

Nottinghamshire Police and Crime Commissioner
Notice of Decision



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For Decision or Information	Decision
Date received*:	28.03.17
Ref*:	2017.024

*to be inserted by Office of PCC

TITLE: 2017/18 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 2017/18 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.

In many cases 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 2017/18 budget information for officer and staff costs to calculate average costs per rank based on mix of grades within that rank; and the 2017/18 budget for all other relevant costs. The movement year on year is:

- Constable +1.4%
- Sergeant +1.3%
- Inspector +1.7%
- Chief Inspector +1.3%
- Superintendent -1.4%
- Chief Superintendent -1.0%
- PCSO +5.2%
- Staff A1 +4.2%

The majority of movement is reflective of the annual pay award and movement through the scales within ranks. The reduction year on year for Superintendents and Chief Superintendents is mainly due to retirements of officers who were at top of scale, with replacements starting lower down the scale. With the majority of the income the Force receives from undertaking SPS services coming

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from the Sergeant and Constable ranks, this reduction will have minimal impact. The increase on PCSO and staff grades is largely due to the change in employer's pension contribution from 10.8% to 13.4%.

These rates were reviewed and agreed at Force Executive Board on the 27th March 2017. However, as the Force moves forward with the Quality of Service model (priority based budgeting) these rates will be reviewed, therefore a change to these rates may be requested during the year.

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: 12th April 2017

Is any of the supporting information classified as non public or confidential information**?	Yes		No	<input checked="" type="checkbox"/>
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 2017/18.

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 2017

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: 20/4/17

** See guidance on non public information

For Decision	
Public/Non Public*	Public
Report to:	Strategic Resources and Performance Meeting
Date of Meeting:	
Report of:	Paul Dawkins
Report Author:	David Machin
E-mail:	David.Machin10991@Nottinghamshire.pnn.police.uk
Other Contacts:	Mark Kimberley
Agenda Item:	

*If Non Public, please state under which category number from the guidance in the space provided.

2017/18 Charging Rates for Police Services

1. Purpose of the Report

- 1.1 The purpose of this report is to inform the Office of the Police and Crime Commissioner (OPCC) of the proposed 2017/18 Charging Rates for Police Services for Nottinghamshire Police.

2. Recommendations

- 2.1 It is recommended that the Charging Rates for Police Services included in the attached report (Appendix A) are accepted and ratified to be used for the financial year 2017/18.

3. Reasons for Recommendations

- 3.1 To ensure that the OPCC is aware of the Charging Rates for Police Services that Nottinghamshire Police will use during the financial year 2017/18 to recover costs for activities undertaken for third parties.




4. Summary of Key Points (this should include background information and options appraisal if applicable)

- 4.1 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.

In many cases the charging rates in Appendix A 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 following key has been used on Appendix A to categorise the rates:

	Rates that have been locally set
	Rates that have been advised and follow the NPCC guidance
	Rates that are statutory charge rates

The SPS rates for all ranks have been based on the 2017/18 budget information for officer and staff costs to calculate average costs per rank based on mix of grades within that rank; and the 2017/18 budget for all other relevant costs. The movement year on year is:

- Constable +1.4%
- Sergeant +1.3%
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The majority of movement is reflective of the annual pay award and movement through the scales within ranks. The reduction year on year for Superintendents and Chief Superintendents is mainly due to retirements of officers who were at top of scale, with replacements starting lower down the scale. With the majority of the income the Force receives from undertaking SPS services coming from the Sergeant and Constable ranks, this reduction will have minimal impact. The increase on PCSO and staff grades is largely due to the change in employer's pension contribution from 10.8% to 13.4%.

These rates were reviewed and agreed at Force Executive Board on the 27th March 2017. However, as the Force moves forward with the Quality of Service model (priority based budgeting) these rates will be reviewed, therefore a change to these rates may be requested during the year.

5. Financial Implications and Budget Provision

5.1 The financial information relating to this item is contained within Appendix A.

6. Human Resources Implications

6.1 There are no immediate Human Resource implications arising from this report.

7. Equality Implications

7.1 There are no equality implications arising from this report.

8. Risk Management

8.1 Please see attached Appendix A.

9. Policy Implications and links to the Police and Crime Plan Priorities

9.1 There are no policy implications arising from this report.

10. Changes in Legislation or other Legal Considerations

10.1 There are no changes in legislation or other legal considerations that are relevant to this report.

11. Details of outcome of consultation

11.1 The figures included in this report are presented to the Force Executive Board on a monthly basis.

12. Appendices

12.1 Appendix A – Charge rates for 2017/18

13. Background Papers (relevant for Police and Crime Panel Only)

NB




See guidance on public access to meetings and information about meetings for guidance on non-public information and confidential information.



