



# CHARGING FOR POLICE SERVICES

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## **1.0 Introduction and Background**

- 1.1 There is need for the police service to be able to identify the basis of recovering costs or charging for its services. There is also a need to ensure that this is both transparent and consistent.
- 1.2 NPCC FCC has issued guidance on charging for police services which is aimed at giving clarity to the service and at the same time providing a basis for a more consistent outcome. While the main elements and issues contained within that document are identified below, this paper should be read in conjunction with the NPCC FCC guidelines when setting charges.
- 1.3 This document should be read in conjunction with the Bedfordshire Cambridgeshire Hertfordshire Constabulary Fees and Charges Handbook.

## **2.0 NPCC FCC Guidance Charging for Policing Services**

### **2.1 Cost Recovery**

- 2.1.1 The powers for seeking to recover costs for policing services are given in various sections of the Police Act 1996 (as amended).
- 2.1.2 Special policing services are normally provided to an event, either singular (pop concert) or a series of events (policing football), and the NPCC FCC guidelines have established the principle of achieving a full economic cost recovery of relevant costs. However, in line with the concept of risk assessment for policing events within the community, the Chief Constable is able to abate charges for events in certain circumstances. A decision matrix approach has been developed by NPCC FCC to help determine different circumstances and at the same time give some discretion. Small-scale events below a threshold level can be policed without charge.
- 2.1.3 The charges should be transparent and consistent, and a general principle of the recovery of policing costs at no detriment to the local community has also been established. This increases the charge for policing to cover rest day overtime working in order to preserve duty time for core policing in the community.
- 2.1.4 The police service is now required to provide policing services to other agencies of Government (e.g. Prisons, Immigration etc), which may cut across local priorities. This recognises a different requirement for cost recovery and advice is provided in these circumstances.
- 2.1.5 Events can also be sponsored or organised by local authorities and non-commercial organisations. These often take place either on Local Authority land or on the highway. Here, full economic cost may not be the most appropriate recovery basis and abatement can be used to address this issue.
- 2.1.6 Un-established events arranged via a private promoter, require 100% of the total cost to be paid in advance. This may be revised to 50% once a suitable credit history has been established with the constabulary. Any amendments

made to the cost at the time of the event will be charged/refunded within 30 days of the event taking place.

## **2.2 Charging Methodology – Key Principals**

2.2.1 The review of charging methodology has been based on number of key principles that underpin the approach. These are:

- i) Charging for services should be based on a proper calculation of the cost of services provided. Charging reflects a proper cost recovery mechanism.
- ii) A charging methodology should be clear and transparent to both providers and receivers of the service;
- iii) The basis of cost calculations should be consistent - so that significant variations in charges are explained by local circumstance, rather than methodology differences;
- iv) Calculations of base costs and overhead recovery should be compliant with accepted accounting best practice;
- v) There should be a clear understanding of how the methodology should be used by practitioners;
- vi) There should be a generally agreed basis for determining whether a charge should be applied. This should cover the range of services for which charges should be set and the occasions where charges are due to be raised and include guidance on where discretion can be applied.

## **2.3 Cambridgeshire Cost Model**

2.3.1 The model uses Full Economic Cost for the charge out rates of police officers and staff based on calculations from **NPCC FCC National Policing Guidelines on Charging for Police Services**

2.3.2 The model is based around averages for rank, as this provides more stability across years and between Forces. Public Holiday Rate has also been calculated.

2.3.3 Events will also be charged the actual cost Cambridgeshire Constabulary has incurred for additional items such as hire of a generator.

2.3.4 Planning and communication charges are no longer separately applied as they are now incorporated within the officer / staff charge rates within full economic cost.

2.3.5 Appendix 1 sets out the definitions for the types of events we may be asked to police and sets out the criteria used to determine appropriate charges. Appendix 2 shows the charging sheet used by Cambridgeshire Constabulary.

## **2.4 Income Generation**

2.4.1 These activities fall into two categories: -

- i) Market Competitive goods/services where Police and Crime Commissioners set charges in relation to market forces by charging a market rate e.g. training, vehicle maintenance, etc.
- ii) Market Non-Competitive activity is essentially a by-product of core police activity. Here, there should be consistency on the rate that will be set nationally e.g. accident reports etc.

2.4.2 Within the key principles set out above, there has to be a proper recognition of the cost of production of either the goods or service and should therefore be charged at full economic cost.

