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**Friday October 19th, 2012**

**Item 4**

**Old Court Room, Wakefield Town Hall**

**Police and Crime Panel Budget**

**1. Purpose**

* 1. The purpose of this report is to
		1. Inform the Panel of the funding position for the Panel for 2012/13 and seek agreement for the Panel budget for 2012/13.
		2. Agree the level of remuneration of the Independent Members.
		3. Establish the Panel’s view on the payment of expenses.
		4. Draw the Panel’s early attention to any financial issues which might impact on the Panel budget for 2013/14.

**2. Home Office Support**

2.1 The Government has committed to provide 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).

2.2 For 2012-13 the amounts provided to host authorities will be adjusted pro-rata as Panels will be in operation for only part of the year. To reflect the costs host authorities and members have occurred in setting up Panels so that they are ready for the Commissioner’s arrival in mid-November, it has been agreed to start funding for 2012-13 from 10th October.

2.3 West Yorkshire PCP will receive pro-rated funding in 2012-13 to cover the period October to March. This will, in effect be half of the annual allocation. The funding will be provided via a grant agreement, and will be paid in arrears in one payment to Wakefield Council, as host authority in March 2013.

2.4 In future years the payment of the grant will be at least two payments per year but further details have yet to be confirmed.

**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 an additional contribution of £13,300 per authority to support the work of the Panel for the next 12 months with a view to this being reviewed when the workload and the level of support required is clearer.

**4. Panel Support**

4.1 The additional local authority contribution referred to above was based on a proposal to recruit a full time Policy Analyst and a Research/Scrutiny level officer along with a part-time administration post.

4.2 However, as the transition towards the new arrangements has got nearer and further detail has emerged from close working with the current Police Authority staff who will in turn transfer to work as part of the Office of the Police and Crime Commissioner (OPCC) a view has been taken that a Policy Analyst post might not be required at this stage.

4.3 Much key information will be made available from the OPCC and protocols and agreements around ways of working and information sharing are currently being drawn up to avoid duplication of work across the OPCC and the Panel.

4.4 In the circumstances, it is recommended that the Scrutiny/Research Officer post and a full time administrative post are recruited at this time and the Policy Analyst role be held back at this stage and the position reviewed when the workload and the Panel’s support requirements are better known. In the meantime, job descriptions have been drawn up for the Research Officer and Administrative post and are currently going through the host authority’s job evaluation system.

4.5 The funding allocated for the additional vacant post will need to remain ring-fenced within the Panel’s budget pending review. In the meantime, additional specialist advice or services could be drawn down if needed.

**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. Wakefield, Leeds and Bradford have taken reports to their Independent Remuneration Panels and agreed a level of remuneration of around £11.5k per member. Calderdale and Kirklees are due to take similar reports in the coming weeks.

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 West Yorkshire Leaders have recommended that the Independent Co-opted Members are paid the same level of remuneration as the local authority members. The Panel is asked, therefore, to consider and agree that arrangements are put in hand to pay Independent Co-opted Members an allowance of £11.5k in line with the recommended level for local authority members.

**Panel Expenses**

 5.4 It is not expected that expenses incurred by Panel members will amount to very much, consisting of parking costs or bus/rail tickets. In contrast, the complexity of administering a scheme that would pay allowances to members from different authorities could be quite onerous and costly.

5.5 As reported in paragraph 2.1 of this report, the Home Office are giving Panels £920 per member towards expenses and it is up to the Panel to determine how this non ring-fenced funding is used. Many Panels are pass-porting the full £920 to each member for expenses, however, they are not making any other allowances available to their members. West Yorkshire appears to be the only Police and Crime Panel which is making an allowance over and above the £920 to members.

5.6 In the circumstances, it is recommended that Panel members agree not to pursue administering a complex scheme to claim expenses but that any general expenses incurred within West Yorkshire should be covered by the individual allowances. Arrangements could be made to pay expenses incurred for travel outside of West Yorkshire or for exceptional circumstances.

**6.0 Expert Advice**

6.1 To ensure that the necessary frameworks are in place in time for the appointment of the Commissioner and the commencement of the statutory role of the Panel, it has been necessary to commission some additional expert advice to assist in the development of the a number of policies and procedures including the Partnership agreement between the Panel and Commissioner and its constituent protocols which are reported elsewhere on this agenda.

6.2 The draft budget makes provision for the further draw down of expert advice should it be required.

**7.0 Recommendations:**

The Panel is asked to:

**7.1** Agree the draft Police and Crime Panel budget for 2012/13 as set out in Appendix A.

**7.2** Note the non-recruitment of the Policy Analyst post at this time and agree to ring-fence the associated funding within the budget reserve during this financial period.

**7.3** Agree that arrangements are put in hand to pay Independent Co-opted Members an allowance of £11.5k in line with the recommended level for local authority members.

**7.4** Agree that expenses are only paid to Panel members for duties that take them out of West Yorkshire or in other exceptional circumstances.

**Appendix A**

**POLICE AND CRIME PANEL DRAFT BUDGET – 2012/13**

**Income**

 **Based on Full Year 2012/13**

Home Office Grant 66,180 33,090

LA Contribution (£13,335 x5) 66,675 33,337

**Total Income 132,855 66,427**

**Expenditure**

1x G9 officer (assumed grade) 37,784 18,892

1 x G5 Admin officer (assumed grade) 23,128 11,564

Central support charges 3,200 1,600

Office costs (telephones, computers) 3,500 1,750

Comms, Website development 5,000 2,500

Monitoring Officer Advice 5,200 2,600

Panel meeting costs (room bookings, printing etc) 5,000 2,500

Expert advice 10,000 10,000

**Total Expenditure 92,812 51,406**

**Ring-fenced Reserve 15,500**