

Cumbria Police Authority

30 March 2011

Agenda Item No

Charges for Police Services

A report by the Treasurer and Chief Constable

1. Summary

- 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 In June 2010 the Police Authority approved a report outlining a revised set of charges for policing services, which were prepared in accordance with new 'draft' guidance from the Association of Chief Officers (ACPO). The draft guidance was subsequently ratified by the ACPO Cabinet in July, with some minor amendments from the draft. The guidance also indicated the intention that forces would review their charging policy on an annual basis in light of pay settlements and the current rate of inflation, although no updated guidance has been received from ACPO to date.
- 1.3 In accordance with the Authority's responsibility to oversee the overall finances of the Constabulary, this report sets out an updated schedule of charges for services to be applied in 2011-12 for agreement by members.

2. Recommendations

- 2.1 Members are asked to agree the revised schedule of charges for policing services detailed in the appendices to this report.

3. Details

3.1 Background

- 3.1.1 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.
- 3.1.2 Recognising that it is important for transparency and consistency between police forces in the way policing services are charged, the Association of Chief Police Officers (ACPO) published guidance some time ago entitled 'paying the Bill', subsequently revised in July 2010, which set down an agreed framework and policy for levying charges. Whilst it was recognised that there would be variation in the amounts charged by individual forces due to local

circumstances, the aim was to achieve a consistent methodology for arriving at the charge.

- 3.1.3 Cumbria Constabulary adopted the ACPO guidance and continues to make charges on this basis. In accordance with the recommendation contained within the guidance that the Police Authority should take ownership of charging policy as part of its overarching responsibility for the overall finances of the Authority and Constabulary, this report outlines an updated schedule of charges for 2011-12 for approval by members. A schedule of current charges will also be published on the Authority and Constabulary websites.
- 3.1.4 The ability to charge for police services is generally determined by statutory provisions. There are three main categories of charging which are examined in detail below.

3.2 Special Policing Services

- 3.2.1 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 Authority. Special Police Services generally relate to policing an event eg a pop concert or series of events eg 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.
- 3.2.2 The basis of charging depends on the nature of the event being policed. ACPO 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 2011-12 based on current rates of pay using the ACPO methodology is shown in Appendix 1.
- 3.2.3 Under his delegated authority for managing the Constabulary's finances the Chief Constable has the discretion to abate some or all of special policing charges where an event is of a non commercial nature ie 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.

3.3 Provision of Goods and Services to Third Parties

- 3.3.1 Under S18 of the Police Act 1996, Police Authorities 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 authorities' 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.

- 3.3.2 There are services, which are common to all police forces and unique to the police service for which the ACPO guidance sets out standard rates of charge across the service which are outlined in the table in Appendix 2. Since these charges generally relate to officer and staff time in providing services or supplying information, they have been up-rated by the increase in pay rates from 2010-11 of 2.6%. Within this category there are also some charges which are fixed statutorily and have not changed.
- 3.3.4 In relation to accident investigation, the charge for a fatal accident report has been increased from £354.90 to £500.00. A separate accident search fee of £30.20, which is non refundable once a search has been carried out, irrespective of the result of the search, has been introduced. These changes are designed to better reflect the cost of Constabulary staff time in responding to requests for information of this nature.
- 3.3.5 The final version of the ACPO charging guidance issued in July 2010 incorporated, for the first time, provisions to charge for the disclosure of information, which the Constabulary is required to provide in certain circumstances, for example by statute or court orders. It is therefore proposed that charges for providing disclosure, data protection and vetting information in accordance with relevant statutes be introduced on a time basis of £77.00 for up to two hours work and £25.70 per hour thereafter. A charge of £30 for PNC checks on motor salvage operator licence applicants is also proposed.
- 3.3.6 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.

3.4 Mutual Aid

- 3.4.1 Mutual Aid 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.
- 3.4.2 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. ACPO 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. ACPO will produce an amended schedule of mutual aid charges for 2011-12 in May and Cumbria's charges will be refreshed accordingly. The new mutual aid charges will be posted on the Authority and Constabulary's websites once they become available. A schedule of current mutual aid charges is attached as appendix 3 for information.

3.4.3 ACPO 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 plus any overtime worked. All other costs relating to the deployment of mutual aid staff should be charged to the host on an actual cost basis. In addition, ACPO 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.

Douglas Thomas
Treasurer

Craig Mackey
Chief Constable

Appendices

Appendix 1 Charges for Special Policing Services

Appendix 2 Charges for Goods and Services

Appendix 3 Mutual Aid Charges

Contact point for further information.

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Human Rights Implications

None Identified

Race Equality / Diversity Implications

None Identified

Risk Management Implications

None Identified.

Financial Implications

As set out in the report

Personnel Implications

None Identified

Cumbria Police Authority

Appendix 1

Charges are based on ACPO Guidance for Charging of Police Services.

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

– Police Officers

Rank	Charge per Hour (£)
PC	61.08
Sergeant	72.65
Inspector	68.13
Chief Inspector	72.52
Superintendent	92.43
Chief Superintendent	104.90

- Police Staff

Scale	Charge per Hour (£)
Scale 1	14.60
Scale 2	16.28
Scale 3	17.85
Scale 4	19.97
Scale 5	22.50
Scale 6	24.77
SO 1	21.52
SO2 – PO2	23.55
PO3	24.88
PO4	25.51
PO5	26.41
PO6	27.20
PO7	28.07
PO8	28.85
PO9	29.60
PO10	30.37
PCSO	24.89
Detention Officer	28.31
Crime Scene Investigator	38.70
Call Handler	34.43

Appendix 2

Other Charges based on ACPO Guidance for Charging of Police Services.

