



# Office of the Police & Crime Commissioner

Peter McCall

Agenda Item **XX**

**REQUEST FOR POLICE & CRIME COMMISSIONER DECISION - (N° 016-2019)**

**TITLE: Charges for Policing Services 2019/20**

**Executive Summary:**  
The majority of policing services are funded from general and local taxation for the benefit of the public at large. However, there are certain circumstances when it is appropriate for the police service to make charges to individuals or organisations to recover policing costs.  
  
The Commissioner’s Financial Regulations require that a charging policy for goods and services is put in place, which accords with National Police Chiefs’ Council Guidance (NPCC) and that this is reviewed at least annually.  
  
This report outlines proposed charges for 2019/20. As the Commissioner previously approved, charges will be reviewed in line with NPCC guidance, irrespective of when this is issued. This may require a further revision to charges part way through the financial year, which will subsequently be presented to the Commissioner for approval.

**Recommendation:**  
The Commissioner is recommended to :

- Agree the revised scale of charges as outlined in the appendices to this report.
- Agree the proposal to revise fees and charges in line with revised NPCC guidance, at the point it is issued, a revised schedule of charges will subsequently be presented to the Commissioner for approval.

**Police & Crime Commissioner**  
I confirm that I have considered whether or not I have any personal or prejudicial in this matter and take the proposed decision in compliance with the Code of Conduct for Cumbria Police & Crime Commissioner. Any such interests are recorded below.  
  
I hereby approve/do not approve the recommendation(s) above

**Police & Crime Commissioner / Chief Executive (delete as appropriate)**  
Signature: *Peter McCall* Date: *11 May 2019*



## Constabulary Report to OPCC

**TITLE OF REPORT:** Charging Policy 2019/20

**DATE OF MEETING:** PCC Executive Team Meeting 11 June 2019  
(Informal COG for Information 10 June 2019)

**ORIGINATING OFFICERS:** Mark Carter, Financial Services Manager  
Michelle Bellis, Deputy Chief Finance Officer

**PART 1 or PART 2 PAPER:** PART 1 (OPEN)

### Executive Summary:

The majority of policing services are funded from general and local taxation for the benefit of the public at large. However, there are certain circumstances when it is appropriate for the police service to make charges to individuals or organisations to recover policing costs.

The Commissioner's Financial Regulations require that a charging policy for goods and services is put in place, which accords with national Police Chiefs' Council guidance (NPCC) and that this is reviewed at least annually.

This report outlines proposed charges for 2019/20. As the Commissioner previously approved charges will be reviewed in line with NPCC guidance, irrespective of when this is issued. This may require a further revision to charges part way through the financial year, which will subsequently be presented to the Commissioner for approval.

### Recommendation:

The Commissioner is recommended to :

- Agree the revised scale of charges as outlined in the appendices to this report.
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## **MAIN SECTION**

### **1. Introduction and Background**

- 1.1 The majority of policing services are funded from general and local taxation for the benefit of the public at large. However, there are certain circumstances when it is appropriate for the police service to make charges to individuals or organisations to recover policing costs.
  
- 1.2 Cumbria Constabulary has adopted the NPCC guidance in relation to charging and continues to make charges on this basis. In a small number of instances local discretion is applied to specific charges to better reflect actual costs incurred in meeting demands. In accordance with the recommendation contained within the guidance that the Police and Crime Commissioner should take ownership of charging policy, as part of his overarching responsibility for the Police Fund, into which all receipts must be paid, this report outlines an updated schedule of charges for 2019/20 for approval by the Commissioner. A schedule of current charges will also be published on the Police and Crime Commissioner and Constabulary websites.
  
- 1.2.1 The ability to charge for police services is generally determined by statutory provisions. There are four main categories of charging which are examined in detail below.

