



Constabulary Report to OPFCC

TITLE OF REPORT:	Charging Policy 2024/25
DATE OF MEETING:	Public Accountability Conference 15 Feb 2024 (COG for Information 09 Feb 2024)
ORIGINATING OFFICERS:	Keeley Hayton, Financial Services Manager Michelle Bellis, Constabulary Chief Finance Officer
PART 1 or PART 2 PAPER:	PART 1 (OPEN)
Executive Summary:	<p>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.</p> <p>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.</p> <p>This report outlines proposed charges for 2024/25. 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.</p>
Recommendation:	<p>The Commissioner is recommended to:</p> <ul style="list-style-type: none">• 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.

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, Fire and Crime Commissioner should take ownership of the charging policy, as part of their overarching responsibility for the Police Fund, into which all receipts must be paid, this report outlines an updated schedule of charges for 2024/25 for approval by the Commissioner. A schedule of current charges will also be published on the Police, Fire and Crime Commissioner and Constabulary websites.
- 1.3 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, Fire 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 2024/25 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 Police, Fire & Crime 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, Fire 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.

2.2.5 Ancillary Costs can also be calculated by use of average actual cost. Whilst Force transport costs are reflected in the direct overheads, this would only account for the general use of vehicles for officers to travel to and from the event. Where specialist vehicles (e.g horse boxes or traffic cars) are required and are fundamental to the deployment (e.g., escorting a wide or abnormal load) the cost of the additional vehicles can be calculated and charged as a supplementary item.

2.2.6 To ensure consistency, it is recommended that for purposes of charging for the escorting of wide and abnormal loads, that in addition to SPS cost of the officers involved, the vehicles and fuel costs are charged as per the rates as shown at **Appendix 5**.

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 and His Majesty's Prison and Probation Service, but they may also be arms-length agencies with a quasi-commercial status.

2.3.2 Even where the purpose of 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

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

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

Charges are based on NPCC Guidance for Charging of Police Services (April 2024).

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	82.08	109.44	164.15
Sergeant	102.37	136.50	204.75
Inspector	99.51	n/a	n/a
Chief Inspector	105.85	n/a	n/a
Superintendent	131.73	n/a	n/a

Police Staff

Scale	Charge per Hour (£)
Scale 1	30.55
Scale 2	30.55
Scale 3	32.11
Scale 4	35.47
Scale 5	38.99
Scale 6	42.21
SO 1	39.59
SO2 – PO2	42.98
PO3	45.15
PO4	45.95
PO5	46.97
PO6	48.35
PO7	49.81
PO8	51.3
PO9	52.3
PO10	54.04
PCSO	55.01
Detention Officer	41.37
Crime Scene Investigator	60.95
Call Handler	52.50

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 2024)

	2024/25 £
Accident Reports	
Copy of Collision Report (full extract up to 30 pages)	£123.30
Additional pages for same incident (per page)	£5.50
Limited particulars (RT Act details)	£43.80
Copy of self-reporting / minor accident form	£43.80
Information / record search	£30.40
Forensic Collision Investigator - Technical Report (Cumbria Decision)	£702.85
Forensic Collision Investigator - Reconstruction video	£105.50
Forensic Collision Investigator - Rough Data (per page)	£35.20
Copy of Scale plan - other than in collision report	£53.00
Forensic Collision Investigator / Forensic Vehicle Examiner - Vehicle Examination Report (unless provided as full extract)	£87.90
Forensic Collision Investigator / Forensic Vehicle Examiner - Reconstruction Report (unless provided as full report)	£5.50
Forensic Collision Investigator – ad hoc requested services	Per hour + £65.60
Specialist Report - (CCTV/Tachograph/Vehicle download) if separate (N.B This is new for 2023/24)	£92.10
External Expert Report - requested by force	£82.10
External Expert Report - requested by external party	Cost + £82.10
Copies of Photographs	
from Digital camera (per disc or contact sheet)	£36.30
Curated photo sets (per 10 digital photos or part thereof)	£71.60
Video footage - Police (handheld, drone, vehicle mounted, or body worn video) - Per hour rate for reviewing and redaction)	Per hour + £36.30
3D Virtual World - Simulations/Fly Throughs - Already Prepared	£35.70
3D Virtual World - Simulations/Fly Throughs – Requested	Per hour + £35.70
Dashcam, Drone & CCTV Footage - Public/Private	£36.30
Digital Data	
Laser scan data - Raw/Registered Point cloud	£75.20
Skid test & survey data - Raw/Registered	£31.70
Skid test & survey data - Digital mapping	£75.20
Video recording aligned to digital mapping / survey data	£75.20
Vehicle digital data download - IDR/Blackbox/Tachograph/Infotainment (cost per item)	£75.20

