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**Item 15**

**Friday, 20th June 2014**

**Wakefield Suite, Wakefield One**

**Panel Budget 2014/15**

**1. Purpose**

* 1. The purpose of this report is to
* Inform the Panel of the funding outcome for 2013/14 and the draft budget for the Panel going forward into 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 2014/15 but no commitment has been made for future years at this stage.

2.2 Home Office funding is provided via a grant agreement which is paid in arrears to Wakefield as 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.

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 was felt that this level of staffing was necessary to support for the Panel 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 were filled in 2013. Since 2013, there have been further staffing changes and the Police and Crime Panel is now supported by one full time Police and Crime Panel Officer post (filled by jobshare) with any additional support provided and funded by Wakefield Council.

**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 The allowance for Independent Co-opted Members is paid from the Panel budget, made up of the Government Grant and Local Authority contributions.

5.3 It was always the intention that allowances for Panel members should be reviewed once a clearer picture of the role and time commitment required by members of the Panel was understood. This review is currently underway and the recommendations of the West Yorkshire wide panel are due before the end of June.

**Panel Expenses**

5.4 Where Panel members receive an allowance, they do 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, agreed to suspend the local authority contributions for 2013/14 and that local authority contributions for 2014/15 would be funded at a lower level of £6k per authority.

**7.0 Current Position**

7.1 Due to a number of factors, including further staffing changes which have resulted in the loss of the part time admin assistant and a half time vacancy for the Police and Crime Panel Officer role, there have again been savings within the Police and Crime Panel budget over 2013/14.

7.2 As a result of the savings, the underspend that had been accrued has rolled forward into 2014/15.

7.3 It has been agreed not to fill the part-time admin vacancy and the half time Police and Crime Panel Officer vacancy is currently is being appointed to.

7.4 With the current staffing levels, the Home Office funding now covers core funding of the Police and Crime Panel. A contingency for additional legal costs if additional support in this area is required, has been included and if required will be covered by the underspend.

7.5 One unknown for the budget going forward, is a possible change to the level of allowances for members. The Police and Crime Panel budget funds allowances for the two independent Panel Members. However, the healthy level of balances would cover any significant change for 2014/15.

7.6 In view of the savings that have been made and the amount that has accrued in the Panel budget, it is not felt necessary for local authority contributions to be made for 2014/15.

**8.0 Recommendations:**

The Panel is asked to:

* Note the funding position for the Panel for 2013/14 – Appendix A
* Agree a draft West Yorkshire Police and Crime Panel budget for 2014/15 with no local authority contribution for 2014/15.

**Appendix A**

**Police & Crime Panel Budget**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Budget Outcome for 2013/14** | | **Draft Budget 2014/15** | |
|  |  |  |  |
| **Inco**  **me** |  | **Income** |  |
| Home Office Grant | 53,300  12,880 | Home Office Grant | 53,300  12,880 |
| Subscriptions | Nil | Subscriptions | Nil |
| Surplus from 12/13 | 50,664 | Surplus 13/14 | 46,413 |
|  |  |  |  |
| **Total** | **116,844** | **Total** | **112,593** |
|  |  |  |  |
|  |  |  |  |
| **Expenditure** |  |  |  |
| Salaries | 40,917 | Salaries | 38,174 |
| Indep Allowances | 23,171 | Indep Allowances | 23,171 |
| Office costs  Meeting Expenses | 2,744  1,168 | Office costs  Meeting Expenses | 3,000  1,500 |
| Communications | 631 | Communications | 2,000 |
| Legal Advice | 1,800 | Legal Advice | 10,000 |
|  |  |  |  |
| **Total** | **70,431** | **Total** | **77,845** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |
|  | **Total Income** | **116,844** | **Total Income** | **112,593** |
|  | **Total Expenditure** | **70,431** | **Total Expenditure** | **77,845** |
|  | **Balance for 14/15** | **46,413** | **Balance for 15/16** | **34,748** |