



Lancashire Constabulary
police and communities together


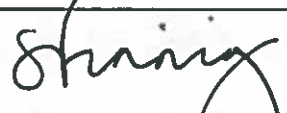
JOINT MANAGEMENT BOARD

APPENDIX A REFERS

ITEM 4 DECISION REF: 06/2017	DATE: 13 JUNE 2017
TITLE Lancashire Constabulary Fees and Charges	
REPORT BY: Jacquie Meadows, Finance	

Executive Summary The attached appendix outlines revised proposed external fees and charges starting 1 st April 2017 for Constabulary services. The report refers to national guidance used and provides a short summary of calculation methodology. Fees and charges will be updated throughout the year on receipt of revised guidance.
--

Recommendation The Police and Crime Commissioner and Chief Constable are asked to approve the attached report in line with National Guidance.

Signature  Police and Crime Commissioner Date 13.6.17.	Signature  Chief Constable Date 13/6/17
---	---

PART I

1. Background and Advice

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

Details of fees and charges are attached in appendix A.

2. Link to Police and Crime Plan

The Fees and Charges Handbook links to the Commissioner's priority to ensure the delivery of an efficient and effective police service.

3. Consultation

4. Implications:

Risk

4.1 legal considerations

Section 15 of the Police Reform and Social Responsibility Act 2011 extends to Commissioners, the powers of the Local Authorities Act 1970 to supply goods and services to other bodies or persons.

4.2 Financial considerations

The revised charges are not expected to materially impact on the Commissioner's budget for 2017/18. Income is routinely monitored and projected on a monthly basis, any variances will be reported to Management Board.

4.3 Equality considerations

No equality issues have been identified.

5. Background Papers

Officer declaration	Date
LEGAL IMPLICATIONS – As above	
FINANCIAL IMPLICATIONS – As above	
EQUALITIES IMPLICATIONS – As above	
CONSULTATION – As above	
<p>Director to the Office of the Police and Crime Commissioner (Monitoring Officer)</p> <p>I have been informed about the proposal and confirm that financial, legal and equalities 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 for Lancashire.</p> <p>Signature.....Date.....</p>	

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 in Table 1 have been calculated based on the guidance outlined above and are effective from 1st August 2016. For comparison purposes previous charges are also provided.

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 2017)

CHARGE TYPE	Previous Force Charge August 2015	Force charge from August 2016	Increase
	Cost per hour	Cost per hour	
Chief Superintendent	£107.00	£108.84	1.69%
Superintendent	£90.40	£93.04	2.84%
Chief Inspector	£72.60	£74.72	2.84%
Inspector	£68.40	£70.64	3.17%
Sergeant	£71.00	£73.00	2.74%
Constable	£61.40	£63.12	2.72%
PSCO	£40.00	£41.90	4.53%
Support Staff (Communications Operator)	£37.60	£45.49	17.34%

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.

Criteria	Assessment	Range of Scores
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

Mutual Aid rates shown in table 3 and 4 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 categories and grades of deployment.

Categories:

- Emergency / spontaneous Deployment
- Planned Deployment / Event
- Specialist Staff Deployments

Grades of deployment:

- Grade 0 – Bank Holiday
- Grade 1 – 15 days' notice or less
- Grade 2 – 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.

Depending on the skill banding, the following premiums can be applied to the relevant Cost Grade above for each Police Officers and Police Staff

- Normal Resource +0%
- Enhanced Resource +10%
- Specialised Resource +15%
- Scarce Resource +25%

Charging for Special Constables is static and always charged at 50% of the rate for a Grade 3 Police Constable, without uplifts for specialisms.

5% Administration fee is added to all charges.