Copies of statements - other than in booklets	
Copy of statement (up to 3 pages)	£45.30
Copy of additional pages (per page)	£5.50
Copy of MG11 witness statement (witness agrees to disclosure of personal details)	£53.00
Copy of MG 11 witness statement (witness not agreeing to disclosure of personal details)	£70.00
Interview with Police Officer (per Officer)	£177.70
Request for a statement to be written by Police Officer	£177.70
Copy of interview record (only where prepared during investigative process)	£70.50
Copy of VHS videotapes (provision for CJS)	£105.50
Copies of audio tapes (provision for CJS)	£105.80
Copies of CDs/DVDs	£34.00
Fingerprinting Fees	
One set	£99.30
Additional sets thereafter (each)	£49.70
Requests for Disclosure of Information	
Request for information (up to 2 hours work)	£111.70
Hourly rate for work above 2 hours (including redaction)	£37.50
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))	£158.90
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)	£177.70
Other common items	
Crime report	£112.00
MG5 - Offence Report	£44.70
MG3 - Report to CPS for a charging decision, decision log and action plan	£44.70
Incident / Call Log	£45.50
Domestic Violence Report	£67.30
Occurrence Summary	£22.60
Custody Record	£22.50
Motor Salvage Operator Check (Cumbria Decision)	£44.50

ACRO Services - provided only to authorised agencies with a lawful basis to information			
PNC Names Enquiries		£16.00	
PNC Record Creation		£97.80	
International Criminal Convictions		£33.00	
Police Certificates - Standard Service		£65.00	
Police Certificates - Premium Service		£115.00	
International Child Protection Certificates		£90.00	
Alarm URN Fees (set by Police Crime Prevention Initiatives)			
Alarm Registration (Intruder)		£55.60	
Alarm Registration (Panic Alarm)		£55.60	
Lone Worker Devices up to 10,000		£67.10	
Lone Worker Devices 10,001 - 50,000		£100.70	
Lone Worker Devices 50,001 and over		£134.30	
Intellectual Property Rights and Copyright (new for 2024/25)			
Still Images		£ Per image	
Usage	Region/Type	Time Limited Use	In Perpetuity
Books	UK	100	200
	Europe	110	220
	Worldwide	120	240
Newspapers & Magazines	Single Use	110	n/a
	Internet	Non-commercial	65
	Commercial	175	n/a
TV / Film	UK	120	275
	Europe	175	350
	Worldwide	275	550
Footage		£ per 15 seconds	
Usage	Region/Type	Time Limited Use	In Perpetuity
TV / Film	UK	120	245
	Europe	175	370
	Worldwide	275	585
Internet	Non-commercial	65	n/a
	Commercial	175	n/a

The above charges are generally subject to VAT at the standard rate except where a service is required statute or authority direction.

Charges Set by Statute

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

	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

Mutual Aid Charges

Per NPCC Guidance on Mutual Aid Cost Recovery 2024/25 from 1st April 2024

	PC	Sergeant	Inspector	Ch Insp	Supt	Ch Supt
Grade 0 Mutual Aid						
Hourly Rate - BH	£57.32	£72.92	£55.29	£59.46	£73.06	£84.60
Grade 1 Mutual Aid						
Hourly Rate	£42.99	£54.69	£55.29	£59.46	£73.06	£84.60
Grade 2 Mutual Aid						
Hourly Rate	£38.12	£48.49	£55.29	£59.46	£73.06	£84.60
Grade 3 Mutual Aid						
Hourly Rate	£42.99	£54.69	£66.35	£71.35	£87.67	£101.52

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.

(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	£65	5
General Purpose Van	£40	6
Electric ONLY Vehicle	£54	N/A
Marked Car	£45	6
Unmarked Car	£35	7
Motorcycle	£35	8
Firearms ARV	£54	5
Armoured Vehicle	£65	4
Other Specialist e.g. Mobile Police Station	£130	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.

Vehicle Costs for Escorting Abnormal Loads

Vehicle Type	Daily Rate £	Miles Per Litre	Fuel cost Per Mile £
Marked Car – petrol/diesel	45	6	0.2478
Marked Car – electric only	54	n/a	n/a
Motorcycle	35	8	0.1760