

AVON AND SOMERSET POLICE AND CRIME PANEL

10th December 2014

Title: Police and Crime Panel Budget Report

Report of: Lead Officer for PCP, Bristol City Council

RECOMMENDATION

That the Panel:-

1. Notes the Home Office grant settlement with the host authority for funding of Panel costs and expenses in 2014/15.
2. Notes the budget outturn for the first half year of operation in 2014/15.

Background

1. One authority within the Avon and Somerset Force area is required to act as the Host Authority, responsible for providing the Panel's administrative, secretarial and professional support as necessary. Bristol City Council has acted as Host Authority since the Panel's inception in 2012.
2. The Home Office pay to the host authority, six monthly and in arrears, a sum of :-
 - Up to £53,300 per annum for support costs; and
 - Up to £16,560 per annum for member expenses - £920x18.

Total: £69,860

3. The Grant must be claimed by the host authority by making a quarterly submission. A total of £65,000 was requested and received for the year 2013/14.

Funding and expenses for 2014/2015

4. The Home Office has confirmed that funding will remain unchanged for 2014/15 - £53,300 for Panel administration costs and £920 per member to cover expenses (*Panel members are not paid an allowance but the sum of £920 is available to all the members of the Panel to cover the expenses incurred whilst participating in Panel business eg. travel and child care*). Attached as Appendix A to this report is the payment request form for the period 1st April 2014 to end September 2014 totalling £30,282.
5. The Panel has met formally five times this year. This includes two additional meetings arranged to resolve complaints and a Budget training session (held to assist and prepare members for Scrutiny of the Budget/Precept). A small group of the Panel also met informally in September to review a protracted complaint with the assistance of Constabulary officers. Members of the Panel continue to work as link members in alignment with the Commissioner's priority areas.
6. Complaints handling has remained constant and time-intensive in terms of officer support. The Panel has also recently established a Complaints Sub-Group to provide flexibility and to assist with the timely resolution of complaints.
7. It is anticipated that the staff costs of administering the Panel will be achieved within the funding allocated by the Home Office for the forthcoming year.

Panel Member Expenses and Support Costs 1st April to end September 2014

ITEM	BUDGET £
Panel member expenses	£8,280 (£460x18)
Admin costs, reprographics, postage, catering and CoPaCC subscription	£2232

ITEM	BUDGET £
Staff support costs	£19,770

Appendices :

Appendix A – Extract from BCC’s submission to the Home Office for grant funding for the period 1st April 2014 to end September 2014.

ANNEX A

PAYMENT REQUEST AND IN-YEAR FINANCIAL MONITORING REPORT

Grant Recipient: Bristol City Council	Grant Stream: Police and Crime Panel Grant
--	---

Period From: April 2014 To: September 2014	Resource (£)
(1) Total funding received for this financial year	0
(2a) Actual expenditure in this period ¹	30,282
(2b) Forecast/ accrued expenditure in the period ²	
(3) Funding request for this period	30,282
(4) Total funding received and requested (1+3)	30,282

MONITORING INFORMATION REQUIREMENTS

Where monitoring information, as set out in schedule 3, is a requirement for the period the payment is requested for, please confirm what has been attached to this payment request form.

Attached to this payment request form is a Schedule 3 proforma which breaks down actual expenditure for the period April to September 2014

CONFIRMATION BY GRANT RECIPIENT

I confirm that on the basis of the information provided in this report, progress and costs are accurate and in compliance with the terms and conditions of the Grant Agreement:

Signature:			
Name (printed):	Shana Johnson	Date:	30 th September 2014
Position:	Democratic Services Manager, Bristol City Council		

Home Office sign off:

Signature:	<i>Shana Johnson</i>					
Name (printed):	SHANA JOHNSON	Date:	29/09/14			
Position:	DEMOCRATIC SERVICES MANAGER					
Adelphi codes:	Directorate code	Cost centre	Account code (1)	Account code (2)	Project code	Supplier code
	0120	202010	79187		2050351	

¹ To be supported by a breakdown of expenditure against the cost breakdown detailed in Schedule 1.

² This line is to be used for the final claim of the year in instances where Schedule 2 sets out that the final payment request must be received in advance of 31 March (end of the financial year).

SCHEDULE 3 – IN-YEAR MONITORING INFORMATION REQUIREMENTS

In addition to the provision of Annex A supported by a breakdown of expenditure, the Authority requires the following in-year monitoring information to be provided:

Breakdown of expenditure (items) <i>June to September 2013</i>	£ (0,000s)
Staff costs in supporting the Panel (April to September 2014)	19770
Admin Costs Reprographic, postage, catering, CoPACC subscription (April to September 2014)	2232
Ind.co-opted member and councillor allowance (18 members)	8,280 (18x460)
Total:	30,282

Note: The in-year monitoring information requirements are separate to the requirements detailed in Clause 7.4 and Clause 9. The Authority may request the Recipient to clarify any information provided.