Finance

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

Nottinghamshire Police Charge List 2017/18

Key	
	Locally set
	As advised by NPCC Guidance
	Statutory Charge Rates

2016/17

2017/18

Accident Reports Department		
Non-refundable administrative fee (this fee is deducted from below if copies subsequently requested)	£33.50	£34.00
Copy of Accident Report (full extract up to 24 pages)	£89.00	£91.00
Additional pages for same incident (per page)	£2.65	£2.70
Minor accident form	£43.50	£44.50
Statements / sketch plan in relation to above	£5.65	£5.75
Fatals – Accident Investigation report	£397.50	£410.00
Forensic Collision Report not compiled £82.00 per hour	POA	POA
Scene Data £82.00 per hour	POA	POA
Copy of Scale plan - other than in collision report	£48.00	£49.00
Copy of Police vehicle examination report (unless provided as full extract)	£67.00	£68.50

Copies of Photographs / Imagery		
From Digital camera (irrespective of number)	£48.00	£49.00
Copy of CCTV footage	£52.50	£52.50
BlackBerry photo – each	£2.25	£2.30

Copies of statements – other than in booklets		
Copy of witness statement (witness not agreeing to disclosure of personal details)	£52.40	£53.20
Interview with Police Officer (per officer)	£149.00	£152.00
Request for a statement to be written by Police Officer	£132.20	£134.20

Cancellation charges		
If request is cancelled prior to search	<i>Refund</i>	Refund
If search is made prior to cancellation	£33.50	£34.00

Miscellaneous Charges		
Outside storage retrieval cost	£36.50	£37.00
Proof evidence prepared by another firm	£49.00	£50.00
Service of witness summons (non-refundable)	£9.00	£9.20
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	£26.60
Each subsequent photograph	£2.90	£2.90

Copies of Statements

Copy of witness statement (witness agreed to disclosure of personal details on provision)	£39.40	£40.00
Copy of witness statement (witness did not agree to disclosure of personal details and therefore consent needs to be confirmed)	£52.40	£53.20
Interview with a Police Officer (per officer)	£149.00	£152.00
Request for a statement to be written by Police Officer	£132.20	£134.20
Transcribed copy of interview record (only where prepared during investigative process)	£52.40	£53.20
Copies of VHS videotapes ** (see note below) (provision for viewing for CJS only)	£78.60	£79.80
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	£79.80
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)	£83.20	£84.40
Hourly rate of work above 2 hours (including redaction)	N/A	£28.20

Other Specific Items

Crime Report	£83.30	£84.50
Child Abuse / Domestic Violence Log	£77.25	£78.40
MG5 – Case Summary	£33.20	£33.70
Incident Log	£33.90	£34.40
PNC Convictions – Disclosure Print	£33.20	£33.70
Caution Certificate	£22.10	£22.10
Occurrence Summary (summary of initial incident report)	£16.70	£17.00
Custody Record / Log	£16.70	£17.00
Miscellaneous reports (DASH / Risk Assessment / Scene examinations, etc)	£15.45	£15.70
Validation of specific incident / report recorded on Police systems	£20.60	£20.90
Release of third party details for civil proceedings	£15.45	£15.70

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.

Other Common Items

Fingerprinting Fees

One Set	£74.00	£75.10
Additional sets thereafter (each)	£36.90	£37.50

Data Protection Act 1998 Fees (SI 2000/191)

DPA 1998 – Section 7 Subject Access Request	£10.00	£10.00
DPA 1998 – Section 68 Health Records (Copy)	N/A	£50.00
DPA 1998 – Section 68 Health Records (View)	N/A	£10.00
DPA 1998 – Section 68 Health Records (View & then Copy)	N/A	£50.00

Alarm URN Fees

The following NPCC approved charging structure is adopted by forces seeking to recover administration costs in respect of registration of security systems which terminate at a recognised Alarm Receiving Centre (ARC), Remote Video Response Centre (RVRC) for CCTV and System Operating Centre (SOC) for vehicle tracking. The administration fee is payable for:

- New Unique Reference Number (URN) applications
- New occupiers/owners of premises taking over existing security systems (system retains false alarm history unless upgraded to DD243 2004)
- Existing user changing security company (system retains false alarm history unless upgraded to DD243 2004)

Where a security company cancels a URN, a period of 28 days grace should be given to allow another security company to take over the URN.

Where a security company applies to take over a URN from an existing company and/or maintenance contract, they may do so supported by the customer's authority.