2.4.3 Income generation is acceptable within the police service under Section 15 of the Police Reform and Social Responsibility Act 2011 which extends to Police and Crime Commissioners (PCC) the 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.

## **2.5 Fees and Charges Booklet**

The Fees and Charges Handbook is produced as a separate document and covers the charges for statutory and non-statutory items. The book is updated yearly in line with NPCC FCC guidelines on charging for statutory items.

## **3.0 Adoption of the Guidelines**

3.1 The application of the guidelines is to be applied in full.

3.2 The idea of police charging for services is now accepted in the public domain, but those who use the facility still do not appreciate the true cost of police support for events.

3.3 Illustrative examples of different types of events and how scores may be applied are summarised in NPCC FCC Guidelines on charging for Police Services.

## **4.0 Football Events**

4.1 It is critical to successful cost recovery and to ensure a transparent and consistent approach across the Constabulary that dialogue takes place between Cambridgeshire Police and The Clubs and Associations who request Special Police Services. Special Police Services need to be specifically

requested by an event organiser. This dialogue must establish a contractual relationship where the following is defined.

The rate at which Special Police Services are charged, set annually by the PCC defined in the NPCC FCC on charging for Police Services.

- The minimum and maximum number of hours that this will be charged for any event.
- Additional charging elements, such as administration, vehicles, food.
- The level of charge should an event be cancelled and where the police service has already incurred costs.
- The “Footprint” of the event must be established as this is the geographical area where Officers will be deployed under contract.
- For sporting events this Footprint and the level of resources may vary depending on the category of the game. A separate contract must be established for each scenario.

4.2 The Force has adopted the NPCC Football Charging policy and the following has been established as Constabulary policy for Football Charging:

- Minimum number of hours deemed Full deployment ( 6 Hours )
- Minimum number of Hours deemed Partial deployment ( 3 Hours)
- An agreement of what counts as a partial deployment.
- Introduction of a common contractual document, based on the Football Forum template
- Introduction of a common Statement of Intent document ( otherwise known as a Memorandum of Understanding)

The judgement on Leeds United vs. West Yorkshire Police regarding charging for Special Police Services (SPS) outside the land which is owned leased or directly controlled by the Club. The judgement confirmed that charging for SPS outside the footprint owned, leased or directly controlled by the Club, is not supported. This should make no difference to our football agreements as we have agreements that charge for footprint area SPS only

4.3 Public Holiday Rate

A special case must be made by small clubs where full charging would be detrimental to the club continuing to operate. The Chief Constable has the final decision on all matters of charging.

## **5.0 VIP Visits**

5.1 The Cambridgeshire area is large and diverse, being home to a number of high profile venues including Cambridge University, Huntingdon Life Sciences, East of England Showground, Duxford Airfield and Burghley House. These and other venues in the area attract a high number of VIP visitors. VIP visits are rarely chargeable as the arrangements usually come under Government protection required, as in the case of visiting dignitaries or Royalty. Exceptions may arise where the event is chargeable and the normal rules of charging would apply.

## **6.0 Custody**

- 6.1 The Immigration Service is charged with custody time and any other fees incurred by the Police for persons taken into custody for an offence e.g. shoplifting and then subsequently found to be wanted by immigration services.
- 6.2. Costs incurred on operations pre-planned by the Immigration Service should be recovered in full from the time the suspect enters custody.

## **Home Office Immigration Enforcement (HOIE, previously UKBA)**

- 6.3 The NPCC Finance Coordination has concluded a Memorandum of Understanding with the Home Office Immigration Enforcement (HOIE), which provides a standard formula for each force to charge for detention of their immigration detainees. The proposed formula will follow a similar line to Special Police Services, where each force completes the formula with local data, to deliver an accurate force cost for service provision. Cambridgeshire Constabulary has adopted this calculation formula to recover costs.

## **7.0 Financially Untenable Events**

- 7.1 The Chief Constable has the final decision on charging for all events.
- 7.2 The NPCC FCC guidance calls for recovery of at least a proportion of policing costs where events are commercial in nature. However, some events in this category produce only a marginal profit which may be small in relation to the policing costs.
- 7.3 It is proposed that each event be charged against its generic event type, as defined in the guidance however there will be a blurring of boundaries in certain instances. Any appeal by the organiser to reclassify their event, possibly obtaining a more favourable rate, will need to be considered by the Chief Constable.
- 7.4 The NPCC FCC guidelines recognise the concept of risk assessment for policing events within the community and Cambridgeshire Constabulary follow a three level charging format; Statutory Event (No Charge), Local Authority / Charitable event (Direct Cost) or Commercial (Full Economic Cost Recovery) as defined in the NPCC FCC Guidelines. (Small scale events can be policed without charge below a threshold.)
- 7.5 Those events which are small enough to be policed without the addition of extra staff should not be charged, unless they are likely to dominate the time of the resources deployed for that area on the day.