Table 3: Mutual Aid Police Officers
(Review date April 2018)

	Constable	Sergeant	Inspector	Ch. Inspector	Supt
Standard Deployment	£	£	£	£	£
Grade 0 hourly rate	45.71	58.87	74.18	79.48	99.60
Grade 1 hourly rate	34.28	44.16	46.36	49.67	62.25
Grade 2 hourly rate	30.40	39.15	46.36	49.67	62.25
Attachment – daily rate	227.08	292.49	368.51	394.85	494.80

Table 4: Mutual Aid Police Staff
(Review date – September 2017)

	SCP4	SCP5	SCP6	SCP7	SCP8	SCP9	SCP10	SCP11	SCP12	SCP13
	£	£	£	£	£	£	£	£	£	£
Attachment - daily rate	88.78	91.14	93.81	96.45	98.86	101.22	103.63	105.96	108.39	110.83
Grade 0 hourly rate	20.72	21.27	21.90	22.51	23.07	23.62	24.19	24.73	25.30	25.87
Grade 1 & 2 hourly rate	15.54	15.95	16.42	16.88	17.31	17.72	18.14	18.55	18.97	19.40

	SCP14	SCP15	SCP16	SCP17	SCP18	SCP19	SCP20	SCP21	SCP22	SCP23
	£	£	£	£	£	£	£	£	£	£
Attachment - daily rate	113.23	117.36	121.42	125.94	128.25	132.34	136.43	140.55	145.29	150.41
Grade 0 hourly rate	26.43	27.39	28.34	29.39	29.93	30.89	31.84	32.80	33.91	35.10
Grade 1 & 2 hourly rate	19.82	20.54	21.25	22.05	22.45	23.17	23.88	24.60	25.43	26.33

	SCP24	SCP25	SCP26	SCP27	SCP28	SCP29	SCP30	SCP31	SCP32	SCP33
	£	£	£	£	£	£	£	£	£	£
Attachment - daily rate	155.73	161.68	167.21	172.53	177.82	183.10	188.45	193.56	198.49	203.61
Grade 0	36.35	37.73	39.03	40.27	41.50	42.73	43.98	45.17	46.33	47.52
Grade 1 & 2	27.26	28.30	29.27	30.20	31.13	32.05	32.99	33.88	34.74	35.64

	SCP34	SCP35	SCP36	SCP37	SCP38	SCP39	SCP40	SCP41	SCP42	SCP43
	£	£	£	£	£	£	£	£	£	£
Attachment - daily rate	209.76	216.51	222.56	229.55	235.53	241.68	247.82	254.05	260.24	266.36
Grade 0	48.96	50.53	51.94	53.58	54.97	56.41	57.84	59.29	60.74	62.17
Grade 1 & 2	36.72	37.90	38.96	40.18	41.23	42.31	43.38	44.47	45.55	46.63

	SCP44	SCP45	SCP46	SCP47	SCP48	SCP49	SCP50	SCP51	SCP52	SCP53
	£	£	£	£	£	£	£	£	£	£
Attachment - daily rate	272.54	278.70	285.10	291.69	298.39	305.23	312.19	319.35	326.66	334.09
Grade 0	63.61	65.05	66.54	68.08	69.64	71.24	72.86	74.54	76.24	77.98
Grade 1 & 2	47.71	48.79	49.91	51.06	52.23	53.43	54.65	55.90	57.18	58.48

	SCP54	SCP55	SCP56	SCP57	SCP58	SCP59	SCP60	SCP61
	£	£	£	£	£	£	£	£
Attachment - daily rate	341.73	349.52	357.51	365.60	373.97	382.43	391.17	400.01
Grade 0	79.76	81.58	83.44	85.33	87.28	89.26	91.30	93.36
Grade 1 & 2	59.82	61.18	62.58	64.00	65.46	66.94	68.47	70.02

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 2018)

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.

