

## Appendix A

### 1. Introduction

There are many competing demands on police resources and it is important to recognise that meeting those demands often has significant cost implications. In the current financial climate it is essential that income as well as cost control is considered so that we can properly balance resources and make appropriate decisions on when and what to charge for. This document outlines the circumstances when charges should be levied and is consistent with the NPCC guidance on "Charging for Police Services" which is reviewed and published annually.

The policy applies to all individuals, managers and supervisors within Lancashire Constabulary.

### 2. Aims

The ability to charge for police services is generally determined by statutory provisions. This guidance covers four main areas:

- A. The provision of Special Police Services at the request of any person under Section 25 of the Police Act 1996 which makes such services subject to payment of charges as determined by the Police and Crime Commissioner and/or delegated to the Chief Constable. Special Police Services generally relate to policing an event, e.g. football match, a pop concert, or series of events.

Section 26 of the 1996 Act applies similar requirements to the provision of police services overseas.

- B. The provision of Mutual Aid to other forces under Section 24 of the Police Act 1996
- C. Section 15 of the Police Reform and Social Responsibility Act 2011 extends to Police and Crime Commissioners powers of the Local Authorities (Goods and Services) Act 1970 to supply goods and services to other bodies or persons. This may include services provided in competition with other providers, e.g. training or vehicle maintenance, where charges will reflect market rates, or services as a by-product of core police activity such as provision of collision reports.
- D. The provision of police services to other agencies such as the UK Border Agency or the prison service

### 3. Details

#### A. S25/S26 Hourly Rates

The hourly rates shown below have been calculated based on the guidance outlined by NPCC and are effective from 1<sup>st</sup> August 2018. Revised charges from 1 August 2019 fees will be determined during the summer. The table includes a new public holiday premium as per NPCC guidance based on the extra overtime cost incurred.

<b>CHARGE TYPE</b>	<b>Aug 18 / Jul 19</b>	<b>Aug 19/ Jul 20</b>
	<b>Cost per hour</b>	<b>Cost per hour</b>
Chief Superintendent	£112.40	TBD
Superintendent	£97.52	TBD
Chief Inspector	£78.68	TBD
Inspector	£74.20	TBD
Sergeant	£76.72	TBD
Sergeant Public Holiday / Short notice premium - NEW	£14.26	TBD
Constable	£65.00	TBD
Constable Public Holiday / Short notice premium - NEW	£11.79	TBD
PSCO	£42.06	TBD
Support Staff(Communications Operator)	£46.99	TBD

### **Impact of change in S25/S26 rates on budget provision**

	<b>2018/19 Budget</b>	<b>2019/20 Budget</b>
Football	-£499,398	TBD

Although some income is generated across the force for policing events other than football, there is no recurring income budget provision for this.

### **B. Mutual Aid**

Mutual Aid rates for Police Officers have been set by NPCC to take into account regulations and also the issues around providing staff, backfilling and re-rostering of rest days when applicable and practical.

There are three Mutual Aid grades of deployment:

- Grade 0 – Bank Holiday
- Grade 1 – Reactive spontaneous deployment (15 days' notice or less)
- Grade 2 – Planned event (16 days' notice or more)

When the deployment is delivered by way of an attachment, the providing force can recover pension costs in addition to basic pay and NI.

Charging for Special Constables is static and always charged at 50% of the rate for a Grade 2 Police Constable.

For Police Staff, actual employable costs are charged for the individual used by the providing force. Where overtime is paid on deployment, it can be recovered.

5% Administration fee is added to all charges.

2019/20 rate methodology has changed slightly from 2018/19 to remove some previously applied allowances but to include an overtime holiday adjustment.

<b>Deployment Type</b>	<b>2018/19 Hourly rate</b>	<b>2019/20 Hourly rate</b>
Constable Grade 0	£47.03	£48.50
Constable Grade 1	£35.27	£36.38
Constable Grade 2	£31.27	£32.25
Sergeant Grade 0	£60.88	£62.75
Sergeant Grade 1	£45.66	£47.06
Sergeant Grade 2	£40.48	£41.73
Inspector All Grades	£47.93	£48.91
Chief Inspector All Grades	£51.36	£52.34
Superintendent All Grades	£64.42	£62.66
Chief Superintendent All Grades	£75.32	£72.66

### **Vehicle Costs**

Vehicle costs are recoverable as shown below. 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.

