

CAMBRIDGESHIRE POLICE AND CRIME PANEL	Agenda Item No. 12
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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 2021/22 is up to £65,260.

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 2021/22 are £64,616 and are broken down as follows:

Breakdown of expenditure (items)	20/21 £	21/22 £
Catering	0.00	0.00
Training	2,740.00	1,260.00
Equipment	1,787.03	0.00
Subscriptions	510.00	225.00
Staff Costs	58,165.34	61,109.05
Members' Travel expenses	197.70	742.40
Printing Agendas	0.00	96.29
Staff Travel & expenses	0.00	318.24
Audio Streaming	-	720.00
Room Cleaning (professional due to COVID)	-	105.00
Security (required at meeting)	-	40.50
TOTAL	63,400.07	64,616.48

- 5.2 The Panel held six meetings, all live streamed to the public via Peterborough City Council's YouTube page, this has incurred a cost of £120 per meeting, agreed by the Panel to be continued indefinitely due to the benefits of streaming to the wider public. With meetings now being face-to-face and the covid pandemic was still on-going, costs were also incurred for professional cleaning of desks, microphones and for the provision of hand gels and wipes. Informal meetings have continued on a virtual basis to keep costs down and to value Members time, due to the travel time that would be incurred for such meetings.

The Panel's budget for the year was £65,260 and of this, £64,616 was claimed, leaving only £646 unclaimed.

The Council also receives grant to cover Panel Members expenses. Each member may claim up to £920 per annum in expenses. In 2021/22 Members claimed a total of £742.40. A breakdown of Member expenses is set out below:

Councillor/Member	Mileage/Train/Bus/Parking Costs
Cllr Alan Sharp	229.50
Cllr Simon Bywater	200.60
Edward Leigh	277.20
Claire George	35.10
Total	£742.40

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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