General Charges

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 2018)

ACCIDENT REPORTS				
CHARGE TYPE	Previous Force Charge 1st April 2016	Force charge from 1st April 2017	Increase	Origin
Copy of accident report - full extract up to 30 pages	£91.80	£93.20	1.50%	NPCC
Additional pages for same incident (per page)	£4.00	£4.10	2.44%	NPCC
Fatal accident investigation report	£394.00	£400.00	1.50%	NPCC
Copy of police vehicle examination report (unless provided as full extract)	£65.50	£66.50	1.50%	NPCC
Copy of report (per page)	£4.00	£4.10	2.44%	NPCC
Copy of plan - other than in collision report	£39.40	£40.00	1.50%	NPCC
Abortive search	£32.60	£32.60	0.00%	NPCC
Interview or request for a statement to be written by Police Officer	£132.20	£134.20	1.49%	NPCC
Copy of photograph (per photograph)	£26.20	£26.60	1.50%	NPCC
Copy of photograph (additional copies)	£2.90	£2.90	0.00%	NPCC
Copy of video tape / audio tape	£78.60	£79.60	1.26%	NPCC
Civil Court Attendance Half day (PC)	245.6	£252.48	2.72%	NPCC
Civil Court Attendance Full Day (PC)	491.2	504.96	2.72%	
Request for information (up to 2 hours work)	£83.20	£84.40	1.42%	NPCC
Hourly rate for work above 2 hours	£27.80	£28.20	1.42%	NPCC

FINGERPRINTING FEES

CHARGE TYPE	Previous Force Charge 1st April 2016	Force charge from 1st April 2017	Increase	Origin
Fingerprinting Fees (one set)	£74.00	£75.10	1.46%	NPCC

NOT PROTECTIVELY MARKED

Fingerprinting Fees (additional sets)	£36.90	£37.50	1.60%	NPCC
---------------------------------------	--------	--------	-------	------

INTRUDER & PA ALARMS

CHARGE TYPE	Previous Force Charge 1st April 2016	Force charge from 1st April 2017	Increase	Origin
Alarm Registration Fee per element	£43.49	£44.49	2.25%	NPCC
Intruder & HUA fee	£65.23	£65.23	0.00%	NPCC

KEYPOINT

CHARGE TYPE	Force charge from 1st April 2017	Force charge from 1st April 2017	Increase	Origin
	Domestic & Registered Charities	Non- Domestic		
2 key holders	£9.39	£17.08	0.00%	Alarms, Contact Management
3-4 key holders	£11.10	£18.79	0.00%	Alarms, Contact Management
5-6 key holders	£12.81	£20.50	0.00%	Alarms, Contact Management
Additional key holders	£1.71	£1.71	0.00%	Alarms, Contact Management

INSURANCE REQUESTS

CHARGE TYPE	Previous Force Charge 1st April 2016	Force charge from 1st April 2017	Increase	Origin
Confirmation of Crime Report Number/Date & time of offence and aggrieved under the MOU with the ABI (Appendix A (a))	£27.80	£28.20	1.42%	NPCC
Provision of Crime Report / Incident Log under the MOU with the ABI (Appendix D (b))	£118.40	£120.20	1.50%	NPCC

NOT PROTECTIVELY MARKED

Provision of Crime Report / incident Log where evidence of a fraudulent claim can be provided under the MOU with the ABI (Appendix E)	nil	nil	nil	
Interview / Request for written statement from Police officer.	£132.92	£134.20	0.95%	NPCC

ACCESS TO PERSONAL DATA

CHARGE TYPE	Previous Force Charge 1st April 2016	Force charge from 1st April 2017	Increase	Origin
Section 35 of the Data Protection Act 1998 - Information and / or research up to 2 hours work (where applicable- inclusive of incident logs and crime reports) SOLICITORS ONLY	£75	£75	0.00%	NPCC
Section 35 of the Data Protection Act 1998 - Disclosure Provision of third party details / limited particulars (Non-Injury RTC) SOLICITORS ONLY	£31.10	£31.10	0.00%	NPCC
DPA 1998 - Section 7 Subject Access Request	£10	£10	0.00%	DPA 1998
DPA 1998 – Section 68 Health Records (Copy)	£50	£50	0.00%	DPA 1998
DPA 1998 – Section 68 Health Records (View)	£10	£10	0.00%	DPA 1998