### 1. Commercial Events

These are events where there is a financial gain or profit to the organiser/company/ organisation without specific community benefit – usually but not exclusively through members of the public having to pay an entrance fee to gain access to the event.

Examples of events include; professional sporting events, music concerts, events on private property and events principally commercial in nature i.e. Air Shows. Events are charged at **Full Economic Cost Recovery** rates.

### 2. Non Commercial Events

**Charges are only made where additional resources are required to police any event.**

#### ***Community, Not for Profit and Charitable Events***

**Community:** These events not for personal or corporate gain but are for community or local interest purposes or to raise funds for local community institutions. Examples include; Local Authority events, carnivals community fairs and celebrations. Direct Cost fee.

**Not for Profit Events:** Events where although a minimal fee for participation is charged, it is generated only to cover organisational costs and not to raise a profit. Those organising events do so on a voluntary basis for the benefit of participants and spectators. Examples include amateur running and cycling races. Direct Cost Fee.

**Not For Profit Charitable Events:** Events where, although there is a financial gain, the surplus is for charitable distribution. These may be local charities, charity events and charitable shows wholly or substantially charitable in nature. Direct Cost Fee.

All non-commercial events are charged at **Direct Cost** rates abated at the appropriate level as stated above.

### 3. Statutory Events

Events where there is no financial gain to the organiser and which reflect constitutional rights, or a cause of royal, national or defined public interest. Examples include; jubilee events and Remembrance Day parades. Policing of statutory events is part of core activity and no charges should be made.

## **CAMBRIDGESHIRE CONSTABULARY**



Creating a safer  
**Cambridgeshire**

### **APPLICATION FOR EMPLOYMENT OF POLICE**

#### **NOTICE TO APPLICANTS FOR POLICE SPECIAL SERVICES**

#### **Applications for Employment – Complete part A and C only**

Persons who desire to procure the services of the Constabulary at private functions or upon private premises to protect property or preserve order, or on other Special Duties for which Police are not supplied except on payment, may apply for the services of such officers as they consider necessary, but the Chief Constable reserves the right to refuse the application or to supply only the number of Police he/she may decide. It will not normally be agreed to allow police officers to fill a role which could adequately be performed by security organisations, traffic management companies or the Highways Agency. Any applications for road closures must be made to the Local Authority responsible for traffic management for the area.

The application should be made on **Part A** of this form.

#### **Payment Rates**

Application is made at hourly rates. The full hourly rate will be charged for part of an hour, and there is a minimum charge of four hours.<sup>1</sup>

Police officer time may be charged at full economic cost/public holiday rate dependent upon the level of police officers required within the County on the day(s) in question.

Dependant on the nature of the event an abatement charge may be levied, details of Cambridgeshire Constabulary's policy "Charging for Police Services" and a full list of rates charged can be found on our internet site. [www.cambs.police.uk](http://www.cambs.police.uk)

The rates and additional charges are subject to change and the rates charged will be those current at the time the services are performed.<sup>2</sup>

Any increase in charges will be notified.

The time spent by an officer on the special duty will be reckoned from the time he/she leaves his/her Station, or such other starting point as the Chief Constable may decide, to the time he returns thereto.

In the event of cancellation at short notice by the client, a charge will be made based on the time incurred by the officers detailed for the duty, plus any travelling expenses.

Cambridgeshire Constabulary reserve the right to collect payment 21 days prior the event taking place.

All charges will be subject to an addition in respect of V.A.T. where applicable.

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<sup>1</sup> Excluding charging relating to football matches where partial deployment is 3 hours.

<sup>2</sup> Additional charges may arise where for example; further resources are required to ensure public safety.

Part C to be completed by Client on receipt of the costings, to confirm agreement.

### APPLICATION FOR EMPLOYMENT OF POLICE

#### Additional Charges

Additional charges will be made for expenditure incurred over and above that of police officer time, including

- (i) Additional travelling expenses
- (ii) Refreshment or subsistence to which officers become entitled as a consequence of the duty (these are only charged if the period of special employment exceeds four hours).
- (iii) Any other expenses incurred.

