

HAMPSHIRE POLICE AND CRIME PANEL

Report

Date considered:	3 July 2020		
Title:	Police and Crime Panel – Financial Monitoring leading to 2021/22 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 2019/20 budget, the part year performance against the 2020/21 budget for the Police and Crime Panel and a proposed budget for the panel for 2021/22. This report is earlier than normal to meet the revised requirements of the Home Office in claiming the second and final grant relating to the 2019/20 financial year by 31 July. If required, the Panel will be updated later in the year regarding the financial position for the current year and the proposed budget for next financial year. The grant claim needs to include a performance report, which is presented at item 14 of this agenda as the Panel’s Annual Report.

2. Contextual Information

- 2.1. The Government made available a grant of £71,700 for the full year for 2019/20 (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 2020/21 has not yet been confirmed by the Home Office. For the purposes of this report a budget of £71,700 is assumed being available for the full year (the same amount as 2019/20). For the purposes of proposing a budget for the Panel for 2021/22 the same amount of grant is assumed for 2021/22.

- 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 2019/20

- 3.1. Appendix 1 shows the 2019/20 final spend against the budget set for that year. In total £69,958 of the £71,700 available grant was required and has been claimed. This equated to an underspend of £1,742 against the budgeted amount of £71,700.
- 3.2. The main contributing factor to the underspend was Members Training being £700 lower than the budgeted amount due to the Members Induction session being run 'in-house' by Hampshire County Council, with support from the Office of the Police and Crime Commissioner (OPCC) and cancellation of the LGA Police and Crime Panel Workshop in March, as a result of the Covid-19 outbreak.
- 3.3. A one-off venue change and meeting cancellation in 2019/20 accounts for the underspend against Room Hire in this period.
- 3.4. Legal and Complaints Handling Costs were just below the budgeted amount. They include a payment of £5,566 to Portsmouth City Council Legal Services and £4,620 to Hampshire County Council Corporate Compliance for support with Freedom of Information and Complaints.
- 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 2020/21

- 4.1. Appendix 2 shows the 2020/21 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

as at 26th May are £0. Without being able to predict future complaints, the projected costs for 2020/21 have remained as per the budgeted amount. Additional legal costs may arise from support provided by the legal adviser to meetings of the Panel, including participation in meetings, as well as costs associated with requests made under the Freedom of Information Act 2000 and other compliance matters.

- 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. Covid-19 Impact

- 5.1. The duration and scale of the impact of the Covid-19 pandemic on the work and budget of the Panel is unknown. It is expected that at least one meeting of the Panel will be held remotely, which will see a reduction in room hire and catering costs, as well as the cost of Member travel, however it is likely to be balanced by an increase in print and technology costs to support the smooth running and broadcasting of the meeting. Resultantly budgeted costs for printing in 2020/21 have been increased by £200, with the same being applied as a reduction to the budgeted catering allowance.
- 5.2. Member travel expenses have exceeded the budget for the previous two years, however savings in other areas have mitigated this increase. Therefore, with an expectation that travelling costs will reduce this year with at least some meetings being held virtually, the budget has been maintained at £1,000 for 2020/21.

6. Legal Support to the Panel

- 6.1. As part of a regular review process, the contract for legal support was 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). The contract was awarded to Portsmouth City Council Legal Services, following a successful bid, and was agreed on the basis of a 12-month rolling contract to be renewed for a maximum of four years.

7. Proposed budget for 2021/22

- 7.1. Appendix 2 also shows a proposed budget for 2021/22 which assumes the Government grant is unchanged and with expenditure largely in line with the 2020/21 budget or revised estimates for 2020/21.

8. Recommendations

The Panel is recommended to:

- 8.1. Note the final financial position for 2019/20.
- 8.2. Note the current performance against the budget for this financial year.
- 8.3. Agree the proposed budget for the panel for 2021/22, subject to confirmation of the Government grant for 2021/22.

Appendix 1**POLICE AND CRIME PANEL****Final Budget Position for 2019/20**

ITEM	2019-20 Budget	2019-20 Actuals	Variance
	£	£	£
Travelling – Members	1,000	1,317	317
<u>Special Responsibility Allowances</u>			
Chair	0	0	0
Co-opted Members	1,400	1,406	6
Members Training	1,500	800	(700)
Printing & Stationery	300	192	(108)
Refreshments	800	518	(282)
Room Hire + other expenses e.g. web costs	1,300	715	(585)
Miscellaneous expenses	100	15	(85)
Legal and Complaints Handling Costs	10,300	10,186	(114)
Communications & Web Team	1,400	1,400	0
Democratic, Policy & Scrutiny	48,000	48,000	0
Finance & Budget Support	5,200	5,200	0
Officer travel	400	209	(191)
Totals	71,700	69,958	(1,742)
Grant	71,700	69,958	(1,742)

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Current Budget Position for 2020/21 and Proposed Budget for 2021/22

ITEM	2020/21 Budget £	2020/21 Actuals £	2020/21 Projected £	2021/22 Proposed Budget £
Travelling – Members	1,000	0	1,000	1,000
<u>Special Responsibility Allowances</u>				
Chair	0	0	0	0
Co-opted Members	1,400	234	1,400	1,400
Members Training	1,500	0	1,500	1,500
Printing & Stationery	300	0	500	500
Refreshments	800	0	600	600
Room Hire + other expenses e.g. web costs	1,300	0	1,300	1,300
Miscellaneous expenses	100	0	100	100
Legal and Complaints Handling Costs	10,300	0	10,300	10,300
Communications & Web Team	1,400	233	1,400	1,400
Democratic, Policy & Scrutiny	48,000	8,000	48,000	48,000
Finance & Budget Support	5,200	867	5,200	5,200
Officer travel	400	0	400	400
Totals	71,700	9,334	71,700	71,700
Grant	71,700		71,700	71,700
Shortfall / (Surplus)	0		0	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