The methodology for calculating the daily horse rate as shown in the table below:

Police staff costs (includes Equine Manager & Grooms)  
Premises costs  
Horse purchase  
Vets fees and charges  
Other supplies and services  
**Divided by**  
Operational horses  
Useful Annual Work Days

As 2019/20 costing information is not yet available the horse rate for 2019/20 assumes an inflationary increase of 2%

### **Additional Costs for Mutual Aid**

<b>Provision of Vehicle Only</b>	<b>Daily rate</b>	
	<b>2018/19</b>	<b>2019/20</b>
Public Order Carrier plus fuel @ 5 miles per litre	£50	£50
General Purpose Van plus fuel @ 6 miles per litre	£30	£30
Electric ONLY vehicle	£40	£40
Marked Car plus fuel at 6 miles per litre	£35	£35
Unmarked Car plus fuel at 7 miles per litre	£25	£25
Motorcycle plus fuel @8 miles per litre	£25	£25
Firearms ARV plus fuel @ 5 miles per litre	£40	£40
Armoured Vehicle plus fuel @4 miles per litre	£50	£50
Other Specialist e.g. Mobile Police Station	£100	£100
Horse	£116.80	£119.14

### Impact of change in Mutual Aid rates on budget provision

Fees for most commonly deployed ranks have increase by approximately 3%. Vehicle daily costs have remained static. The horse daily rate has increased by 2%. There is no budget provision for mutual aid, therefore no budget impact. It is anticipated that any costs incurred in the provision of Mutual Aid will be offset by the level of cost recovery.

### C. S15 Charges - Fees and Charges for common items

Charges can be split into four categories:

- Statutory
- NPCC recommended
- In House
- Training Courses using Thames Valley National Costing model
- NDORS Courses governed by Road Safety Trust

#### Statutory Charges

CHARGE TYPE	2018/19	2019/20
<b>FIREARMS LICENSING</b>		
Firearms certificate issue (Grant)	£88	£88
Firearms certificate renewal	£62	£62
Firearms certificate replacement	£4	£4
Firearm certificate - increase / variation	£20	£20
Shotgun certificate issue (Grant)	£79.50	£79.50
Shotgun certificate renewal	£49	£49
Shotgun certificate replacement	£4	£4
Shotgun certificate issue (Grant co-terminus / including firearms certificate)	£90	£90
Shotgun certificate issue (Renewal co-terminus / including firearms certificate)	£65	£65
Visitors Permit (Individual)	£20	£20
Visitors Permit (Group)	£100	£100
Home Office Club approval (chargeable to Home Office)	£84	£84
Registered Firearms Dealer registration or renewal	£200	£200
Game Fairs	£13	£13
Firearms Museum license (chargeable to Home Office)	£200	£200
<b>HOME OFFICE CHARGES</b>		
Foreign National Registration fee	£34	£34
Pedlar's Certificate	£12.25	£12.25

## Impact of change in statutory charges on budget provision

As there has been no increase in statutory charges, there will be no budget impact in 2019/20.

	2018/19 Budget	2019/20 Budget
Firearms Registry	-£170,054	-£170,054
Foreign National Registration fee	-£62,000	-£62,000
Pedlar's Certificates	-£2,500	-£2,500

