

<b>CAMBRIDGESHIRE POLICE AND CRIME PANEL</b>	<b>Agenda Item No. 16</b>
<b>21 JULY 2021</b>	<b>Public Report</b>

**Report of: Jane Webb, Secretariat, Peterborough City Council**

**Contact Officer(s) – Jane Webb**

**Contact Details – jane.webb@peterborough.gov.uk**

**CAMBRIDGESHIRE POLICE AND CRIME PANEL - ADMINISTRATIVE COSTS AND MEMBER EXPENSES**

**1. PURPOSE**

- 1.1 This report provides details about the budget claimed to support Cambridgeshire's Police and Crime Panel, including the expenses claimed by Panel Members.

**2. RECOMMENDATIONS**

- 2.1 The Panel notes the financial position for costs associated with administrative support and member expenses.

**3. TERMS OF REFERENCE**

- 3.1 The report is in accordance with the inter-authority agreement of July 2012 concerning the arrangements of the Panel.

**4. BACKGROUND**

- 4.1 The Home Office provides grant funding to Host Authorities to support the running costs of Police and Crime Panels. The confirmed total annual funding for the Cambridgeshire Police and Crime Panel for the financial year 2019/20 is up to £66,180.

As agreed previously, the annual costs of the Panel, reduced by the figure of grant from the Home Office or any other source, shall be borne between the Authorities equally. However, to date this has not been required.

**5. KEY ISSUES**

- 5.1 Between October 2012 and the current date Peterborough City Council, the host authority, has provided staffing and other support to set up, establish and run Cambridgeshire's Panel. Most costs are associated with day-to-day management and support of the Panel's functions. This includes specialist support where required from teams across the council such as Legal, HR, Communications, Finance and Governance. The total costs for 2020/21 are £63,400 and are broken down as follows:

<b>Breakdown of expenditure (items)</b>	<b>19/20 £</b>	<b>20/21 £</b>
Catering	409.15	0.00
Training	1,420.00	2,740.00
Equipment	0.00	1,787.03
Subscriptions	500.00	510.00
Staff Costs	52,370.38	58,165.34
Members' Travel expenses	388.54	197.70
Printing Agendas	559.91	0.00
Staff Travel & expenses	440.38	0.00
<b>TOTAL</b>	<b>56,088.36</b>	<b>63,400.07</b>

5.2 Due to the unforeseen and unprecedented recent times where the Panel had to adapt to functioning within a COVID-19 pandemic, even though the March meeting was cancelled at the start, the Panel still manage to hold two informal telecom meetings and SEVEN virtual meetings.

This resulted in the Panel spending more of its allocated funding in order to set itself up for virtual meetings and to have the extra officer time for the “extra” meetings plus the extra officer time needed for “producers” of the virtual meetings. Officers are now highly skilled in producing very professional virtual Panel meetings that were streamed to the public via YouTube whilst Members learnt to attend the virtual meetings with electronic copies of agendas, therefore making savings not only on printing agendas but on travel expenses and catering too.

5.3 The Council also receives grant to cover Panel Members expenses. Each member may claim up to £920 per annum in expenses. In 2020/21 Members claimed a total of £197.70, which was a claim for a travel made in the previous year but not claimed. A breakdown of Member expenses is set out below:

<b>Councillor/Member</b>	<b>Mileage/Train/Bus/Parking Costs</b>
Alan Sharp (claimed from travel made in the previous year)	<b>197.70</b>
<b>Total</b>	<b>£197.70</b>

## 6. IMPLICATIONS

6.1 The costs of supporting the operation of the Panel will be contained within funding provided by the Home Office for this purpose. It is therefore anticipated that no funding contributions will be required from Authorities.

## 7. CONSULTATION

7.1 Not applicable.

## 8. NEXT STEPS

8.1 The budget will be monitored in accordance with the normal arrangements of the Host Authority and reported to future panel meetings on a regular basis.

## 9. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

9.1 None

**10. APPENDICES**

10.1 None.

This page is intentionally left blank