**NOTE:** The client will be expected to provide reasonable accommodation for Police performing special duty and if this entails expense (e.g. for supplying a marquee) the responsibility for the cost will rest with the client.

**To be received by the Operations Manager of the Division in which function is being held at least Twenty-eight (28) days before services of police are required.**

#### PART A - Details of Application

|                              |                    |                      |    |  |
|------------------------------|--------------------|----------------------|----|--|
| Name of Applicant            |                    | Address              |    |  |
| Function                     |                    | Telephone number     |    |  |
| Date                         |                    | Location of Function |    |  |
| <b>Application Requested</b> |                    | Time                 |    |  |
|                              |                    | From                 | To |  |
| Uniform                      | Chief Inspector(s) | Number               |    |  |
|                              | Inspector(s)       |                      |    |  |
|                              | Sergeant(s)        |                      |    |  |
|                              | Constable(s)       |                      |    |  |
|                              | PCSO(s)            |                      |    |  |
|                              | Special(s)         |                      |    |  |
| Investigative Staff          |                    |                      |    |  |
|                              |                    |                      |    |  |

Signed ..... Date.....  
 On Behalf of the Client

**APPLICATION FOR EMPLOYMENT OF POLICE**

**FOR POLICE USE ONLY**

**AGREED APPLICATION  
(following consultation)**

**PART B - Personnel Charges (Please refer to the current Fees & Charges Handbook for current rates)**

| Rank                 | Full Economic Rate | Public Holiday Rate | Number Required | Charge £ |
|----------------------|--------------------|---------------------|-----------------|----------|
| Chief Inspector      |                    |                     |                 |          |
| Inspector            |                    |                     |                 |          |
| Sergeant             |                    |                     |                 |          |
| Constable            |                    |                     |                 |          |
| Special              |                    |                     |                 |          |
| PCSO                 |                    |                     |                 |          |
| Management           |                    |                     |                 |          |
| Police Staff SO1-S02 |                    |                     |                 |          |
| Police Staff 1-6     |                    |                     |                 |          |

| Charge for Additional Costs | Charge £ |
|-----------------------------|----------|
|                             |          |
|                             |          |
|                             |          |
|                             |          |
|                             |          |

Other charges not listed elsewhere ..... £

VAT at 20.0%. (*Only applies if safety certificate does not specify police presence*)  
 ..... £

**Total Minimum Charge**..... £ \_\_\_\_\_

Signed .....  
 Date.....  
 On Behalf of Cambridgeshire Constabulary

Name, Rank /Collar Number.....  
 To be returned to the Client for agreement **PART C – Agreement**

Signed .....  
 Date.....

Name and Designation .....  
 On Behalf of the Client

# CAMBRIDGESHIRE CONSTABULARY

## APPLICATION FOR EMPLOYMENT OF POLICE

### NOTICE TO APPLICANTS FOR SERVICES OF POLICE AT PRIVATE EVENTS (Special Duty), etc.



Creating a safer  
**Cambridgeshire**

**Applications for Employment - Complete part A and C only**

Persons who desire to procure the services of the Constabulary at private functions or upon private premises to

**PART A - DETAILS OF APPLICATION**

|                      |                      |                  |      |    |
|----------------------|----------------------|------------------|------|----|
| Name of Applicant    |                      | Address          |      |    |
| Function             |                      | Post Code        |      |    |
| Location of Function |                      | Telephone number |      |    |
|                      |                      | Date             |      |    |
| Officers Requested   |                      |                  | Time |    |
|                      |                      |                  | From | To |
| Uniform              | Inspector(s)         | Number           |      |    |
|                      | Sergeant(s)          |                  |      |    |
|                      | Constable(s)         |                  |      |    |
|                      | PCSO(s)              |                  |      |    |
|                      | Special Constable(s) |                  |      |    |
|                      | (civ)                |                  |      |    |

**Note**

To be received by the Operations Manager of the Division in which function is being held at least Twenty-eight (28) days before services of police are requested.

Signed ..... Date .....