### NPCC Recommended Fees

CHARGE TYPE	2018/19	2019/20
<b>ACCIDENT REPORTS</b>		
Copy of accident report (full extract up to 30 pages)	£96.50	£99.00
Additional pages for same incident (per page)	£4.20	£4.30
Limited particulars (RT Act details)	34.3	£35.20
Fatal accident investigation report	£414.00	£424.80
Copy of police vehicle examination report (unless provided as full extract)	£68.80	£70.60
Copy of report (per page)	£4.20	£4.30
Copy of plan - other than in collision report	£41.40	£42.50
Interview or request for a statement to be written by Police Officer	£138.90	£142.50
<b>COPIES OF PHOTOGRAPHS</b>		
Copy of photograph (per photograph)	£27.50	£28.20
Copy of photograph (additional copies)	£3.00	£3.10
Copy of photographs from Digital Camera (per disc)	£20.30	£20.80
Copy of Body Cam/ CCTV Footage / Phone Reads (per Disc)	£20.30	£20.80
<b>COPIES OF STATEMENTS –OTHER THAN IN BOOKLETS</b>		
Copy of Witness Statement (with consent)	£41.40	£42.50
Copy of Witness Statement (with non-prior consent)	£55.10	£56.50
Request for a Statement to be Written by a Police Officer	£138.90	£142.50
Interview with Police Officer	£138.90	£142.50
<b>REQUESTS FOR DISCLOSURE OF INFORMATION</b>		
Request for information (up to 2 hours work)	£87.40	£89.70
Hourly rate for work above 2 hours	£29.20	£30.00
Civil Court Attendance Half day (PC)	£252.48	£260.00
Civil Court Attendance Full Day (PC)	£504.96	£520.00

<b>ABI/Lloyds Disclosure of Information (ABI/Lloyds MOU)</b>		
Confirmation of Crime Report Number/Date & time of offence and aggrieved under the MOU with the ABI (Appendix A (a))	£28.20	£30.00
Schedule 2, Part 1(2) of the Data Protection Act 2018 - Information and / or research up to 2 hours work (where applicable- inclusive of incident logs and crime reports) SOLICITORS ONLY	£120.20	£127.60
Schedule 2, Part 1(2) of the Data Protection Act 2018 - Disclosure Provision of third party details / limited particulars (Non-Injury RTC) SOLICITORS ONLY	£33.10	£35.20
Interview / Request for written statement from Police officer.	£134.20	£142.50
<b>FINGERPRINTS</b>		
Fingerprinting Fees (one set)	£77.70	£79.70
Fingerprinting Fees (additional sets)	£38.80	£39.80
<b>ALARMS</b>		
Alarm Registration Fee per element	£43.49	£43.49
Intruder & HUA fee (premises takeover of existing system)	£65.23	£65.23
<b>OTHER COMMON ITEMS</b>		
MG5 (Case Summary)	£34.90	£35.80
MG3	£34.90	£35.80
Incident Report	£35.60	£36.50
Caution Certificate	£22.90	£23.50
Domestic Violence Report	£52.60	£54.00
Crime Report	£17.60	£18.10
PNC Convictions	£34.90	£35.80
Custody Record	£17.60	£18.10
Copy of video tape / audio tape	£82.60	£84.70

### **Impact of change in NPCC recommended charges on budget provision**

NPCC recommended charges have increased by 2.6%, to reflect current CPI and HM Treasury advice.

	<b>2018/19 Budget</b>	<b>2019/20 Budget</b>
Accident Reports, Photographs, Statements	-£184,158	-£188,946
ABI/Lloyds Disclosure of information	-£127,668	-£130,987
Fingerprints	-£11,499	-£11,798
Alarms	-£57,811	-£59,314

### **In House Fees and Charges**

Family Court disclosure is a chargeable service offered by Information Compliance and Disclosure to local authorities and private solicitors, providing information stored on police systems to support Family Care Proceedings.

Keypoint is a chargeable in house key holder scheme. The scheme allows customers to securely register the details of individuals who can be contacted by the emergency services should a premises incident occur. The scheme can also hold next of kin details for elderly, infirm or vulnerable relatives.

CHARGE TYPE	2018/19	2019/20
<b>FAMILY COURT DISCLOSURES UNDER THE NATIONAL PROTOCOL</b>		
Initial Disclosure, including PNC (antecedents), Incident Logs, PVP reports (based on average 4 hours work per case)	£100	£100
<b>KEYPOINT - DOMESTIC AND REGISTERED CHARITIES</b>		
2 key holders	£9.39	£9.39
3-4 key holders	£11.10	£11.10
5-6 key holders	£12.81	£12.81
Additional key holders	£1.71	£1.71
<b>KEYPOINT - NON DOMESTIC</b>		
2 key holders	£17.08	£17.08
3-4 key holders	£18.79	£18.79
5-6 key holders	£20.50	£20.50
Additional key holders	£1.71	£1.71

#### **Impact of change in in house charges on budget provision**

There is no budget impact as fees have been recommended to remain the same as 2018/19. There is no specific recurring budget provision for Family Court Disclosures.

