



**Lancashire  
Constabulary**

police and communities together

<b>Owning Department</b>	<b>FINANCE</b>
<b>Framework Owner</b>	<b>BUSINESS SUPPORT</b>
<b>Chief Officer Sponsor</b>	<b>IAN COSH</b>
<b>Risk Rating</b>	
<b>Equality Impact</b>	
<b>Date of Commencement</b>	<b>01/03/2016</b>
<b>Date of Next Review</b>	<b>01/04/2016</b>

## 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. a pop concert, or series of events, e.g. football matches

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 in Table 1 have been calculated based on the guidance outlined above and are effective from 1<sup>st</sup> August 2015.

The methodology for calculating the appropriate hourly rate for police officers and staff is outlined below:-

- Determine actual Force average pay by rank.  
There is then a separate calculation for direct costs, direct overheads and indirect overheads that equates to the full economic cost.
- Direct costs are the employable costs of a post (i.e. basic pay, employer's national insurance and pension/superannuation contribution and any other allowances) plus a fixed overtime premium of 50%.
- Direct overheads are taken directly from the budget and include uniforms, communications, transport and training.
- The indirect overhead rate has been set nationally at 30% of the sum of the direct overheads plus direct costs (excluding the overtime premium).
- This results in an annualised charge for each rank/grade
- The effective hours for each rank/grade have been set at a standard annual rate of 1508 hours. (This is the total hours less annual leave, bank holidays, sickness and training hours).
- The annualised charge is divided by the effective hours to provide the chargeable hourly rate specified in the table below

**Table 1: Section 25/26 Charges**

*(Review date - August 2016)*

<b>Rank / Post</b>	<b>Standard cost per hour</b>
Chief Superintendent	£107.00
Superintendent	£90.40
Chief Inspector	£72.60
Inspector	£68.40
Sergeant	£71.00
Constable	£61.40
PSCO	£40.00
Support Staff (Communications Operator)	£37.60

Charging under section 25 needs to distinguish between different categories of event: commercial events (intended to generate private profit), non-commercial events (charitable or community events) and statutory events (reflecting constitutional rights or processes).

The Guidance strongly recommends charging full economic costs of Special Police Services for commercial events. It is appropriate, however, to consider abating charges for non-commercial events. This is done by assessing and scoring events against a range of criteria; less than a score of 6 would mean no charge, 6-31 would give 50% abatement and 35+ would be subject to full cost recovery. The criteria applied within Lancashire are shown in Table 2.

**Table 2: Section 25 charging criteria.**

<b>Criteria</b>	<b>Assessment</b>	<b>Range of Scores</b>
Identified promoter	The existence of a promoter clearly identifies a commercial event. This can also be an organiser of a significant non-commercial event and can also be implied – e.g. for sports matches.	0 to 5
Premises Licence / Safety Certificate required	Most large defined events require a Premises Licence or a Safety Certificate to operate. Detail of the event capacity and the licensable activities are strong indicators of a significant event.	0 to 5
Stewards used	This also characterises a major event – but can also be the basis of a reduction in police input leading to reduced charges.	-5 to 0
Payment at event	A key determinant of a commercial event. It can also be a factor of a major non-commercial event.	0 to 10
Performers paid	Can also underline a commercial event or a major charitable / non-commercial event.	0 to 10
Trader concessions	A secondary indicator of the size of an event – one anticipating a large number of attendees.	0 to 10
Nature of the event	Commercial for profit, not commercial or a private event / function.	0 to 10
Proceeds to charity	This is an indicator of possible abatement, depending on other safety issues and the size of the event.	-5 to 0
Detrimental Community Impact	This is how a community will be affected by holding of the event such as increased traffic flow, disruption and disorder.	0 to 10
Community Value	This covers the reasons that an event should go ahead. An event that has strong traditions or promotes the values of community cohesion will have added community value.	-10 to 0
Additional policing	This can give an indication that significantly more policing than the norm is required.	0 to 10
Normal deployment	This would, in conjunction with the above, give an indication of the level of additional chargeable policing resources provided.	-5 to 0

**B. Mutual Aid  
Police Officer Rates**

Mutual Aid rates, shown in Table 3, 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.

The different grading classifications of Mutual Aid (grades 1, 2 & 3) are dependent on whether the service is spontaneous or planned and whether the service can be delivered remotely or requires a deployed resource. The NPCC guidance should be referred to before charging, in order to establish the appropriate grade of Mutual Aid.

When the deployment is prolonged, 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 3 Police Constable, without uplifts for specialisms.