### **2. Issues for Consideration**

- 2.1 **Special Policing Services**
- 2.1.1 The provision of special police services is made at the request of any person under section 25 of the Police Act 1996, which makes such services subject to the payment of charges as determined by the relevant Police and Crime Commissioner and Constabulary. Special Police Services generally relate to policing an event e.g. a pop concert or series of events e.g. football matches. Special police services are provided over and above the core policing requirement to ensure public safety and to manage crime and disorder issues. Special policing services can only be provided at the request of an event organiser and it will be for the Chief Constable to determine the level of policing that is required based on a risk assessment, which should then form the basis of a contractual arrangement between the force and the event organiser. It

will often be the case that licensing authorities will require assurance that adequate policing will be in place before granting a license for an event to take place.

2.1.2 The basis of charging depends on the nature of the event being policed. NPCC strongly advocate that policing of commercial events is on a full economic cost basis which includes the recovery of overheads. Cumbria Constabulary's calculation of full economic cost recovery for special policing services in 2019/20 is based on current rates of pay using the NPCC methodology is shown in **Appendix 1**.

2.1.3 Charging guidance does permit discretion to abate some or all of special policing charges where an event is of a non-commercial nature i.e. charitable or community events, particularly where the effective policing of an event is seen as beneficial in building the trust and confidence of the community. Under the financial regulations this is subject to the approval of the Commissioner or Chief Constable.

## 2.2 Provision of Goods and Services to Third Parties

2.2.1 Under S18 of the Police Act 1996, as amended by Section 15 of the Police Reform and Social Responsibility Act 2011, Police and Crime Commissioners are granted the powers of the Local Authorities (Goods and Services) Act 1970 to supply goods or services to other bodies or persons. In practice the range of goods and services which can be provided under this power are limited in that they have to be supported by Police and Crime Commissioners' statutory powers. This means that such a service must spin off normal policing activity or be an activity, which is incidental to the provision of the police service.

2.2.2 There are services, which are common to all police forces and unique to the police service, for which the NPCC guidance sets out standard rates of charge across the service as outlined in the table in **Appendix 2**. These charges have been increased in line with NPCC guidance. Within this category there are also some charges which are fixed statutorily.

2.2.3 In a small number of instances charges vary from those advocated by NPCC to better reflect local costs in providing services.

2.2.4 In certain circumstances, services which support the police service may be provided in a competitive market environment - for example training in particular skills. The general principle in these situations is that charges should at least recover the direct costs of supplying the service, but could also be levied up to full economic cost dependent on market conditions.

### **2.3 Charging for Services to Government Agencies**

2.3.1 The police service increasingly provides a range of services for, and with, other government agencies. These are often part of central government such as the Home Office Immigration Enforcement, but they may also be arms-length agencies with a quasi-commercial status.

2.3.2 Even where the purpose of particular activity supports the responsibilities of a separate government body or service, the police force may be securing benefits towards its own objectives. Recovery of costs should be based on Direct Costs and other specific costs incurred.

2.3.3 In the case of quasi-commercial activity, assessment of charges should start with the Full Economic Cost Recovery.

### **2.4 Provision of Mutual Aid to other Forces**

2.4.1 Mutual Aid under Section 24 / Section 98 of the Police Act 1996 is the provision of policing assistance to another police force. This usually occurs in response to or in anticipation of a major event or incident or investigation.

2.4.2 Mutual aid arrangements cover a wide spectrum of incidents ranging from spontaneous deployments of relatively short duration in response to a major event to pre-planned or prolonged assistance for example in investigating a major crime. NPCC guidance distinguishes between types of mutual aid through a grading system which reflects the characteristics of the event, that will then form the criteria for payment to the individuals involved and therefore the basis for cost recovery. In addition, the guidance provides for additional supplementary charges where specialised resources are provided. A national schedule of charge out rates for police officers to be used by all forces providing mutual aid is used.

**2.4.3 Three main types of mutual aid are identified.**

- **Emergency/Spontaneous deployment**
- **Planned Deployment/Event**
- **Specialist Staff Deployments**

A grading mechanism has been identified to reflect the characteristics of each deployment.

