

Warwickshire Police and Crime Panel

22 September 2022

Home Office Grant and Panel Expenditure 2021/22

Recommendation

That the Police and Crime Panel notes the expenditure and grant claim made to the Home Office for the 2021/22 financial year.

1.0 Key Issues

- 1.1 Warwickshire Police and Crime Panel (PCP) has accepted a grant from the Home Office to meet the costs of the Panel for the 2021/22 financial year. This report provides a summary of expenditure.

2.0 Background

- 2.1 In establishing police and crime panels, the Home Office agreed that a grant would be provided to each local authority acting as the host authority (in providing administrative support and management and maintaining the Police and Crime Panel). In Warwickshire, this is Warwickshire County Council.
- 2.2 The Panel's Arrangements, noted by the Panel on 5 December 2012, state that:

The Warwickshire County Council shall be the administering authority for the Panel and any financial resources attributable to the Panel including the administration of any member allowances scheme. Any services provided will be funded within the envelope of money provided by Government for the support of the Panel.
- 2.3 The grant is paid every six months based on a claim to reimburse the County Council for costs incurred up to a maximum amount. The maximum amount set by the Home Office for 2021/22 was £64,340. The maximum amount that can be claimed by Warwickshire County Council has remained unchanged since the inception of the Panel in 2012.
- 2.4 The grant award for each panel is dependent on the size of its membership. It is calculated on a standard amount plus £920 per panel member. Therefore, some panels receive a higher grant allocation.

3.0 Home Office Grant and Expenditure 2021/22

3.1 The County Council's spend in supporting the Police and Crime Panel in 2021/22 was £72,457. Therefore, the maximum amount of £64,340 was claimed from the Home Office for the year.

3.2 The table below shows the breakdown of the £72,457 expenditure incurred.

Police and Crime Panel Expenditure 2021/22	
	£
Staffing	53,741
Member Expenses	3,820
Meeting Expenses	14,896
Total Expenditure	72,457
Claim to the Home Office	64,340
Excess of spend over grant	8,117

3.2 Staffing costs include support for the Panel provided by Democratic Services, Finance, and Legal Services staff from Warwickshire County Council. The activities undertaken include:

- Attendance at Panel meetings and pre-meets.
- Attendance at Working Group meetings.
- Preparation and publishing of agendas, reports and minutes for PCP and Working Group meetings.
- Drafting of reports to and on behalf of the Panel, for example, the annual report and formal response to the precept.
- Research, analysis, and preparation of information to support the Panel and Chair in scrutiny of the PCC.
- Engagement with public speakers.
- Preparation for the meetings including reading time and meetings with staff of the Office of the Police and Crime Commissioner (OPCC) about agendas and draft reports for meetings.
- Meetings/discussions with staff at the OPCC about issues in between the formal meeting schedule.
- Activity and meetings between formal meetings to progress and follow-up on issues raised by the Panel, for example, drafting of reports/letters to the Home Office and Commissioner on behalf of the Panel.

3.3 Member expenses include reimbursement of the two independent members of the Panel, travel mileage, attendance of the annual Police (Fire) and Crime Panels Conference, and training costs.

3.4 The meeting expenses included as part of the claim are printing, postage, and webcasting.

- 3.5 To comply with COVID-19 social distancing requirements, it was necessary to hold two meetings in June 2021 in Old Shire Hall. This entailed additional costs for webcasting as the meeting space was not equipped with webcasting equipment. An external company was commissioned to livestream the meetings. It is for this reason that the meeting expenses were higher in 2021/22 than would be expected in a 'normal' year.
- 3.6 As a result, the grant does not cover the entire expense of operating the Panel, which exceeded the amount claimed by £8,117.

4.0 Transparency

- 4.1 Under the Home Office grant agreement, PCPs must “publish, as a minimum on their website, details of all their expenditure (or, where that is not possible, on the Host Authority’s website)”. This report has been published on the Warwickshire County Council website and can be accessed electronically using [this link](#).

5.0 Financial Implications

- 5.1 The Home Office has processed and approved the grant claim for 2021/22. An interim payment of £39,805 (the mid-year claim) was received in December 2021. Since submission of the end-year claim, the balance of £24,535 has been received by Warwickshire County Council.
- 5.2 The additional £8,117 cost of the Panel above the level of the maximum grant was met by the County Council. This was met through:
- The use of emergency Covid funding, provided to the County Council to cover the cost webcasting whilst meetings were held in Old Shire Hall in compliance with social distancing requirements; and
 - Through the diversion of staff time from other areas of work.

6.0 Environmental Implications

- 6.1 None for this report.

7.0 Conclusion

- 7.1 The Panel is requested to consider the recommendation as set out in this report.

Background Papers

Grant agreement between the Secretary of State for the Home Department and Warwickshire County Council for the Provision of Police and Crime Panels for the Period 01 April 2021 to 31 March 2022

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