**Table 3: Mutual Aid Police Officers**

	Constable	Sergeant	Inspector	Ch Inspector	Supt
<b>Standard Deployment</b>	£	£	£	£	£
Grade 1 hourly rate	32.78	42.25	45.03	48.30	60.61
Grade 2 hourly rate	29.06	37.46	45.03	48.30	60.61
Grade 3 hourly rate	29.06	37.46	45.03	48.30	60.61
<b>Skill Banding</b>					
Depending on the skill banding, apply the following premiums to the relevant Cost Grade above					
Band One - Normal Resource	0%	0%	0%	0%	0%
Band Two - Enhanced Resource	10%	10%	10%	10%	10%
Band Three - Specialised Resource	15%	15%	15%	15%	15%
Band Four - Scarce Resource	25%	25%	25%	25%	25%

**Police Staff Mutual Aid**

Mutual Aid rates for Police Staff are shown in Table 4. The varied charges for different grades of mutual aid do not apply to Police Staff. Charges are employable cost, plus any overtime worked. Skill Banding still applies.

**Table 4: Mutual Aid Police Staff**  
(Review date - August 2016)

	SCP4	SCP5	SCP6	SCP7	SCP8	SCP9	SCP10	SCP11	SCP12	SCP13
	£	£	£	£	£	£	£	£	£	£
Standard Deployment - daily rate	75.83	77.85	80.15	82.40	84.47	86.54	88.59	90.59	92.63	94.71
Equivalent hourly rate	10.25	10.52	10.83	11.14	11.41	11.69	11.97	12.24	12.52	12.80
Attachment - daily rate	87.81	90.15	92.82	95.42	97.82	100.21	102.59	104.90	107.26	109.67

	SCP14	SCP15	SCP16	SCP17	SCP18	SCP19	SCP20	SCP21	SCP22	SCP23
	£	£	£	£	£	£	£	£	£	£
Standard Deployment - daily rate	96.76	100.30	103.78	107.59	109.57	113.08	116.56	120.09	124.16	128.54
Equivalent hourly rate	13.08	13.55	14.02	14.54	14.81	15.28	15.75	16.23	16.78	17.37
Attachment - daily rate	112.05	116.15	120.17	124.59	126.89	130.94	134.98	139.07	143.77	148.84

	SCP24	SCP25	SCP26	SCP27	SCP28	SCP29	SCP30	SCP31	SCP32	SCP33
	£	£	£	£	£	£	£	£	£	£
Standard Deployment - daily rate	133.09	138.18	142.92	147.47	151.99	156.51	161.09	165.41	169.69	174.02
Equivalent hourly rate	17.98	18.67	19.31	19.93	20.54	21.15	21.77	22.35	22.93	23.52
Attachment - daily rate	154.11	160.01	165.50	170.77	176.01	181.24	186.54	191.54	196.50	201.51

	SCP34	SCP35	SCP36	SCP37	SCP38	SCP39	SCP40	SCP41	SCP42	SCP43
	£	£	£	£	£	£	£	£	£	£
Standard Deployment - daily rate	179.29	185.06	190.24	196.21	201.33	206.50	211.81	217.09	222.39	227.63
Equivalent hourly rate	24.23	25.01	25.71	26.51	27.21	27.91	28.62	29.34	30.05	30.76
Attachment - daily rate	207.62	214.30	220.30	227.21	233.14	239.13	245.28	251.39	257.52	263.60

	SCP44	SCP45	SCP46	SCP47	SCP48	SCP49	SCP50	SCP51	SCP52	SCP53
	£	£	£	£	£	£	£	£	£	£
Standard Deployment - daily rate	232.93	238.19	243.67	249.26	255.00	260.85	266.82	272.90	279.15	285.56
Equivalent hourly rate	31.48	32.19	32.93	33.68	34.46	35.25	36.06	36.88	37.72	38.59
Attachment - daily rate	269.73	275.82	282.17	288.64	295.29	302.07	308.98	316.02	323.25	330.68

	SCP54	SCP55	SCP56	SCP57	SCP58	SCP59	SCP60	SCP61
	£	£	£	£	£	£	£	£
Standard Deployment - daily rate	292.05	298.72	305.51	312.49	319.60	326.90	334.33	341.90
Equivalent hourly rate	39.47	40.37	41.29	42.23	43.19	44.18	45.18	46.20
Attachment - daily rate	338.20	345.92	353.79	361.86	370.10	378.54	387.15	395.93

The above rates exclude overtime premiums. Where these are paid on deployment, they can be recovered via mutual aid arrangements.

### Vehicle Costs

Vehicle costs can be added to the total charge. 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 standard charges to be used are shown in Table 5. Mileage cost is based on actual fuel cost per litre.

