



# CAMBRIDGESHIRE POLICE AND CRIME PANEL

WEDNESDAY 22 JULY 2020, 2.30 PM

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<b>CAMBRIDGESHIRE POLICE AND CRIME PANEL</b>	<b>Agenda Item No.</b>
<b>22 JULY 2020</b>	<b>Public Report</b>

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

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**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 2019/20 are £56,088 and are broken down as follows:

<b>Breakdown of expenditure (items)</b>	<b>18/19 £</b>	<b>19/20 £</b>
Catering	876.42	409.15
Training	2,257.00	1,420.00
Equipment	1,900.56	0.00
Subscriptions	500.00	500.00
Staff Costs	48,168.27	52,370.38
Members' Travel expenses	1,242.05	388.54
Printing Agendas	581.05	559.91
Staff Travel & expenses	487.66	440.38
<b>TOTAL</b>	<b>56,013.01</b>	<b>56,088.36</b>

5.2 Due to unforeseen circumstances within the year which had led to the cancellation of three Panel meetings:

- September meeting (the Commissioner was suddenly unable to attend the meeting),
- November meeting (the Commissioner's sudden resignation),
- March meeting (the Covid pandemic)

This has resulted in the Panel not spending more of its allocated funding and therefore not showing a true reflection of what would have been spent or what will be spent in the coming year. An estimated £5,500 had been set aside (to cover staff costings, travel expenses, agendas, catering and training needs) but not spent due to the unfortunate circumstances that Cambridgeshire Police and Crime Panel have found themselves in.

5.3 The Council also receives grant to cover Panel Members expenses. Each member may claim up to £920 per annum in expenses. In 2019/20 Members claimed a total of £388.54. A breakdown of Member expenses is set out below:

<b>Councillor/Member</b>	<b>Mileage/Train/Bus/Parking Costs</b>
Edward Leigh	<b>193.72</b>
Cllr Warren	<b>26.30</b>
Claire George	<b>142.22</b>
Cllr Masson (sub)	<b>26.30</b>
<b>Total</b>	<b>£388.54</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.

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