FAMILY COURT DISCLOSURES UNDER THE NATIONAL PROTOCOL

CHARGE TYPE	Previous Force Charge 1st April 2016	Force charge from 1st April 2017	Increase	Origin
Initial Disclosure, including PNC (antecedents), Incident Logs, PVP reports (based on average 4 hours work per case)	£100	£100	0.00%	HQ Information Compliance and Disclosure
Update Requests within 6 months	£50	£50	0.00%	HQ Information Compliance and Disclosure
Copies of Audio Tapes	£78.60	£79.80	1.50%	NPCC
Video interview	£78.60	£79.80	1.50%	NPCC
Copy of DVD/CD	£19.30	£19.60	1.53%	NPCC

NOT PROTECTIVELY MARKED

Photographs (a) first photograph	£26.20	£26.60	1.50%	NPCC
(b) subsequent photographs	£2.90	£2.90	0.00%	NPCC

FIREARM AND SHOTGUN LICENSING

CHARGE TYPE	Force charge From 1st April 2016	Force charge from 1st April 2017	Increase	Origin
Firearms certificate issue (Grant)	£88.00	£88.00	0.00%	NPCC
Firearms certificate renewal	£62.00	£62.00	0.00%	NPCC
Firearms certificate replacement	£4.00	£4.00	0.00%	NPCC
Firearm certificate - increase / variation	£20.00	£20.00	0.00%	NPCC
Shotgun certificate issue (Grant)	£79.50	£79.50	0.00%	NPCC
Shotgun certificate renewal	£49.00	£49.00	0.00%	NPCC
Shotgun certificate replacement	£4.00	£4.00	0.00%	NPCC
Shotgun certificate issue (Grant co-terminus / including firearms certificate)	£90.00	£90.00	0.00%	NPCC
Shotgun certificate issue (Renewal co-terminus / including firearms certificate)	£65.00	£65.00	0.00%	NPCC
Visitors Permit (Individual)	£20.00	£20.00	0.00%	NPCC
Visitors Permit (Group)	£100.00	£100.00	0.00%	NPCC
Home Office Club approval (chargeable to Home Office)	£84.00	£84.00	0.00%	NPCC
Registered Firearms Dealer registration or renewal	£200.00	£200.00	0.00%	NPCC
Game Fairs	£13.00	£13.00	0.00%	NPCC

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

Firearms Museum license (chargeable to Home Office)	£200.00	£200.00	0.00%	NPCC
---	---------	---------	-------	------

HOME OFFICE CHARGES

CHARGE TYPE	Previous Force Charge 1st April 2016	Force charge from 1st April 2017	Increase	Origin
Alien Certificated (International Visitors Certificate)	£34.00	£34.00	0.00%	NPCC
Peddler's Certificate	£12.25	£12.25	0.00%	NPCC

CHARGE RATES FOR COMMON ITEMS

CHARGE TYPE	Force charge From 1st April 2016	Force charge from 1st April 2017	Increase	Origin
Copy of Witness Statement (with consent)	£39.40	£39.40	0.00%	NPCC
Copy of Witness Statement (with non-prior consent)	£52.40	£53.20	1.50%	NPCC
Request for a Statement to be Written by a Police Officer	£132.20	£134.20	1.49%	NPCC
MG5 (Case Summary)	£33.20	£33.70	1.48%	NPCC
MG3	£33.20	£33.70	1.48%	NPCC
Incident Report	£33.90	£34.40	1.45%	NPCC
Caution Certificate	£22.10	£22.10	0.00%	NPCC
Domestic Violence Report	£50.00	£50.80	1.57%	NPCC
Crime Report	£83.20	£84.50	1.54%	NPCC
PNC Convictions	£33.20	£33.70	1.48%	NPCC
Custody Record	£16.70	£17.00	1.76%	NPCC

Community Safety Accreditation Scheme

CHARGE TYPE	New Force charge from 1st April 2017	Origin
-------------	--------------------------------------	--------

Community Safety Accreditation	£119.97	Citizens in Policing, Corporate Development
Access Control photo ID (up to 20 cards)	£89.00	Citizens in Policing, Corporate Development

Learning and Development Charges

External Fees and charges applicable to the Learning and Development Department are shown in table 7 below. Course costs have been calculated in line with the National Costing Model, as part of a pilot proof of concept study to feed into the HMIC Police Improvement Project, "Force Learning and Development Costing Comparison". There are just six Forces taking part in the HMIC pilot, including Lancashire. NB. The rationale behind the different charges applied to Home Office and Non-Home Office Forces 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.