	<b>2018/19 Budget</b>	<b>2019/20 Budget</b>
Family Court Disclosures	£0	£0
Keypoint	-£4,554	-£4,554

#### **Training Courses using Thames Valley National Costing Model**

External fees and charges applicable to the Learning and Development Department are shown below. Course costs have been calculated in line with the National Costing Model Comparison.

The National Costing Model methodology utilises data from the Constabulary's Annual Training Plan calculating four elements:

- Trainer Costs – Police Officer / Police Staff / Associate daily rate
- Direct Delivery Costs – e.g. Guest Speaker Costs and equipment purchased.
- Indirect Delivery Costs - e.g. Vehicles and Classrooms
- Management and Admin Costs – annual costs are apportioned to number of student and trainer days.

Training centre accommodation and meal costs are added for external students.  
 Facility and accommodation charges are charged in line with market price ensuring the fee is competitive and realistic in line with similar establishments.

<b>CHARGE TYPE</b>	<b>2018/19</b>	<b>2019/20</b>
<b>DRIVER TRAINING - RESIDENTIAL</b>		
Blue Light Immediate Response	£2,198.50	£2,229.20
Standard Car	£2,454.46	£2,489.85
Advanced Car (4 weeks)	£3,796.55	£3,854.97
Advanced Car Refresher (2 weeks)	£2,395	£2,429.63
Advanced Motorcycle (3 weeks)	£3,886.95	£3,950.64
Standard Motorcycle (3 weeks)	£3,878.28	£3,942.87
Advanced Motorcycle Refresher (2 weeks)	£3,098.50	£3,147.20
Standard – Advanced Motorcycle (5 weeks)	£6,971.25	£7,075.10
Advanced Car (6 weeks)	£6,245	£6,326.89
Motorcycle Instructors	£7,866.70	£7,991.80
Car Instructors (6 weeks)	£7,500.65	£7,604.35
Car Instructors Course (6 weeks 1:1) new	£12,737.50	£12,949.24
Protected PSU Carrier	£460	£466.94
National Protection Drivers	£3,426.06	£3,472.02
C1/D1 Licence Acquisition	£1,620	£1,758.64
LGV Testing	£220	£223.43
Evasive and Offensive Driving	£1,148.75	£1,167.08
<b>DRIVER TRAINING - NON RESIDENTIAL</b>		
Blue Light Immediate Response	£1,620	£1,650.70
Standard Car	£1,875.96	£1,911.35
Advanced Car (4 weeks)	£2,559.56	£2,617.97
Advanced Car Refresher (2 weeks)	£1,816.50	£1,851.13
Advanced Motorcycle (3 weeks)	£2,979.20	£3,042.89
Standard Motorcycle (3 weeks)	£2,970.53	£3,035.12
Advanced Motorcycle Refresher (2 weeks)	£2,520	£2,568.70
Standard – Advanced Motorcycle (5 weeks)	£5,405	£5,508.85
Advanced Car (6 weeks)	£4,349.50	£4,431.39
Motorcycle Instructors	£5,971.20	£6,096.30
Car Instructors (6 weeks)	£5,605.15	£5,708.85
Car Instructors Course (6 weeks 1:1) new	£10,842.00	£11,053.74
Protected PSU Carrier	£363.75	£370.69
National Protection Drivers	£2,847.56	£2,893.52
C1/D1 Licence Acquisition	£1,194.50	£1,333.14
LGV Testing	£180	£183.43
Evasive and Offensive Driving	£950.50	£968.83
<b>CRIME TRAINING - RESIDENTIAL</b>		
Family Liaison Officer Development Programme (PIP2) - revised format	£760.01	£729.09



