
Printing & Stationery	300	133	(167)
Refreshments	1,000	698	(302)
Room Hire + other expenses e.g. web costs	1,300	825	(475)
Miscellaneous expenses	100	124	24
Legal and Complaints Handling Costs	10,300	9,960	(340)
Communications & Web Team	1,400	1,400	0
Democratic, Policy & Scrutiny	47,800	46,800	(1,000)
Finance & Budget Support	5,200	5,100	(100)
Officer travel	400	351	(49)
<b>Totals</b>	<b>71,700</b>	<b>69,651</b>	<b>(2,049)</b>
Grant	71,700	69,651	(2,049)

**POLICE AND CRIME PANEL**

**Current Budget Position for 2019/20 and Proposed Budget for 2020/21**

<b>ITEM</b>	<b>2019/20 Budget £</b>	<b>2019/20 Actuals £</b>	<b>2019/20 Projected £</b>	<b>2020/21 Proposed Budget £</b>
Travelling – Members	1,000	44	1,000	1,000
<u>Special Responsibility Allowances</u>				
Chair	0	0	0	0
Co-opted Members	1,400	586	1,400	1,400
Members Training	1,500	0	1,500	1,500
Printing & Stationery	300	75	300	300
Refreshments	1,000	109	800	800
Room Hire + other expenses e.g. web costs	1,300	650	1,300	1,300
Miscellaneous expenses	100	0	100	100
Legal and Complaints Handling Costs	10,300	2,296	10,300	10,300
Communications & Web Team	1,400	700	1,400	1,400
Democratic, Policy & Scrutiny	47,800	24,000	48,000	48,000
Finance & Budget Support	5,200	2,600	5,200	5,200
Officer travel	400	43	400	400
<b>Totals</b>	<b>71,700</b>	<b>31,103</b>	<b>71,700</b>	<b>71,700</b>
Grant	71,700		71,700	71,700
<b>Shortfall / (Surplus)</b>	<b>0</b>		<b>0</b>	<b>0</b>

**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