

Nottinghamshire Police and Crime Commissioner**Notice of Decision**

Nottinghamshire

POLICE & CRIME COMMISSIONER

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For Decision or Information	Decision
Date received*:	7 April 2016
Ref*:	2016.018

*to be inserted by Office of PCC

TITLE: 2016/17 Charging Rates for Police Services**EXECUTIVE SUMMARY:**

This is the annual review of the Charging Rates for Police Services for Nottinghamshire Police which will be used during the financial year 2016/17 to recover costs for activities undertaken for third parties.

INFORMATION IN SUPPORT OF DECISION: (e.g report or business case)

This is the annual review of the Charging Rates for Police Services for Nottinghamshire Police as per the national policing guidelines as provided by the National Police Chiefs' Council (NPCC).

The NPCC's document provides guidance for the charging rates for such items as accident reports, firearms certificates, etc and the calculation of the Special Police Services (SPS) rates used to charge for policing events such as football.

The majority of the charging rates follow the guidance from the NPCC, although there is provision within the guidance to use local agreements in instances where local costs are higher. Where local arrangements have been used, such as the accident records department, the rates have been circulated to relevant people to update.

The SPS rates for all ranks have been based on the 2016/17 budget information for officer costs to calculate average costs per rank based on mix of grades within that rank; and 2016/17 budget for all other relevant costs. The SPS rates have increased substantially year on year which is largely down to the change in the employers National Insurance rate; the 2016/17 pay award; and also the correction to IT costs where in 2015/16 there was an element excluded.

FINANCIAL INFORMATION (please include if is it capital or revenue or both. What the split is and the totals being requested. Is this a virement/ something already budgeted for or something that requires additional funding. Are there any savings that can be offered up/or achieved)

Not applicable.

Signature:
Chief Finance Officer

Date: 8th April 2016

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Is any of the supporting information classified as non public or confidential information**?	Yes		No	✓
If yes, please state under which category number from the guidance**				

DECISION:

The Commissioner is requested to approve the use of the proposed charging rates for the financial year 2016/17.

OFFICER APPROVAL

I have been consulted about the proposal and confirm that the appropriate 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.

Signature:

Chief Executive



Date:

12th April 16.**DECLARATION:**

I confirm that I do not have any disclosable pecuniary interests in this decision and I take the decision in compliance with the Code of Conduct for the Nottinghamshire Office of the Police and Crime Commissioner. Any interests are indicated below:

The above request has my approval.

Signature:

Nottinghamshire Police and Crime Commissioner



Date:

12/9/16

** See guidance on non public information



Business & Finance Department

Nottinghamshire Police, Sherwood Lodge, Arnold, Nottinghamshire, NG5 8PP

Nottinghamshire Police Charge List 2016/17

2015/16

2016/17

Accident Reports Department		
Non-refundable administrative fee (this fee is deducted from below if copies subsequently requested)	£33.00	£33.50
Copy of Accident Report (full extract up to 24 pages)	£88.00	£89.00
Additional pages for same incident (per page)	£2.60	£2.65
Minor accident form	£43.00	£43.50
Statements / sketch plan in relation to above	£5.60	£5.65
Fatals – Accident Investigation report	£397.50	£397.50
Forensic Collision Report not compiled £80.50 per hour	POA	POA
Scene Data £80.50 per hour	POA	POA
Copy of Scale plan - other than in collision report	£47.50	£48.00
Copy of Police vehicle examination report (unless provided as full extract)	£66.80	£67.00

Copies of Photographs / Imagery		
From Digital camera (irrespective of number)	£47.50	£48.00
Copy of CCTV footage	£52.00	£52.50
BlackBerry photo – each	£2.20	£2.25

Copies of statements – other than in booklets		
Copy of witness statement (witness not agreeing to disclosure of personal details)	£52.40	£52.40
Interview with Police Officer (per officer)	£148.00	£149.00
Request for a statement to be written by Police Officer	£130.90	£132.20

Cancellation charges		
If request is cancelled prior to search	<i>Refund</i>	Refund
If search is made prior to cancellation	£33.00	£33.50

Miscellaneous Charges		
Outside storage retrieval cost	£36.00	£36.50
Proof evidence prepared by another firm	£48.50	£49.00
Service of witness summons (non-refundable)	£8.90	£9.00
Travel Expenses (paid in advance)	POA	POA
Court attendance (paid in advance)	POA	POA