On Behalf of the Client

## APPLICATION FOR EMPLOYMENT OF POLICE

### APPROVED APPLICATION - FOR POLICE USE ONLY

#### Part B - Special Police Service Charges

##### STAGE ONE - EVENT DETAILS

|                 |                   |
|-----------------|-------------------|
| Name of Event   | 0                 |
| Event Date (s)  | 01 September 2013 |
| Event Organiser | 0                 |
| Event Location  | 0                 |

##### STAGE TWO - DETERMINING THE LEVEL OF CHARGE

|                        |  |              |
|------------------------|--|--------------|
|                        |  | <b>Score</b> |
| Commercial             |  | 0%           |
| Community              |  | 0%           |
| Not for Profit         |  | 0%           |
| <b>Abatement Level</b> |  | <b>0%</b>    |

##### STAGE THREE - DEPLOYMENT AND COSTING

| Resources Required   | Number |   | Hours | Rate   | Total        |
|--|--------|---|-------|--------|--------------|
| Chief Superintendents  |        | @ |       | 102.06 | £ -          |
| Superintendents  |        | @ |       | 85.60  | £ -          |
| Chief Inspectors   |        | @ |       | 72.07  | £ -          |
| Inspectors   |        | @ |       | 67.95  | £ -          |
| Sergeants  |        | @ |       | 66.95  | £ -          |
| Sergeants  |        | @ |       |        | £ -          |
| Constables   |        | @ |       |        | £ -          |
| Constables   |        | @ |       |        | £ -          |
| Constables   |        | @ |       |        | £ -          |
| Constables   |        | @ |       |        | £ -          |
| PCSOs  |        | @ |       |        | £ -          |
| PCSOs  |        | @ |       |        | £ -          |
| PCSOs  |        | @ |       |        | £ -          |
| PCSOs  |        | @ |       |        | £ -          |
| Specials   |        | @ |       | 27.72  | £ -          |
| Police Staff Management  |        | @ |       | 59.52  | £ -          |
| Police Staff Scale 1-6   |        | @ |       |        | £ -          |
| Police Staff SO1 -SO2  |        | @ |       |        | £ -          |
| Crime Scene Investigators  |        | @ |       |        | £ -          |
| <b>Total</b>   |        |   |       |        | <b>£ -</b>   |
| Additional costs:  |        |   |       |        |              |
| <b>Event Cost</b>  |        |   |       |        | <b>£ -</b>   |
| Minus Level of abatement   |        |   |       |        | 0% £ -       |
| <b>Total Net Cost</b>  |        |   |       |        | <b>£0.00</b> |
| VAT @ 20% *only applicable if safety certificate does not specify police presence) |        |   |       |        | £0.00        |
| <b>Invoice Total</b>   |        |   |       |        | <b>£0.00</b> |

Signed ..... On Behalf of Cambridgeshire Constabulary

Name, Rank and Collar Number

## APPLICATION FOR EMPLOYMENT OF POLICE

### PART C - AGREEMENT

#### Payment Rates

Application is made at hourly rates. The full hourly rate will be charged for part of an hour, and there is a minimum charge of four hours. (Excluding charging relating to football matches where partial deployment is 3 hours.)

Police officer time may be charged at full economic cost/public holiday rate dependent upon the level of police officers required within the County on the day(s) in question.

The rates and additional charges are subject to change and the rates charged will be those current at the time the services are performed. Any increase in charges will be notified.

The time spent by an officer on the special duty will be reckoned from the time he/she leaves his/her Station, or such other starting point as the Chief Constable may decide, to the time he returns thereto.

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All charges will be subject to an addition in respect of V.A.T. when applicable.

Part C to be completed by Client on receipt of the costings, to confirm agreement.

Dependant on the nature of the event an abatement charge may be levied, details of Cambridgeshire Constabulary's policy "Charging for Police Services" and a full list of rates charged can be found on our internet

#### Additional Charges

Additional charges will be made for expenditure incurred over and above that of police officer time, including

- (i) Additional travelling expenses
- (ii) Refreshment or subsistence to which officers become entitled as a consequence of the duty (these
- (iii) Any other expenses incurred.
- (iv) The client will be expected to provide reasonable accommodation for Police performing special duty

|                |   |           |           |
|----------------|---|-----------|-----------|
| Event Name     | 0 | Date      | 1//9/2013 |
| Event Location | 0 | Organiser | 0         |

**\*Total Minimum Charge** **0.00**

\*The Total Minimum Charge is the amount that will be invoiced subject to any matters arising on the day(s) of the

Signed \_\_\_\_\_ Date \_\_\_\_\_

On Behalf of the Client

Name & Designation

