



Office of the Police & Crime Commissioner

Peter McCall

REQUEST FOR POLICE & CRIME COMMISSIONER DECISION - (N°) 006-2023

TITLE: Charges for Policing Services 2023/24

Executive Summary:
 Most 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 2023/24. 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.

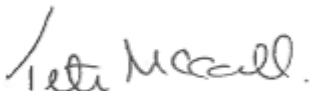
Recommendation:
 The Commissioner is recommended to:

- 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 any 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:  Date: 09 May 2023



Public Access to Information

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.

Is the publication of this form to be deferred? **NO**

If yes, for what reason:

Until what date (if known):

Is there a **Part 2** form - **NO**

(If Yes, please ensure Part 2 form is completed prior to submission)

ORIGINATING OFFICER DECLARATION:

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.

Signed: **Date:**

OFFICER APPROVAL

Chief Executive / Deputy Chief Executive (delete as appropriate)

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).

Signature: **Date:**

Media Strategy

The decision taken by the Police & Crime Commissioner may require a press announcement or media strategy.

Will a press release be required following the decision being considered? NO

If yes, has a media strategy been formulated? YES / NO

Is the media strategy attached? YES / NO

What is the proposed date of the press release:

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
(e.g. – 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.



Constabulary Report to OPCC

TITLE OF REPORT: Charging Policy 2023/24

DATE OF MEETING: PCC Executive Team Meeting 09th May 2023
(COG for Information 05th May 2023)

ORIGINATING OFFICERS: Keeley Hayton, Financial Services Manager
Michelle Bellis, Chief Finance Officer

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

Executive Summary:

Most 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 2023/24. 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 any revised NPCC guidance, at the point it is issued, a revised schedule of charges will subsequently be presented to the Commissioner for approval.

MAIN SECTION

1. Introduction and Background

- 1.1 Most 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 2023/24 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 2023/24 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 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 Four main types of mutual aid are identified.

- Emergency/Spontaneous deployment
- Planned Deployment/Event
- Specialist Staff Deployments
- International/Overseas Deployments (N.B. This is a new category for 2023/24)

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

The four 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)
- Grade 3 Mutual Aid – International Mutual Aid (N.B. This is a new category for 2023/24)

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 4**. 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

Appendix 1

Charges are based on NPCC Guidance for Charging of Police Services (April 2023).

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

Police Officers – Full Economic Cost Recovery Rates

Rank	Charge per Hour (£) Normal	Charge per Hour (£) Bank Holiday	Charge per Hour (£) Bank Holiday less than 8 days notice
PC	76.09	101.46	152.18
Sergeant	94.85	126.47	189.70
Inspector	91.77	n/a	n/a
Chief Inspector	97.61	n/a	n/a
Superintendent	121.42	n/a	n/a

Police Staff

Scale	Charge per Hour (£)
Scale 1	28.86
Scale 2	28.86
Scale 3	29.99
Scale 4	33.18
Scale 5	36.51
Scale 6	39.93
SO 1	36.87
SO2 – PO2	40.93
PO3	43.12
PO4	44.16
PO5	45.24
PO6	46.52
PO7	47.94
PO8	49.21
PO9	50.45
PO10	51.70
PCSO	50.29
Detention Officer	54.17
Crime Scene Investigator	61.02
Call Handler	53.48

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 2023)

	2023/24 £
Accident Reports	
Copy of Accident Report (full extract up to 30 pages)	£118.30
Additional pages for same incident (per page)	£5.20
Limited particulars (RT Act details)	£41.90
Copy of self-reporting / minor accident form	£41.90
Information / record search	£29.10
Forensic Collision Investigator - Technical Report (Cumbria Decision)	£672.00
Forensic Collision Investigator - Reconstruction video	£100.90
Forensic Collision Investigator - Rough Data (per page)	£33.60
Copy of Scale plan - other than in collision report	£50.70
Forensic Collision Investigator / Forensic Vehicle Examiner - Vehicle Examination Report (unless provided as full extract)	£84.00
Forensic Collision Investigator / Forensic Vehicle Examiner - Reconstruction Report (unless provided as full report)	£5.20
Forensic Collision Investigator – ad hoc requested services (N.B This is new for 2023/24)	Per hour + £62.70
Specialist Report - (CCTV/Tachograph/Vehicle download) if separate (N.B This is new for 2023/24)	£88.10
External Expert Report - requested by force	£78.50
External Expert Report - requested by external party	Cost + £78.50
Copies of Photographs	
from Digital camera (per disc or contact sheet)	£34.70
Curated photo sets (per 10 digital photos or part thereof) (N.B This is new for 2023/24)	£68.40
Video footage - Police (handheld, drone, vehicle mounted, or body worn video) - Per hour rate for reviewing and redaction) (N.B This is new for 2023/24)	Per hour + £34.70
3D Virtual World - Simulations/Fly Throughs - Already Prepared (N.B This is new for 2023/24)	£34.10
3D Virtual World - Simulations/Fly Throughs – Requested (N.B This is new for 2023/24)	Per hour + £34.70
Dashcam, Drone & CCTV Footage - Public/Private (N.B This is new for 2023/24)	£34.70