The methodology for calculating the daily horse rate as shown in Table 5:

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

**Table 5: Additional Costs for Mutual Aid**  
 (Review date - April 2016)

Provision of Vehicle Only	Daily Rate £	Miles per Litre
Public Order Carrier	50	5
General Purpose Van	30	6
Marked Car	35	6
Unmarked Car	25	7
Motorcycle	25	8
Firearms ARV	40	5
Armoured Vehicle	50	4
Other Specialist e.g. Mobile Police Station	100	N/A
Horse	110.12	

### C. S15 Charges - Fees and Charges

As a minimum, charges should recover the costs of supplying the service. Where market conditions permit, charges could be levied up to full economic costs in order to contribute to overheads.

Other discretionary charges are shown in Table 6 and are calculated in accordance with NPCC Guidance. Some are published rates whilst others allow Force discretion in recovering costs.

**Table 6: Other Charges**  
(Review date - April 2016)

<b><u>ACCIDENT REPORTS</u></b>		
<b>CHARGE TYPE</b>	<b>Force charge</b>	<b>Origin</b>
Copy of accident report - full extract up to 30 pages	£91.80	NPCC
Additional pages for same incident (per page)	£4.00	NPCC
Fatal accident investigation report	£394.00	NPCC
Scene survey	At cost in line with Special Services Charge	Collision Investigation Unit - Richard Roberts
Copy of police vehicle examination report (unless provided as full extract)	£65.50	NPCC
Copy of report (per page)	£4.00	NPCC
Copy of plan - other than in collision report	£39.40	NPCC
Abortive search	£32.60	NPCC
Interview	£130.90	NPCC
Copy of photograph (per photograph)	£26.20	NPCC
Copy of photograph (additional copies)	£2.90	NPCC
Copy of video tape / DVD	£78.60	NPCC
Civil Court attendance	Half day-£245.60 Full Day - £491.20	NPCC
Request for information re non-injury accident (up to 2 hours work)	£82.40	NPCC
Hourly rate for work above 2 hours	£27.50	NPCC
<b><u>FINGERPRINTING FEES</u></b>		
<b>CHARGE TYPE</b>	<b>Force charge</b>	<b>Origin</b>
Fingerprinting Fees (one set)	£74.00	NPCC
Fingerprinting Fees (additional sets)	£36.90	NPCC
<b><u>INTRUDER &amp; PA ALARMS</u></b>		
<b>CHARGE TYPE</b>	<b>Force charge</b>	<b>Origin</b>
Alarm Registration Fee per element	£43.49	NPCC
Intruder & HUA fee	£65.23	NPCC
<b><u>KEYPOINT</u></b> (As set by Alarms Section, Contact Management)		
	Domestic & Registered Charities	Non- Domestic
2 key holders	£9.39	£17.08
3-4 key holders	£11.10	£18.79
5-6 key holders	£12.81	£20.50
Additional key holders	£1.71	£1.71
<b><u>INSURANCE REQUESTS</u></b>		

Confirmation of individual crime report ABI (Appendix D(a))	£27.50	NPCC
Further details of individual crime report to ABI (Appendix D (b))	£117.20	NPCC
Fraudulent claim enquiry	nil	
Interview with police officer	£130.90	NPCC

### **ACCESS TO PERSONAL DATA**

<b>CHARGE TYPE</b>	<b>Force charge</b>	<b>Origin</b>
Disclosure information as per section 35. Data Protection Act	£75	NPCC
Disclosure of limited particulars as per section 35. Data Protection Act	£31.10	NPCC
DPA 1998 - Section 7 Subject Access Request	£10	NPCC
DPA 1998 – Section 68 Health Records (Copy)	£50	NPCC
DPA 1998 – Section 68 Health Records (View)	£10	NPCC

### **FAMILY COURT CASE UNDER THE NATIONAL PROTOCOL**

<b>CHARGE TYPE</b>	<b>Force charge</b>	<b>Origin</b>
Initial Disclosure, including PNC (antecedents), Domestic Violence Logs and PPU statements. Based on av 4 hours work per case @ £25 per hour.	£100	Data Protection Unit, HQ
Update Requests within 6 months	£50	Data Protection Unit, HQ
Copies of Audio Tapes	£32.60	NPCC
Video interview	£78.60	NPCC
Copy of DVD/CD	£19.30	NPCC
Photographs (a) first photograph	£26.20	NPCC
(b) subsequent photographs	£2.90	NPCC
(c) Paper photograph prints: provided mainly for scenes of crime images	£5 per set	

### **FIREARM AND SHOTGUN LICENSING**

<b>CHARGE TYPE</b>	<b>Force charge</b>	<b>Origin</b>
Firearms certificate issue (Grant)	£88.00	Home Office
Firearms certificate renewal	£62.00	Home Office
Firearms certificate replacement	£4.00	Home Office
Firearm certificate - increase / variation	£20.00	Home Office
Shotgun certificate issue (Grant)	£79.50	Home Office
Shotgun certificate renewal	£49.00	Home Office
Shotgun certificate replacement	£4.00	Home Office
Shotgun certificate issue (Grant co-terminus / including firearms certificate)	£90.00	Home Office



