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**Friday, 7th June 2013**

**Item 14**

**Old Court Room, Wakefield Town Hall**

**Panel Budget 2013/14**

**1. Purpose**

* 1. The purpose of this report is to
* Inform the Panel of the funding outcome for 2012/13 and the draft budget for the Panel going forward into 2013/14 and 2014/15.

**2. Home Office Support**

2.1 The Government committed to providing limited funding to cover the costs of maintaining Police and Crime Panels. The host authority for a Police and Crime Panel in a police force area will receive annually £53,300 for costs of administering Panels and £920 for expenses per member (maximum 20 Panel members). This has been confirmed for 2013/14 but no commitment has been made for future years at this stage.

2.2 For 2012-13 the amounts provided to host authorities were adjusted pro-rata as Panels were in operation for only part of the year. West Yorkshire PCP received pro-rated funding in 2012-13 to cover the period October to March. This was, in effect half of the annual allocation.

2.3 Home Office funding is provided via a grant agreement which is paid in arrears to the host authority.

**3.** **Local Authority Contributions**

3.1 As part of the initial decision making around the establishment of a Police and Crime Panel for West Yorkshire, the AWYA Council, comprising of the five West Yorkshire Leaders, considered the support and resources that the Panel might require to carry out its responsibilities on behalf of the communities in West Yorkshire.

3.2 It was agreed that staff would be required to provide the Panel with the necessary support around research, performance monitoring, complaints, communications, servicing and administration. These staff would be in addition to the existing core AWYA staff that are currently supporting the Panel as well the West Yorkshire Chief Executives and Leaders.

3.3 The West Yorkshire Authorities, therefore, agreed to make a contribution of £13,300 per authority to support the work of the Panel in the first year with a view to this being reviewed once the workload and the level of support required was clearer.

**4. Panel Support**

4.1 The additional local authority contributions referred to above were based on a proposal to recruit a full time Policy Analyst and a Scrutiny/Research level officer along with a part-time administration post. It is felt that this level of staffing will be sufficient in terms of support for the Panel in 2013 onwards along with additional input from core AWYA staff.

4.2 However, as the transition towards the new arrangements progressed, it was agreed that the Policy Analyst post was not required and work was undertaken by existing AWYA staff in the first instance. Some additional expert advice was commissioned to assist with the development of specific policies and procedures including the Partnership agreement between the Panel and Commissioner and its constituent protocols.

4.4 It was, however, agreed to recruit a Scrutiny/Research Officer and a part-time administrative post and these two posts have now been filled.

**5. Police and Crime Panel Costs**

**Panel Allowances**

5.1 Each local authority is responsible for making arrangements to pay an allowance to its own Panel Members.

5.2 It has been agreed that the allowance for Independent Co-opted Members will be paid from the Panel budget, made up of the Government Grant and Local Authority contributions.

5.3 It has always been the intention that allowances for Panel members would be reviewed once a clearer picture of the role and time commitment required by members of the Panel is understood. It is likely that this review will be undertaken by a West Yorkshire-wide Remuneration Panel as part of a wider review of member allowances within the context of a West Yorkshire-wide Combined Authority. This review is likely to take place in Autumn, by which time the Panel will have been in operation for over 12 months.

**Panel Expenses**

5.4 Where Panel members receive an allowance, they will not receive additional out of pocket expenses unless the Panel Members is partaking in duties outside of West Yorkshire or in other exceptional circumstances.

5.5 If Panel members do not receive an allowance from their authority, expenses can be claimed.

**6. Future Local Authority Contributions**

6.1 Following the decision not to appoint a Policy Analyst and as the recruitment of other staff did not take place within the first year of the Panel’s establishment, staffing costs were, in effect, picked up by the AWYA, resulting in a significant underspend within the budget for 2012/13.

6.2 In light of this underspend, the West Yorkshire Leaders, at their meeting on 6th June, will be considering suspending local authority contributions for 2013/14. On that basis, West Yorkshire Leaders are being asked to endorse a two year budget to ensure that there is an understanding that local authority contributions, albeit at a lower level, will be required in future years. A verbal report on the outcome of the Leaders’ decision will be made to the PCP meeting on 7th June.

**7.0 Recommendations:**

The Panel is asked to:

* Note the funding position for the Panel for 2012/13 – Appendix A
* Agree a draft West Yorkshire Police and Crime Panel budget for 2013/14.

**Appendix A**

**Police & Crime Panel**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Budget Outcome 2012/13** | |  | **Draft Budget for 2013/14** | | **Draft Budget 2014/15** | |
|  |  |  |  |  |  |
| **Income** |  | **Income** |  | **Income** |  |
| Home Office Grant | 33,090 | Home Office Grant | 53,300  12,880 | Home Office Grant | 53,300  12,880 |
| Subscriptions | 33,337 | Subscriptions | Nil | Subscriptions (6k) | 30,000 |
|  |  | Surplus from 12/13 | 50,664 | Surplus 13/14 | 15,932 |
|  |  |  |  |  |  |
| **Total** | **66,427** | **Total** | **116,844** | **Total** | **112,112** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Expenditure** |  | **Expenditure** |  |  |  |
|  |  | Salaries | 60,912 | Salaries | 65,000 |
| Indep Allowances | 8,241  -2,204 | Indep Allowances | 23,000 | Indep Allowances | 23,000 |
| Printing & stationery | 818 | Office costs  Meeting Expenses | 3,500  1,500 | Office costs  Meeting Expenses | 3,800  1,800 |
| Expert advice | 7,875 | Communications | 2,000 | Communications | 2,200 |
| Equipment | 546 | Legal Advice | 10,000 | Legal Advice | 10,500 |
| Phones & comms | 292 |  |  |  |  |
| Meeting Expenses | 195 |  |  |  |  |
| **Total** | **15,763** | **Total** | **100,912** | **Total** | **106,300** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total Income** | **66,427** |  | **Total Income** | **116,844** | **Total Income** | **112,112** |
| **Total Expenditure** | **15,763** |  | **Total Expenditure** | **100,912** | **Total Expenditure** | **106,300** |
| **Balance for 12/13** | **50,664** |  | **Balance for 13/14** | **15,932** | **Balance for 14/15** | **5,812** |