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.

Table 7: Learning and Development
(Review date – April 2018)

Driver Training Courses per student	Home Office Forces April 2017 charges		Non-Home Office Forces April 2017 charges		Previous Force charge for all attendees April 2016	Previous Force charge for all attendees April 2016
	Residential	Non-Residential	Residential	Non-Residential	Residential	Non-Residential
Blue Light Immediate Response	£2,198.50	£1,620.00	£2,390.38	£1,811.88	£2,150.00	N/A
Standard Car	£2,454.46	£1,875.96	£2,678.33	£2,099.83	£1,935.00	N/A
Advanced Car (4 weeks)	£3,796.56	£2,559.56	£4,095.26	£2,858.26	£4,100.00	£2,820.00
Advanced Car Refresher (2 weeks)	£2,395.00	£1,816.50	£2,611.44	£2,032.94	£2,275.00	£1,650.00
Advanced Motorcycle (3 weeks)	£3,032.03	£2,124.28	£3,281.63	£2,373.88	£4,815.00	£3,870.00
Standard Motorcycle (3 weeks)	£3,026.30	£2,118.55	£3,275.18	£2,367.43	£4,585.00	£3,640.00
Advanced Motorcycle Refresher (2 weeks)	£3,098.50	£2,520.00	£3,402.88	£2,824.38	£3,050.00	£2,435.00

NOT PROTECTIVELY MARKED

Standard – Advanced Motorcycle (5 weeks)	£6,971.25	£5,405.00	£7,620.31	£6,054.06	£6,730.00	£5,155.00
Advanced Car (6 weeks)	£6,245.00	£4,349.50	£6,756.81	£4,861.31	£5,845.00	N/A
Motorcycle Instructors	£7,865.90	£5,970.40	£8,580.33	£6,684.83	N/A	£10,175.00
Car Instructors	£7,128.90	£5,562.65	£7,797.67	£6,231.42	N/A	£6,650.00
Protected PSU Carrier	£460.00	£363.75	£503.34	£407.09	N/A	£440.00
National Protection Drivers	£3,426.06	£2,847.56	£3,771.38	£3,192.88	£3,240.00	£2,660.00
C1/D1 Licence Acquisition	£1,620.00	£1,194.50	£1,761.88	£1,336.38	£1,530.00	N/A
LGV Testing	£220.00	£180.00	£241.44	£201.44	N/A	£180.00
Evasive and Offensive Driving	£1,148.75	£950.50	£1,263.31	£1,065.06	N/A	N/A
CID Courses	Home Office Forces April 2017 charges		Non-Home Office Forces April 2017 charges		Previous Force charge for all attendees April 2016	Previous Force charge for all attendees April 2016
	Residential	Non-Residential	Residential	Non-Residential	Residential	Non-Residential
Family Liaison Officer (Major Crime & Mass Fatality)	£758.26	£332.76	£792.42	£366.92	£840.00	£540.00
I.C.I.D.P - Initial Crime Investigator's Development Programme	£3,692.06	£2,125.81	£3,931.22	£2,364.97	£3,230.00	£1,880.00
ISDP - Investigative Supervisor Development Programme	£1,653.72	£1,075.22	£1,777.50	£1,199.00	£1,600.00	£1,070.00
Intelligence Foundation Module	£316.52	£169.52	£334.50	£187.52	£360.00	£235.00
Tier 2 Suspect & Witness	£2,024.86	£1,446.36	£2,195.03	£1,616.53	£1,495.00	£960.00
Sexual Offences First Responders	£638.36	£440.11	£689.12	£490.87	£630.00	£365.00
S.C.A.I.D.P	£1,228.48	£751.98	£1,313.98	£837.48	£1,305.00	£765.00
Tier 3 Specialist Investigative Interviewing - Suspect	£2,723.19	£1,815.44	£2,934.18	£2,026.43	£3,375.00	£2,565.00
Tier 3 Specialist Investigative Interviewing - Witness	£2,476.32	£1,568.57	£2,656.45	£1,748.70	£2,470.00	£1,660.00
Interview Advisor Development Programme - Tier 5	£479.02	£229.77	£502.43	£253.18	£575.00	£305.00
MOSAVO - Management of Sexual & Violent Offenders	£940.17	£463.67	£989.63	£513.13	£595 (5 days) £855(8 days)	£335.00
Exhibits & Packaging	£334.36	£187.11	£354.56	£207.31	£245.00	£120.00
Facilities Charges	April 2017 charge	April 2017 charge	Previous April 2016 charge	Previous April 2016 charge		
FACILITIES	PER DAY	PER WEEK	PER DAY	PER WEEK		
Classroom	£100	£500	£100	£500		
Lecture Theatre	£250	£1,250	£250	£1,250		
Syndicate Room	£40	£200	£40	£200		
Assembly Hall	£400	£2,000	£400	£2,000		
Gymnasium	£150	£750	£150	£750		
Sports Hall	£300	£1,500	£300	£1,500		