Initial Crime Investigator's Development Programme (PIP 2)	£3,693.09	£3,753.85
Investigative Supervisor Development Programme (PIP2) - revised format	£1,653.72	£1,576.74
Intelligence Foundation Module	£317.15	£315.63
Investigative Interviewing for Serious and Complex Investigations (T2 S &W)	£1,644.89	£1,668.49
Sexual Offences First Responders	£638.36	£647.24
Specialist Child Abuse Investigator Development Programme (PIP 2)	£1,228.48	£1,246.85
Tier 3 Specialist Investigative Interviewing - Suspect	£2,723.19	£2,755.41
Tier 3 Specialist Investigative Interviewing - Witness	£2,476.32	£2,508.53
Interview Advisor Development Programme - Tier 5 (Course length doubled to 10 days in 2019/20)	£479.26	£1,051.20
MOSAVO - Management of Sexual & Violent Offenders	£1,140.10	£1,152.01
Exhibits & Packaging	£334.91	£339.79
SIODP Major Crime Hydra - NEW		£626.37
SIODP Major Crime Module - NEW		£599.89
<b>CRIME TRAINING - NON RESIDENTIAL</b>		
Family Liaison Officer Development Programme (PIP2) - revised format	£334.51	£303.59
Initial Crime Investigator's Development Programme (PIP 2)	£2,126.84	£2,187.60
Investigative Supervisor Development Programme (PIP2) - revised format	£1,075.22	£998.24
IIP Intelligence	£170.15	£168.63
Investigative Interviewing for Serious and Complex Investigations (T2 S &W)	£1,066.39	£1,089.99
Sexual Offences First Responders	£440.11	£448.99
Specialist Child Abuse Investigator Development Programme (PIP 2)	£751.98	£770.35
Tier 3 Specialist Investigative Interviewing - Suspect	£1,815.44	£1,847.66
Tier 3 Specialist Investigative Interviewing - Witness	£1,568.57	£1,600.78
Interview Advisor Development Programme - Tier 5 (Course length doubled to 10 days in 2019/20)	£230.01	£472.70
MOSAVO - Management of Sexual & Violent Offenders	£663.60	£675.51
Exhibits & Packaging	£187.66	£192.54
SIODP Major Crime Hydra - NEW		£377.12
SIODP Major Crime Module - NEW		£350.64

An additional 15% is added to course fees for Non-Home Office Forces. The rationale behind the additional charges applied is due to the introduction of a royalty fee payable to the College of Policing for the delivery of their licensed training materials to Non-Home Office personnel.

CHARGE TYPE	2018/19	2019/20
<b>FACILITIES PER DAY</b>		
Classroom	£100	£100
Lecture Theatre	£250	£250
Assembly Hall	£400	£400
<b>MESSING CHARGE PER DAY</b>		
Breakfast	£5.25	£5.25
AM/PM Refreshments	£1.55	£1.55
Lunch / Packed	£6.95	£6.95
Evening Meal	£5.75	£5.75
<b>EN - SUITE ACCOMMODATION PER NIGHT</b>		
Daily Room Rate	£40	£40
Daily Bed & Breakfast	£45.25	£45.25
7 day Accommodation & 5 day Mess	£377.50	£377.50

Other miscellaneous Learning and Development categories are charged based on a historic Pricing Policy:-

- **Sports Fixtures** arranged against Lancashire Constabulary – **25%** of normal accommodation charge, where applicable, plus the full cost of catering, together with any other additional costs that may be incurred by the Training Centre in the provision of the services and facilities required.
- **Sports Teams from Other Forces** passing through Lancashire and requiring accommodation – 50% of normal accommodation charge, where applicable, plus the full cost of catering.
- **Functions, Conferences and Seminars of outside Organisations in the Public Sector** – All applicable charges plus 7.5% administration charge, subject to amendment depending on amount of administration required.
- **Functions, Conferences and Seminars of outside Organisations in the Private Sector** – All applicable charges but with percentage uplift to reflect historical commercial market prices. N.B. For practical reasons, we look at the administration charge and ensure the percentage reflects this.
- **Occasions of a charitable or Police Community Affairs/relations Nature**  
No charge for facilities. Full cost of catering, if applicable. Recharge of Hutton Hall Staff overtime, if applicable.
- **Accommodation of persons whose presence at the Training Centre is deemed to be of benefit to the Constabulary** - No charge for messing or accommodation to be made e.g. Representatives of the Prison Service,

Home Office, Foreign Office etc. engaged in discussions, negotiations for the undertaking of major training contracts or programmes. Officers from other Forces or visiting speakers who, free of charge, are providing a service or assistance beneficial to the Constabulary.