Charges for Information Disclosure

Copies of Photographs

Photographs (first photo)	£26.20	£26.20
Each subsequent photograph	£2.20	£2.90

Copies of Statements

Copy of witness statement (witness agreed to disclosure of personal details on provision)	£39.40	£39.40
Copy of witness statement (witness did not agree to disclosure of personal details and therefore consent needs to be confirmed)	£52.40	£52.40
Interview with a Police Officer (per officer)	£148.00	£149.00
Request for a statement to be written by Police Officer	£130.90	£132.20
Transcribed copy of interview record (only where prepared during investigative process)	£52.40	£52.40
Copies of VHS videotapes ** (see note below) (provision for viewing for CJS only)	£78.60	£78.60
Copies of audio tapes (provision for CJS only. Fee includes the administrative costs incurred in seeking consent from the individual. Please note this is non-refundable if consent is not received)	£78.60	£78.60
Copies of CDs / DVDs ** (see note below) (covers requirement to seek consent and reproduction of media, to be used for evidential purposes only)	£19.30	£19.30

Requests for Disclosure of Information

Request for informative research (list of relevant items provided only)	£82.40	£83.20
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Other Specific Items

Crime Report	£83.30	£83.30
Child Abuse / Domestic Violence Log	£77.25	£77.25
MG5 – Case Summary	£33.20	£33.20
Incident Log	£33.90	£33.90
PNC Convictions – Disclosure Print	£33.20	£33.20
Caution Certificate	£22.10	£22.10
Occurrence Summary (summary of initial incident report)	£16.70	£16.70
Custody Record / Log	£16.70	£16.70
Miscellaneous reports (DASH / Risk Assessment / Scene examinations, etc)	£15.45	£15.45
Validation of specific incident / report recorded on Police systems	£20.60	£20.60
Release of third party details for civil proceedings	£15.45	£15.45

Note ** It is unlikely for copies of VHS / CD / DVD's to be provided unless for care proceedings or evidence on CCTV coverage. Under normal circumstances it is not expected for copies of interviews with offenders, victims or witnesses to be provided. CPS decision making is non-disclosable by the Police.

2015/16

2016/17

Other Common Items**Fingerprinting Fees**

One Set	£74.00	£74.00
Additional sets thereafter (each)	£36.90	£36.90

Data Protection Act 1998 Fees (SI 2000/191)

DPA 1998 – Section 7 Subject Access Request	£10.00	£10.00
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Alarm URN Fees (set by ACPO CPI)

Alarm Registration (intruder)	£43.49	£43.49
Alarm Registration (panic Alarm)	£43.49	£43.49
Lone Workers Devices up to 10,000	£52.55	£52.55
Lone Workers Devices 10,001 – 50,000	£78.82	£78.82
Lone Workers Devices 50,001 and over	£105.10	£105.10
Detector activated CCTV systems	£43.99	£43.99
CAT5 after theft systems with vehicle immobilisation for vehicle recovery	£52.55	£52.55

Charge Rates for Common Items Statutory

These are Home Office set fees and are therefore potentially subject to change by the Home Office

Certificates

Firearms Certificate grant	£88.00	£88.00
Firearms certificate renewal	£62.00	£62.00
Firearms certificate replacement	£4.00	£4.00
Shotgun Certificate grant	£79.50	£79.50
Shotgun Certificate renewal	£49.00	£49.00
Shotgun Certificate replacement	£4.00	£4.00
Shotgun Certificate grant (co-terminus/including Firearms Certificate)	£90.00	£90.00
Shotgun Certificate renewal (co-terminus/including Firearms Certificate)	£65.00	£65.00
Visitors Permit (individual)	£20.00	£20.00
Visitors Permit (group)	£100.00	£100.00
Home Office Club approval (fee payable to the Home Office)	£84.00	£84.00
Registered Firearms Dealer registration	£200.00	£200.00
Registered Firearms Dealer renewal	£200.00	£200.00
Games Fairs	£13.00	£13.00
Variation (not like for like)	£20.00	£20.00
Firearms Museum Licence (fee payable to the Home Office)	£200.00	£200.00
Travel expenses in relation to the Firearms Museum License (paid in advance)	POA	POA
Foreign Nationals Certificates	£34.00	£34.00
Pedlars Certificates	£12.25	£12.25

Charge Rates for Special Policing Services

Hourly Charges

Chief Superintendent	£107.02	£111.11
Superintendent	£94.02	£99.06
Chief Inspector	£74.99	£77.88
Inspector	£70.47	£73.01
Sergeant	£72.73	£74.90
Constable	£61.82	£63.97
PCSO	£44.88	£46.27
Special Constable	£30.91	£31.97

Short Notice Premium & Bank Holiday Hourly Charges

Sergeant	£113.99	£116.86
Constable	£96.36	£99.26
PCSO	£65.88	£67.58
Special Constable	£48.18	£49.61

Miscellaneous

Charge Rates for Filming & Documentaries

Premises minimum charge rate per hour – proportional to the premises required	<i>n/a</i>	£150.00
Supervising officers – charged on an hourly rate for individuals at Special Policing Services rates as above	<i>n/a</i>	POA
If the filming organisation requests the use of the Force crest, this will be negotiated on an individual basis, subject to further charges and appropriate vetting undertaken.	<i>n/a</i>	POA
(This service may not be available in all counties or locations)		