NOT PROTECTIVELY MARKED

Squash Courts	£100	£500	£100	£500
50M Firearm Range	£300	£1,500	£300	£1,500
Conference Room	£100	£500	£100	£500
<u>Messing Charges</u>	April 2017 charge	Previous April 2016 charge		
Breakfast	£5.25	£5.25		
AM/PM Refreshments	£1.55	£1.55		
Lunch / Packed	£6.95	£6.95		
Evening Meal	£5.75	£5.75		
<u>En-Suite Accommodation</u>	April 2017 charge	Previous April 2016 charge		
Daily Room Rate	£40.00	£30.00		
Weekly Room Rate (7 Days)	£280.00	£210.00		
Daily Bed & Breakfast	£45.25	£35.25		
7 day Accommodation & 5 day Mess	£377.50	£307.50		

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 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.

NDORS – National Driver Offender Retraining Scheme

NDORS is a scheme unique to the UK, where a motorist who 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 fixed penalty which, if an endorsable offence, will include penalty points on their Licence or they may elect a court hearing; for offences where no fixed penalty is available, for example driving without due care and attention, the matter will proceed to the Magistrates' Court.

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

Table 8: NDORS Courses
(Review date – April 2018)

Course Fees	
Driver Alertness Scheme	£165
Driving for change	£79
RiDe	£79
Speed Awareness	£79
What's Driving Us	£79
National Seatbelt Course	£36

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. An additional 5% admin charge on staffing costs is added. See table 8.

Table 9: UKBA
(Review date – June 2017)

DETENTION OF UKBA DETAINEES

CHARGE TYPE	Force charge From 1st April 2016	Force charge from 1st April 2017	Increase	Origin
Initial hour	£25.70	£26.00	1%	NPCC
Hourly rate for additional hours	£15.78	£16.11	2%	NPCC

FME Services (per Medical Assessment)	£44.55	£44.55	0%	NPCC
Hourly Constant Watch / Bed Watch	£34 *23/24	£34 *23/24	0%	NPCC

4 References

National Police Chief's Council (NPCC) guidelines on Charging for Police Services (April 2017)

National Police Chief's Council (NPCC) guidelines on Charging for Police Services: Mutual Aid Cost Recovery (April 2017)

National Framework Agreement – Home Office Immigration Enforcement Detainees (April 2017)

HMIC Police Improvement Project - Force Learning and Development Costing Comparison