The administration fee is not applicable when:

- A security company takes over another security company
- A security company ceases to trade and another company takes over the URNs within 28 days

Premises change name only (evidence will be required to ensure it is a change of name only and not change of owner/user)

Alarm Registration (intruder)	£43.49	£43.49
Alarm Registration (panic alarm)	£43.49	£43.49
Where a new occupier/owner of premises takes over an existing security system with one element the full fee will be payable	N/A	£43.49
Where a new occupier/owner of premises takes over an existing security system with both intruder and HUA elements a reduced fee will be payable	N/A	£65.23
The same fee (as above) will be payable where an existing user decides to change their security company	N/A	£65.23

For Lone Worker Devices (LWDs), the ARC may apply to the relevant police force for a URN if the conditions of the ACPO Police Response to Security Systems (Police Requirements for Lone Work Services) are complied with. The cost of the URN will depend on the number of systems monitored, as detailed in the table below.

Lone Workers Devices up to 10,000	£52.55	£52.55
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Alarm URN Fees (continued)		
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
The above charges will incur VAT at the standard rate		

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
Peddler Certificates	£12.25	£12.25

Charge Rates for Special Policing Services

Hourly Charges		
Chief Superintendent	£111.11	£109.99
Superintendent	£99.06	£97.68
Chief Inspector	£77.88	£78.92
Inspector	£73.01	£74.23
Sergeant	£74.90	£75.88
Constable	£63.97	£64.87
PCSO	£46.27	£48.67
Special Constable	£31.97	£32.43
Police Staff (Grade A1) *	£34.02	£35.44
Police Dog	N/A	£64.00

Short Notice Premium & Bank Holiday Hourly Charges		
Sergeant	£116.86	£118.16
Constable	£99.26	£100.49
PCSO	£67.58	£69.98
Special Constable	£49.61	£50.24
Police Staff (Grade A1) *	£57.82	£59.48

* Hourly rates for other police staff grades are available upon application

Miscellaneous

Charge Rates for Filming & Documentaries		
Premises minimum charge rate per hour – proportional to the premises required	£150.00	£152.25
Supervising officers – charged on an hourly rate for individuals at Special Policing Services rates as above	POA	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.	POA	POA
(This service may not be available in all counties or locations)		

Charge Rates for Police Vetting		
National Vetting Policy for Police Community 2012		
NPPV Level 1	N/A	£30.00
NPPV Level 2	N/A	£70.00
NPPV Level 3	N/A	£120.00

Charge Rates for Digital Investigations & Intelligence Unit Services

Nottinghamshire Police Digital Investigations & Intelligence Unit services will be charged on an individual basis and priced accordingly to the following table.

These services include:

Fixed fee mobile device encryption / lock bypassing	N/A	£50.00
Fixed fee logical mobile device data extraction for review purposes	N/A	£150.00
Fixed fee file system / physical device data extraction for review purposes	N/A	£200.00
Fixed fee SIM card extraction	N/A	£5.00
Fixed fee memory card extraction	N/A	£25.00
Fixed fee computer imaging per 0.5TB	N/A	£50.00
Fixed fee computer triage examination with data extraction for review purposes per 0.5TB	N/A	£100.00
Premises / laboratory minimum charge rate per hour – proportional to the premises / laboratory required	N/A	£11.50
Supervising officers (Sergeant rate) – charged on an hourly rate for individuals at Special Policing Services rate as above	N/A	£75.80
Any specialist officer / staff time / consultants (Constable rate) – charged on an hourly rate for individuals at Special Policing Services rate as above and at full cost for consultants	N/A	£64.80
Laboratory equipment minimum charge rate per hour – proportional to the equipment required	N/A	£15.50
All travel, subsistence, sundries and disposables will be charged for	N/A	POA

An admin fee of 5.0% will be added to all charges

Contact: T-Det Insp Leslie Charlton, Digital Investigation & Intelligence Unit on 101 817 1483 or email leslie.charlton@nottinghamshire.pnn.police.uk

Charge Rates for Vehicle Removals

Vehicle removals (as per the Removal, Storage & Disposal of Vehicles (Prescribed Sums & Charges) Regulations 2008):

Removal of vehicle in contravention of RTRA 1984, PRA 2002 or RTA 1988. As detailed in the Removal, Storage & Disposal of Vehicles (Prescribed Sums & Charges) Regulations 2008 based upon a variable range of charges according to the vehicle's type, weight, condition and position at the time of removal	N/A	POA
Storage of vehicle per day in contravention of RTRA 1984, PRA 2002 or RTA 1988. As detailed in the Removal, Storage & Disposal of Vehicles (Prescribed Sums & Charges) Regulations 2008 based upon a variable range of charges according to the vehicle's type and weight	N/A	POA
Disposal of vehicle in contravention of RTRA 1984. As detailed in the Removal, Storage & Disposal of Vehicles (Prescribed Sums & Charges) Regulations 2008 based upon a variable range of charges according to the vehicle's type and weight	N/A	POA