The three grades are:

- **Grade 0 Mutual Aid – Bank Holiday deployment**
- **Grade 1 Mutual Aid – 15 days’ notice or less (emergency/spontaneous deployment)**
- **Grade 2 Mutual Aid – 16 days’ notice or more (planned deployment/event)**

The latest NPCC mutual aid charges are included in **Appendix 3** to this report.

**2.4.4 Vehicle usage costs on mutual aid should be calculated according to an agreed rate per day as per Appendix 3. This includes elements for wear and tear and running costs. In the case of the provision of a vehicle only without staff, vehicles should be supplied fully fuelled and returned likewise. This practice will negate the administrative burden of recovering low levels of expense. Capital costs and depreciation, servicing, tyres, insurance etc. will be covered by that cost. For vehicles transporting staff on mutual aid, such as public order carriers then fuel is not covered by the stated cost and is an additional factor.**

**2.4.5 NPCC advocate that the provision of PCSOs and Police Staff support under mutual aid arrangements is legitimate, although this is likely to be less common. Deployment of police staff should be recompensed on the basis of employable cost for that spinal column point at appropriate overtime rates. All other costs relating to the deployment of mutual aid staff should be agreed and charged to the host on an actual cost basis. In addition, NPCC guidance states that an administrative charge of 5% of the total of actual costs incurred also be levied to cover on costs such as uniform, equipment, insurance and the costs of organising support, often at short notice.**

### **3. Financial Comments**

3.1 Schedules of revised charges are set out in the appendix to this report.

### **4. Legal Comments**

4.1 The legal basis on which charges for Policing Services are made are set out in the report.

### **5. Risk Implications**

5.1 There are no specific risks identified related to the charging policy.

### **6. HR / Equality Comments**

6.1 N/A

### **7. I.T. Comments**

7.1 N/A

### **8. Procurement Comments**

8.1 N/A

<p><b>Public Access to Information</b></p> <p>Information in this form is subject to the Freedom of Information Act 2000 (FOIA) and other legislation. Part 1 of this form will be made available on the PCC website within 3 working days of approval. Any facts/advice/recommendations that should not be made automatically available on request should not be included in Part 1 but instead on the separate Part 2 form. Deferment is only applicable where release before that date would not compromise the implementation of the decision being approved.</p>
<p>Is the publication of this form to be deferred? <b>NO</b></p> <p>If yes, for what reason:</p> <p>Until what date (if known):</p>
<p>Is there a <b>Part 2</b> form - <b>NO</b></p> <p>(If Yes, please ensure Part 2 form is completed prior to submission)</p>

**ORIGINATING OFFICER DECLARATION:**

<p>I confirm that this report has been considered by the Chief Officer Group and that relevant financial, legal and equalities advice has been taken into account in the preparation of this report.</p> <p>Signed: ..... Date: .....</p>
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**OFFICER APPROVAL**

<p><b>Chief Executive / Deputy Chief Executive (delete as appropriate)</b></p> <p>I have been consulted about the proposal and confirm that financial, legal and equalities advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner / Chief Executive (delete as appropriate).</p> <p>Signature: ..... Date: .....</p>
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<p><b>Media Strategy</b></p> <p>The decision taken by the Police &amp; Crime Commissioner may require a press announcement or media strategy.</p>
<p>Will a press release be required following the decision being considered? <b>NO</b></p> <p>If yes, has a media strategy been formulated? <b>YES / NO</b></p> <p>Is the media strategy attached? <b>YES / NO</b></p> <p>What is the proposed date of the press release:</p>



**PART 2 – CONFIDENTIAL DECISION, FACTS AND ADVICE**

Information may have to be disclosed in the event of a request under the Freedom of Information Act 2000. In the event of a request for confidential facts and advice, please consult your Information Advisor for advice.

**Please indicate under which section the decision is to be taken in Part 2:**

**Please provide a full explanation as to why the exemption should apply (eg – legal advice; commercially confidential information)**

**This information is not for publication until the stated date because:**

**Information will cease to be confidential or when the confidentiality should be reviewed: (insert date and reasons)**

**Name: ..... Date: .....**

**Once this form is fully completed, it should be attached to the Part 1 form and forwarded to the Office of the Police and Crime Commissioner.**

**Part 2 Decision:**  
  
Confirmation by the Office of the Police & Crime Commissioner that they accept the reasons for the decision to be made in Part 2 for the reasons stated.  
  