Shotgun certificate issue (Renewal co-terminus / including firearms certificate)	£65.00	Home Office
Registered Firearms dealer registration and renewal	£200.00	Home Office

### **HOME OFFICE CHARGES**

CHARGE TYPE	Force charge	Origin
Alien Certificated (International Visitors Certificate)	£34.00	NPCC
Peddler's Certificate	£12.25	NPCC

### **CHARGE RATES FOR COMMON ITEMS**

CHARGE TYPE	Force charge	Origin
Copy of Witness Statement (with consent)	£39.40	NPCC
Copy of Witness Statement (with non-prior consent)	£52.40	NPCC
Request for a Statement to be Written by a Police Officer	£130.90	NPCC
MG5 (Case Summary)	£33.20	NPCC
MG3	£33.20	NPCC
Incident Report	£33.90	NPCC
Caution Certificate	£22.10	NPCC
Domestic Violence Report	£50.00	NPCC
Custody Record	£16.70	NPCC

External Fees and charges applicable to the Learning and Development Department are shown in table 7. Charges are currently under review using the non-mandatory National Costing Model led by Thames Valley Police.

**Table 7: Training School**  
(Review date – April 2016)

<b>Driver Training Courses per student</b>	<b>Tuition Only</b>	<b>Non Residential (inc Lunch &amp; Refreshments)</b>	<b>With EnSuite Accommodation &amp; Mess without Evening Meal</b>	<b>With EnSuite Accommodation &amp; Mess</b>
11 EOD BLUE LIGHT IMMEDIATE RESPONSE	-	-	-	£2,150
BTP STANDARD CAR				£1,935
Advanced Car ( 4 weeks)	£2,820	£2,995		£4,100
Advanced Car Refresher (2 weeks)	£1,650	£1,735		£2,275
Advanced Bike (3 weeks)*	£3,870	£4,005	£4,730	£4,815
Standard Bike ( 3 weeks)*	£3,640	£3,775	£4,500	£4,585
Adv Bike Refresher (2 weeks)*	£2,435	£2,520	£3,005	£3,050
Std-Advanced bike course (5 week)	£5,155	£5,445		£6,730
Advanced Car Course (6 week)				£5,845

Motorcycle Instructors Course	£10,175		
Car Instructors Course	£6,650		£8,530
BTP Protected PSU Carrier Course			£440
Nat. Protection Drivers (2 Weeks)	£2,575	£2,660	£3,240
BTP C1/D1 Licence Acquisition (7 day)			£1,530
Driver Training - 1 Instructor for 1 day	£255		
LGV Testing for Lancs Fire & Rescue	£180		
<b>CID Courses</b>			
	<b>Residential</b>	<b>Non-Residential</b>	
Family Liaison Officer (Major Crime & Mass Fatality)	£840	£540	
I.C.I.D.P - Initial Crime Investigator's Development Programme	£3,230	£1,880	
ISDP - Investigative Supervisor Development Programme	£1,600	£1,070	
Intelligence Foundation Module	£360	£235	
Tier 2 Suspect & Witness	£1,495	£960	
Sexual Offences First Responders	£630	£365	
S.C.A.I.D.P	£1,305	£765	
Tier 3 Specialist Investigative Interviewing - Suspect	£3,375	£2,565	
Tier 3 Specialist Investigative Interviewing - Witness	£2,470	£1,660	
Interview Advisor Development Programme - Tier 5	£575	£305	
Investigating Child Death	£500	£335	
MOSAVO - Management of Sexual & Violent Offenders	£595 (5 days) £855 (8 days)	£395 (5 days) £535 (8 days)	
Exhibits & Packaging	£245	£120	

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 be agreed by the Chief Constable in conjunction with the county Treasurers to produce a charge based on commercial market prices existing at that time. 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.

#### D. Charges to UK Borders Agency (UKBA)

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 and accessory costs per 12 hour period. An additional 5% admin charge on staffing costs is added. See table 8.

**Table 8: UKBA**  
(Review date – April 2016)

Initial 12 hours detention	£190.10
Hourly rate for additional hours	£12.60
FME Services (per Medical Assessment)	£44.55

#### 4 References

National Police Chief's Council (NPCC) guidelines on Charging for Police Services (April 2015)

National Police Chief's Council (NPCC) guidelines on Charging for Police Services: Mutual Aid Cost Recovery (April 2015)

National Framework Agreement – Home Office Immigration Enforcement Detainees (Sept 2014)