Digital Data (N.B This section is new for 2023/24)	
Laser scan data - Raw/Registered Point cloud	£71.90
Skid test & survey data - Raw/Registered	£30.30
Skid test & survey data - Digital mapping	£71.90
Video recording aligned to digital mapping / survey data	£71.90
Vehicle digital data download - IDR/Blackbox/Tachograph/Infotainment (cost per item)	£71.90
Copies of statements - other than in booklets	
Copy of statement (up to 3 pages)	£43.40
Copy of additional pages (per page)	£5.20
Copy of MG11 witness statement (witness agrees to disclosure of personal details)	£50.70
Copy of MG 11 witness statement (witness not agreeing to disclosure of personal details)	£66.90
Interview with Police Officer (per Officer)	£169.90
Request for a statement to be written by Police Officer	£169.90
Copy of interview record (only where prepared during investigative process)	£67.40
Copy of VHS videotapes (provision for CJS)	£100.90
Copies of audio tapes (provision for CJS)	£101.10
Copies of CDs/DVDs	£32.50
Fingerprinting Fees	
One set	£94.90
Additional sets thereafter (each)	£47.50
Requests for Disclosure of Information	
Request for information (up to 2 hours work)	£106.80
Hourly rate for work above 2 hours (including redaction)	£35.90
National Guidance on Data Sharing for NPCC in respect of Association of British Insurers (ABI)	
Request for disclosure of Information held by the police (Guidance Appendix D (A))	£152.50
Request for Information held by police where there is evidence to suspect a fraudulent insurance claim (Schedule 2) (Guidance Appendix E)	No Charge
Interview with Police Officer (per officer) - (Guidance paragraph 6.20)	£169.90

Other common items	
Crime report	£107.00
MG5 - Offence Report	£42.70
MG3 - Report to CPS for a charging decision, decision log and action plan	£42.70
Incident / Call Log	£43.50
Domestic Violence Report	£64.30
Occurrence Summary	£21.60
Custody Record	£21.50
Motor Salvage Operator Check (Cumbria Decision)	£42.40
ACRO Services - provided only to authorised agencies with a lawful basis to information (N.B This section is new for 2023/24)	
PNC Names Enquiries	£15.30
PNC Record Creation	£93.50
International Criminal Convictions	£31.60
Police Certificates - Standard Service	£60.00
Police Certificates - Premium Service	£105.00
International Child Protection Certificates	£85.00
Alarm URN Fees (set by Police Crime Prevention Initiatives)	
Alarm Registration (Intruder)	£53.10
Alarm Registration (Panic Alarm)	£53.10
Lone Worker Devices up to 10,000	£64.20
Lone Worker Devices 10,001 - 50,000	£96.30
Lone Worker Devices 50,001 and over	£128.40

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 £
Firearms Licensing Fees	
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 1-5) per person	£20.00
Visitors Permit (Group 6-20) in total	£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
Other Licensing Fees	
Peddler Certificates	£12.25

Appendix 3

Mutual Aid Charges

Per NPCC Guidance on Mutual Aid Cost Recovery 2023/24

	PC	Sergeant	Inspector	Ch Insp	Supt	Ch Supt
Grade 0 Mutual Aid						
Hourly Rate - BH	£53.41	£67.86	£51.82	£55.50	£68.18	£81.48
Grade 1 Mutual Aid						
Hourly Rate	£40.06	£50.90	£51.82	£55.50	£68.18	£81.48
Grade 2 Mutual Aid						
Hourly Rate	£35.52	£45.13	£51.82	£55.50	£68.18	£81.48
Grade 3 Mutual Aid						
Hourly Rate	£40.05	£50.90	£62.18	£66.60	£81.81	£97.79

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 four 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.

Grade 3 Mutual Aid corresponds to International Mutual Aid. (N.B. This is new for 2023/24)

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

In all cases charges are based on hours worked plus travel. When in compliance with Home Office Circular 010/2012, 'away from home overnight allowances' and 'hardship allowances' are paid to officers held in reserve for mutual aid duties. The providing force will make a charge to the host force to retrieve the costs of making the allowances

Vehicle Cost Recovery

Provision of Vehicle Only	Daily Rate £	Miles Per Litre
Public Order Carrier	£62	5
General Purpose Van	£38	6
Electric ONLY Vehicle	£51	N/A
Marked Car	£43	6
Unmarked Car	£33	7
Motorcycle	£33	8
Firearms ARV	£51	5
Armoured Vehicle	£62	4
Other Specialist e.g. Mobile Police Station	£124	N/A
Other Motorised Equipment	#	#

Recover actual cost on agree basis

Daily rates for vehicles will be subject of an annual notification for any inflationary increase by NPCC FCC.

Fuel recovery will be charged at actual mileage travelled at the specified miles per litre rate that will be set by NPCC FCC and reviewed at appropriate periods.

Where hybrid fuel vehicles are used, normal fuel mileage rates will be assumed and battery charging will not be reimbursed.

For electric ONLY vehicles, battery-charging cost is included in daily rate. Any battery charging at host police location (where charging point available) will be provided by host free of charge.