### **Impact of change in training course fees on budget provision**

2019/20 fees fluctuate slightly from 2018/19 due to amendments in resource requirements. Overall budget income would be expected to increase by 2% on Crime training and 1.5% on Driver training. There are no changes in facilities charges, messing and accommodation as existing charges fully recover costs.

	<b>2018/19 Budget</b>	<b>2019/20 Budget</b>
Crime Training Courses	£25,000	£25,500
Driver Training Courses	£574,700	£583,320
Accommodation and Messing	£117,500	£117,500

### **NDORS Courses governed by Road Safety Trust**

NDORS is a scheme unique to the UK, where a motorist has been caught committing, a minor traffic offence, e.g. speeding within the agreed thresholds or going through a red light etc. At the discretion of the local Chief Constable an offending motorist may be offered the opportunity to attend a course focusing on re-education designed to achieve greater compliance with Road Traffic legislation and road safety. If the motorist does not wish to accept a course offer they may accept a conditional offer of a fixed penalty which, if an endorsable offence, will include penalty points on their License or they may elect a court hearing; for offences where no fixed penalty is available, the matter will proceed to the Magistrates' Court.

Courses are governed by the Road Safety Trust with fees covering central NDORS and local costs.

<b>NDORS Course Fees</b>	<b>2018/19</b>	<b>2019/20</b>
Safe and Considerate Driving Course (SCD)	£140 .00	£140.00
RIDE (motorbike course)	£80.00	£80.00
National Motorway Awareness Course (NSAC)	£80.00	£80.00
National Speed Awareness (NSAC)	£80.00	£80.00
What's Driving Us?	£80.00	£80.00
National Seat Belt Course	£36.00	£36.00

### **Impact on Budget Provision**

Existing fees charged are fully recovering costs therefore no impact on budget.

	<b>2019/20 Budget</b>	<b>2019/20 Budget</b>
NDORS COURSE FEES	-£2,274,838	-£2,274,838

#### D. Charges to UK Borders Agency (UKBA) / HM Prison and Probation Service

Charges are set using Home Office Immigration Enforcement (HOIE) methodology for custody detentions of individuals that the HOIE requires detaining. Methodology is based on staffing costs against number of cells, plus catering, premises. An additional 5% admin charge on staffing costs is added.

CHARGE TYPE	2018/19	2019/20
Initial hour	£26.27	£28.87
Hourly rate for additional hours	£15.87	£18.17
FME Services (per Medical Assessment)	£45.72	£45.72
Hourly Constant Watch / Bed Watch	£34 *23/24	£34 *23/24
Interpreter (UKBA only)	£29.70	£29.70

Please note rates above are subject to approval by UKBA and HM Prison service.

#### Impact of change in UKBA / HM Prison charges on budget provision

Methodology costs have increased by approximately 10% mainly due to reduced number of cells available in 2019/20 and increase in structure costs. There is no recurring budget for Prison lockouts, but projected income for 2018/19 is £7k.

	2018/19 BUDGET	2019/20 BUDGET
UKBA	£45,000	£49,500
Prison Lockout	£0	£0

#### 4 References

National Police Chief's Council (NPCC) guidelines on Charging for Police Services (April 2019)

National Police Chief's Council (NPCC) guidelines on Charging for Police Services: Mutual Aid Cost Recovery (April 2019)

National Framework Agreement – Home Office Immigration Enforcement Detainees (April 2018)

National Agreement on Guideline Framework between NPCC and HM Prison and Probation Service: Charging for Cell Accommodation (April 2018)

Thames Valley Police National Costing Model Guidance (2016)