

HAMPSHIRE POLICE AND CRIME PANEL

Report

Date considered:	03 October 2014	Item:	11
Title:	Police and Crime Panel – Financial Monitoring leading to 2015/16 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 2013/14 budget and the half year performance against the 2014/15 budget for the Police and Crime Panel.

2. Contextual Information

- 2.1. The Government made available a grant of £71,700 for the full year for 2013/14 (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 2014/15 has now been confirmed by the Home Office, as per 2013/14 a grant of £71,700 has been made available for the full year.
- 2.4. The budget is based on the assumption that there will 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. Given that in 2012/13, significant work went into setting up the PCP along with web sites and policy documentation etc, it should be borne in mind that 2013/14 was the first ‘normal’ year of operation. The largest cost to the budget was the officer time spent in support of the PCP. Time recording information was collected throughout 2013/14 which allowed

support costs to be calculated and to assist with budget estimates. This information was used to calculate a fixed support service charge for 2014/15 as explained in section 4.

3. Final Financial Position for 2013/14

- 3.1. Appendix 1 shows the 2013/14 final spend against the budget set for that year. In total £56,596 of the £71,700 available grant was required. This equated to an underspend of £5,404 against the budgeted amount of £62,000.
- 3.2. The cost of additional officer time for democratic services, and to a lesser extent finance support, were offset by lower than budgeted spend in other areas, in particular legal costs and there being no requirement for a Special Responsibility Allowance (SRA) for the Chair.

4. Current Financial Position for 2014/15

- 4.1. Appendix 2 shows the 2014/15 projected spend against the budget set out for that year. It forecasts that £67,300 of the £71,700 budgeted available grant will be used.
- 4.2. A fixed annual charge for support services has been agreed which will improve the accuracy of forecasting during the year. The amount was calculated using 2013/14 time recording information along with factoring in the costs for a part time dedicated post to supplement the officer time currently spent on supporting the panel. The amounts calculated for each support service are near to the agreed budget figures.
- 4.3. A review of the fixed support services charge will need to be undertaken in the event of an SRA being required at a later date to ensure that the overall costs of the PCP do not exceed the grant.
- 4.4. The projected costs for legal services have been reduced to below the budgeted amount as a result of charging information being provided by Portsmouth City Council.
- 4.5. No direct training costs are expected this year. 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.

5. Recommendations

The Panel is recommended to:

- 5.1. Note the final financial position for 2013/14.
- 5.2. Note the current performance against the budget for this financial year.

Appendix 1

POLICE AND CRIME PANEL
Final Budget Position for 2013/14

ITEM	2013/14 Budget	2013/14 Actuals	Variance
	£	£	£
Travelling – Members	800	565	(236)
<u>Special Responsibility Allowances</u>			
Chair	11,500	0	(11,500)
Co-opted Members	1,400	1,172	(228)
Members Training	2,000	83	(1,918)
Printing & Stationery	600	416	(184)
Refreshments	1,000	573	(427)
Room Hire + other expenses e.g. web costs	500	51	(449)
Miscellaneous expenses	1,000	46	(954)
Legal Costs	13,900	7,040	(6,860)
Communications & Web Team	1,600	1,490	(110)
Democratic, Policy & Scrutiny	22,700	37,116	14,416
Finance & Budget Support	5,000	7,910	2,910
Officer travel		134	134
Totals	62,000	56,596	(5,404)
Grant	71,700	56,596	(15,104)
Shortfall / (Surplus)	(9,700)		

Appendix 2**POLICE AND CRIME PANEL****Current Budget Position for 2014/15**

ITEM	2014/15 Budget	2014/15 Actuals	2014/15 Projected
	£	£	£
Travelling – Members	800	610	1,400
<u>Special Responsibility Allowances</u>			
Chair	0		0
Co-opted Members	1,400	388	1,200
Members Training	1,000		0
Printing & Stationery	600	232	600
Refreshments	1,000	241	1,000
Room Hire + other expenses e.g. web costs	300		300
Miscellaneous expenses	300		300
Legal Costs	13,900	174	10,000
Communications & Web Team	1,600		1,400
Democratic, Policy & Scrutiny	45,800		46,000
Finance & Budget Support	5,000		5,000
Officer travel	0	34	100
Totals	71,700	1,678	67,300
Grant	71,700		71,700
Shortfall / (Surplus)	0		(4,400)

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