**Name: ..... Date: .....**

- 9. Backgrounds / supporting papers**  
(List any relevant business case, EIA, PID, Media Strategy and append to this form; list persons consulted during the preparation of the report)

## Appendix 1

Charges are based on NPCC Guidance for Charging of Police Services (April 2019).

Special Policing Services charged under section 25 of the Police Act.

## Police Officers

Rank	Charge per Hour (£)
PC	66.30
Sergeant	83.09
Inspector	77.05
Chief Inspector	81.95
Superintendent	105.15
Chief Superintendent	112.09

## Police Staff

Scale	Charge per Hour (£)
Scale 1	17.17
Scale 2	18.09
Scale 3	19.80
Scale 4	22.16
Scale 5	24.87
Scale 6	27.40
SO 1	24.12
SO2 – PO2	26.80
PO3	28.32
PO4	29.05
PO5	29.79
PO6	38.69
PO7	31.68
PO8	32.56
PO9	33.43
PO10	34.30
PCSO	43.29
Detention Officer	47.67
Crime Scene Investigator	55.10
Call Handler	47.07

VAT may apply to charges for special policing services in circumstances where the service could be provided by other organisations. Please consult your financial services officer for further guidance.

## Appendix 2

## Other Charges based on NPCC Guidance for Charging of Police Services (April 2019)

	2019/20 £
<b>Accident Reports</b>	
Copy of Accident Report (full extract up to 30pages)	99.00
Additional pages for same incident (per page)	4.30
Limited particulars (RT Act details)	35.20
Copy of self reporting / minor accident form	35.20
<b>Fatals - Accident Investigation report (Cumbrian Decision)</b>	<b>548.00</b>
Fatals - Reconstruction video	84.70
Rough Data (per page)	28.20
Copy of Scale plan -other than in collision report	42.50
Copy of Police vehicle examination report (unless provided as full extract)	70.60
Copy of Collision Reconstruction Report (unless provided as full extract)	70.60
Copy of Collision Reconstruction Report (unless provided as full extract) per page (max £50)	4.30
<b>Search Fee (Cumbrian Decision)</b>	<b>35.20</b>
<b>Copies of Photographs</b>	
from Digital camera (per disc)	20.80
A4 Index sheet (digital)	20.80
Photographs (first photo)	28.20
Each subsequent photograph	3.10
<b>Copies of statements - other than in booklets</b>	
Copy of existing statement (per statement – up to 3 pages)	36.30
Additional pages of existing statement (per page)	4.30
Copy of existing witness statement (witness agrees to disclosure of personal details)	42.50
Copy of existing witness statement (witness not agreeing to disclosure of personal details)	56.50
Interview with Police Officer (per Officer)	142.50
Request for a statement to be written by Police Officer	142.50
Copy of PIC Sheets (2nd copy )	28.20
Copy of Interview Record (only where prepared during the investigative process)	56.50
Copies of VHS videotapes (provision for CJS)	84.70
Copies of DVDs from Digital Video	84.70
Copies of audio tapes	84.70
(provision for CJS)	35.20
Copies of CDs/DVDs	20.50

