

HAMPSHIRE POLICE AND CRIME PANEL

Report

Date:	21 July 2023
Title:	Police and Crime Panel – Financial Monitoring leading to 2024/25 grant budget agreement
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Purpose of this Report

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.
2. The purpose of this paper is to report the final position against the 2022/23 budget, the part year performance against the 2023/24 budget for the Police and Crime Panel and a proposed budget for the panel for 2024/25. The timing of this annual report was brought forward in 2021/22 to meet the requirements of the Home Office to claim by 31 July the second and final grant relating to the financial year just ended. 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 12 of this agenda as the Panel’s Annual Report.

Recommendations

The Panel is recommended to:

3. Note the final financial position for 2022/23.
4. Note the current performance against the budget for this financial year.
5. Agree the proposed budget for the panel for 2024/25, subject to confirmation of the Government grant for 2024/25.

Contextual Information

6. The Government made available a grant of £71,700 for the full year for 2022/23 (based on 20 Panel members). The total costs of running the Panel were contained within the Government funding.
7. 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.

8. The grant value for 2023/24 has not yet been confirmed by the Home Office. For the purposes of this report a budget of £71,700 is assumed to be available for the full year (the same amount as 2022/23). For the purposes of proposing a budget for the Panel for 2024/25 the same amount of grant is assumed for 2024/25.
9. The budget is based on the assumption that there will normally be four meetings of the Panel per year. Any decision to increase the number of Panel meetings will have an impact on the total estimated costs.
10. Another factor which impacts on the cost of supporting the Panel is the number of complaints which the PCP is required to consider.
11. 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 18.

Final Financial Position for 2022/23

12. Appendix 1 shows the 2022/23 final spend against the budget set for that year. In total £70,826 of the £71,700 available grant was required and has been claimed. This equated to an underspend of £874 against the budgeted amount of £71,700.
13. An overspend against the printing and stationary of £937 is mostly attributable to the PCP logo redesign £847, a one-off cost following the change of the name of the Panel to reflect the change in name of the force area. Printing costs are mainly driven by meetings of the Panel and during 2022/23 there were, in addition to the four normal meetings of the Panel, two additional meetings of the full Panel to hold a confirmation hearing for the Chief Constable and the Deputy Police and Crime Commissioner. A meeting of the Complaints Sub-Committee was also held during 2022/23, meetings of which are held in public.
14. The balance of the overall underspend against the grant related to lower members training costs and minor variations against a number of budget lines.

Current Financial Position 2023/24

15. Appendix 2 shows the 2023/24 projected spend against the budget set out for the year. It forecasts that all of the £71,700 budgeted available grant will be used.
16. A fixed annual charge for support services has previously been agreed which has greatly simplified the approach to budgeting and forecasting. 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.

17. Legal and Complaints Handling costs predominately arise from work associated with complaints to the Police and Crime Panel. As future levels of complaints cannot be predicted, the projected costs for 2023/24 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.
18. 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.
19. 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.

Legal Support to the Panel

20. 2023/24 is the final year under the current contractual arrangements. Formal notice will be issued to the current provider, Portsmouth City Council, in September, in accordance with the terms of business, and a retender process is expected to commence by January 2024. Given current inflation levels and an increased draw on legal support by the Panel in recent years, it is anticipated that the annual value of the contract will be reviewed and potentially increased. It should be noted that legal costs are charged on a usage basis and therefore, in any given year, the full contractual amount may not be claimed.

Proposed budget for 2024/25

21. Appendix 2 also shows a proposed budget for 2024/25 which assumes the Government grant is unchanged and with expenditure likely to remain at similar levels.

POLICE AND CRIME PANEL

Final Budget Position for 2022/23

ITEM	2022-23 Budget	2022-23 Actuals	Variance
	£	£	£
Travelling – Members	500	0	(500)
<u>Special Responsibility Allowances</u>			
Chair	0	0	0
Co-opted Members	1,400	773	(627)
Members Training	1,500	700	(800)
Printing & Stationery	200	1,137	937
Refreshments	450	0	(450)
Room Hire + other expenses e.g. web costs	1,300	1,565	265
Miscellaneous expenses	100	845	745
Legal and Complaints Handling Costs	11,450	11,197	(253)
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	200	9	(191)
Totals	71,700	70,826	(874)
Grant	71,700	70,826	(874)

Appendix 2

ITEM	2023/24 Budget	2023/24 Actuals Q1 (April – June)	2023/24 Projected	2024/25 Proposed Budget
	£	£	£	£
Travelling – Members	500	(28)	500	500
<u>Special Responsibility Allowances</u>				
Co-opted Members	1,400	127	1,400	1,400
Members Training	1,500	0	1,500	1,500
Printing & Stationery	200	34	200	200
Refreshments	450	0	450	450
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	11,450	0	11,450	11,450
Communications & Web Team	1,400	350	1,400	1,400
Democratic, Policy & Scrutiny	48,000	12,000	48,000	48,000
Finance & Budget Support	5,200	1,300	5,200	5,200
Officer travel	200	0	200	200
Totals	71,700	13,783	71,700	71,700
Grant	71,700		71,700	71,700
Shortfall / (Surplus)	0		0	0

REQUIRED LEGAL INFORMATION:

Significant Links

Links to previous Member decisions:	
<u>Title</u> Agenda for Hampshire Police and Crime Panel (Statutory Joint Committee) on Friday, 8th July, 2022, 10.00 am About the Council Hampshire County Council (hants.gov.uk)	<u>Date</u> 8 July 2022
Direct links to specific legislation or Government Directives	
<u>Title</u> Police Reform and Social Responsibility Act 2011 (legislation.gov.uk)	<u>Date</u> 15 September 2011