	2011/12
<u>Accident Reports</u>	£
Copy of Accident Report (full extract up to 30pages)	84.75
Additional pages for same incident (per page)	3.70
Limited particulars (RT Act details)	30.20
Copy of self reporting / minor accident form	30.20
Fatals - Accident Investigation report	500.00
Fatals - Reconstruction video	72.60
Rough Data (per page)	24.20
Copy of Scale plan -other than in collision report	36.30
Copy of Police vehicle examination report (unless provided as full extract)	60.50
Copy of Collision Reconstruction Report (unless provided as full extract)	60.50
Copy of Collision Reconstruction Report (unless provided as full extract) per page (max £50)	3.70
Search Fee	30.20
<u>Copies of Photographs</u>	
from Digital camera (per disc)	18.10
A4 Index sheet (digital)	18.10
Photographs (first photo)	24.20
Each subsequent photograph	2.70
<u>Copies of statements - other than in booklets</u>	
(per statement – up to 3 pages)	31.20
Additional pages (per page)	3.70
Copy of witness statement (witness agrees to disclosure of personal details)	36.30
Copy of witness statement (witness not agreeing to disclosure of personal details)	48.40
Interview with Police Officer (per Officer)	121.00
Request for a statement to be written by Police Officer	121.00
Copy of PIC Sheets (2nd copy)	24.20
Copy of Interview Record (only where prepared during the investigative process)	48.40
Copies of VHS videotapes (provision for CJS)	72.60
Copies of audio tapes (provision for CJS)	30.20
Copies of CDs/DVDs	18.10
<u>Cancellation charges</u>	
if request is cancelled prior to search	REFUND
if search is made prior to cancellation	30.20
if search is made and documents ready for dispatch	72.60
Abortive search	30.20

<u>Fingerprinting Fees</u>	
One set	68.40
Additional sets thereafter	34.20
<u>Other</u>	
Registration by Central Alarms per alarm inc of VAT	45.20
Foreign National Registration	34.00
<u>Requests for Disclosure of Information</u>	
Request for information – (up to 2 hours)	77.00
Hourly rate for work above 2 hours (including redaction)	25.70
<u>Other Common Items</u>	
Crime Report	77.00
MG5	30.80
MG3	30.80
Incident Log	30.80
PNC Convictions	30.80
Caution Certificate	20.50
Domestic Violence Report	46.20
Occurrence Summary	15.40
Custody Record	15.40
Motor Salvage Operator Check	30.00

Charges Set by Statute

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

	Statutory Charges £
Certificates	
Firearms Certificate issue	50.00
Firearms Certificate renewal	40.00
Firearms Variation (Increase in the number of weapons)	26.00
Firearms Certificate replacement	9.00
Shotgun Certificate issue	50.00
Shotgun certificate renewal	40.00
Shotgun certificate replacement	8.00
Shotgun Certificate (co-terminus with Firearms Certificate)	10.00
Home Office Club approval	84.00
Registered Firearms Dealer issue	150.00
Registered Firearms Dealer replacement	150.00
Registered Firearms Dealer temporary transfer in	12.00
Firearms Museum License	200.00
Firearms Museum License Renewal	200.00

Firearms Museum License Extension (to additional premises)	75.00
Aliens Certificates	34.00
Visitors Permit – Shotgun and Firearms per certificate	12.00
Visitors Permit – Shotgun and Firearms Group Permit (6+)	60.00
Coterminous Issued (Shotgun and firearms certificate issued at the same time)	60.00
Coterminous Renewal (Shotgun and firearms certificate renewed at the same time)	50.00
Pedlars Certificates	12.25

Mutual Aid Charges

Appendix 3

Per ACPO Guidance on Mutual Aid Cost Recovery 2010-11

	PC	Sergeant	Inspector	Chief Insp	Supt
Grade 1 Mutual Aid					
Daily rate (16 hrs min)	632.48	837.60	658.56	715.52	921.28
Hourly Rate	39.53	52.35	41.16	44.72	57.58
Grade 2 Mutual Aid					
Daily rate	316.24	418.80	329.28	357.76	460.64
Hourly Rate	39.53	52.35	41.16	44.72	57.58
Grade 3 Mutual Aid					
Daily rate	237.20	314.08	329.28	357.76	460.64
Hourly Rate	29.65	39.26	41.16	44.72	57.58

Premium Factors for Specialised Resources

The following premium factors are applied to the relevant grades above where specialist skills are requested. PNICC hold a full list of skills.

Normal Resource 0%
Enhanced Resource +10%
Specialised Resource + 15%
Scarce Resource +25%

Grade 1 Mutual Aid is :- Spontaneous, sleeping away from home, staff required to be available 16 hours per day, stay at locality, no recreation etc.

Grade 2 Mutual Aid is :- Spontaneous or Serious / Major Incident, a tour of duty or part of a tour (can be 8 hours or more dependent on rostering) can be delivered from the supplying force area, not sleeping away, short notice.

Grade 3 Mutual Aid is :- Planned and / or prolonged, a tour of duty or part of a tour (can be 8 hours or more dependent on rostering) can be delivered from the supplying force area, can be sleeping away, but not required to be available 16 hours.