	2019/20 £
<b>Cancellation charges</b>	
if request is cancelled prior to search	REFUND
if search is made prior to cancellation	35.20
if search is made and documents ready for dispatch	84.70
Abortive search	35.20
<b>Fingerprinting Fees</b>	
One set	79.70
Additional sets thereafter (each)	39.80
<b>Other</b>	
Registration by Central Alarms per alarm excl of VAT (Cumbrian decision)	46.90
<b>Requests for Disclosure of Information</b>	
Request for information – (up to 2 hours)	89.70
Hourly rate for work above 2 hours (including redaction)	30.00
<b>ABI/Lloyds Disclosure of Information (ABI/Lloyds MOU)</b>	
Request (crime/lost property number, etc) – MOU App D(a)	29.20
Request (in response to specific questions) – MOU App D(b)	124.40
Interview with Police Officer (per officer) – MOU Para 4.5	138.90
<b>Other Common Items</b>	
Crime Report	89.80
MG5	35.80
MG3	35.80
Incident Log	36.50
PNC Convictions	35.80
Caution Certificate	23.50
Domestic Violence Report	54.00
Occurrence Summary	18.10
Custody Record	18.10
Motor Salvage Operator Check (Cumbrian decision)	34.60
<b>Alarm URN Fees (set by ACPO GPI)</b>	
Alarm Registration (Intruder)	<b>Set by Secured by Design</b>
Alarm Registration (Panic Alarm)	
Lone Worker Devices up to 10,000	
Lone Worker Devices 10,001-50,000	
Lone Worker Devices 50,001 and over	

The above charges are generally subject to VAT at the standard rate.

**Charges Set by Statute**

It should be noted that the charges below are set with reference to statute.

	Statutory Charges £
<b>Firearms Licensing Fees</b>	
Firearms Certificate grant	88.00
Firearms Certificate renewal	62.00
Firearms Certificate replacement	4.00
Shotgun Certificate grant	79.50
Shotgun certificate renewal	49.00
Shotgun certificate replacement	4.00
Shotgun Certificate grant (co-terminus/including Firearms Certificate)	90.00
Shotgun Certificate renewal (co-terminus/including Firearms Certificate)	65.00
Visitors Permit (individual)	20.00
Visitors Permit (group)	100.00
Home Office Club approval	84.00
Registered Firearms Dealer registration	200.00
Registered Firearms Dealer renewal	200.00
Game Fairs	13.00
Variation (not like for like)	20.00
Firearms Museum License	200.00
<b>Other Licensing Fees</b>	
Overseas Visitor Registration	34.00
Peddler Certificates	12.25
<b>Data Protection Act 1998 Fees (SI 2000/191)</b>	
DPA 1998 – Section 7 Subject Access Request	10.00
DPA 1998 – Section 68 Health Records (copy)	50.00
DPA 1998 – Section 68 Health Records (view)	10.00
DPA 1998 – Section 68 Health Records (View then copy)	50.00

**Mutual Aid Charges**

**Per NPCC Guidance on Mutual Aid Cost Recovery 2019/20**

	PC	Sergeant	Inspector	Ch Insp	Supt	Ch Supt
<b>Grade 0 Mutual Aid</b>						
Hourly Rate - BH	48.50	62.75	48.91	52.34	62.66	72.66
<b>Grade 1 Mutual Aid</b>						
Hourly Rate	36.38	47.06	48.91	52.34	62.66	72.66
<b>Grade 2 Mutual Aid</b>						
Hourly Rate	32.25	41.73	48.91	52.34	62.66	72.66

**Premium Factors for Specialised Resources**

Following discussions with NPoCC, it has been concluded that the current premium factors are no longer valid. To rationalize this, NPoCC has suggested all Role Profiles will be categorized as **Individual Deployed Resources (IDR)**, apart from Horse and Marine Units, which will be categorized as **Team Deployed Resources (TDR)**.

The three gradings of Mutual Aid deployment are:

**Grade 0 Mutual Aid** is for Bank Holiday deployments.

**Grade 1 Mutual Aid** corresponds to an emergency/ spontaneous deployment. Notice of 0-15 days, de-minimis of 65 hours applies.

**Grade 2 Mutual Aid** corresponds to a planned deployment/event. Notice of over 16 days.

(Please note Grade 0 takes precedence, regardless whether spontaneous or planned deployment of Mutual Aid.)

In all cases charges are based on hours worked plus travel. Officers may be required to sleeping away from home, in which case overnight allowance and potentially hardship allowance may be payable and will be met by the host force. Shifts can be 8 hours or more, dependent on rostering.