



CAMBRIDGESHIRE
CONSTABULARY
Creating a safer Cambridgeshire


CHARGING FOR POLICE SERVICES

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 ACPO 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 ACPO guidelines when setting charges.
- 1.3 This document should be read in conjunction with the Cambridgeshire Constabulary Fees and Charges Handbook.

2.0 ACPO Guidance

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.
- 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 ACPO 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 ACPO 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 Where an event is arranged via a private promoter, 50% of the total cost will be required to be paid in advance.

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 – but will also provide a basis for income generation under certain conditions;
- 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 Direct Cost for the charge out rates of police officers and staff.

2.3.2 The model is based around averages for rank, as this provides more stability across years and between Forces. The basic cost includes all salary and allowances. It also includes the in-year pension cost and different rates for overtime.

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 Indirect overhead constitutes the remaining cost recovery element and would include items such as planning and communication. It would be calculated as a percentage of costs already arrived at. For Cambridgeshire this is set at 5% or up to a maximum of £1,000 for on-going events and 25% for one-off or new events where the administration is greater.

2.3.5 We have also adopted an approach which will aim to harmonise charging over a three year time period for events that have paid significantly lower costs in previous years.

2.3.6 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 Authorities 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. In market competitive areas, Forces or Authorities are free to charge, "what the market will bear", but should at least cover direct costs. Loss leading is only acceptable in the short-term, if it can be demonstrated that true cost recovery will be achieved within a clear period and that initial losses will be recovered.

2.4.3 Income generation is acceptable within the police service, provided that the spirit of both Section 18 and other Local Government Acts are upheld. Generally, this limits both the activities that can be undertaken and also the capacity to pursue income generation. This guidance allows the service to work within the current legal framework.

2.5 Fees and Charges Handbook

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 ACPO guidelines on charging for statutory items.

2.6 Sale of Crime Prevention Items

The Constabulary has for sale items to assist with the prevention of crime. This list of items and charges is shown at Appendix 3.

3.0 Adoption of the Guidelines

3.1 The application of the guidelines will apply fully from 2009/10 onwards. Prior notice of any change to the charging system will be publicised in advance of its implementation. This would preferably give six months notice to ensure event organisers are not burdened with unforeseen costs for events planned well in advance. Any immediate change in the financial costs of the event may jeopardise its existence leading to the service carrying the blame for cancellations at short notice. By allowing a notification period, the organisers will be able to restructure their event to provide them sufficient income to cover policing costs.

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.

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. This dialogue must establish a contractual relationship where the following is defined.

- The rate at which Special Police Services are charged, set yearly by the Police Authority.
- 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 ACPO 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)
- Double time charged for bank holidays

4.3 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. At present ACPO are considering an agreed charge for all Police Forces and the work is ongoing.
- 6.2. Costs incurred on operations pre-planned by the Immigration Service should be recovered in full from the time the suspect enters custody.

7.0 Financially Untenable Events

- 7.1 The Chief Constable has the final decision on charging for all events.
- 7.2 The ACPO 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 ACPO guidelines recognise the concept of risk assessment for policing events within the community and allow Chief Constables to abate charges for events in certain circumstances. By use of a decision matrix approach, guidance has been developed to help determine different circumstances and at the same time give some discretion. 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 for that area on the day.

1. **Commercial Events**

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.

2. **Community Events**

Those events not for personal or corporate gain but for community or local interest purposes or to raise funds for local community institutions and these types of events are all abated by 70%, which means that 30% of the cost will be charged. This is a departure from the ACPO Guidance to cater for the specific nature of community events in Cambridgeshire.

3. **Non-Profit Making**

Those events where there is no financial gain to the organiser and which are not necessarily of benefit to the community, often these are charity events. These types of events are all abated by 25%, which means that 75% of the cost will be charged. This is a departure from the ACPO Guidance to ensure transparency of charging method applied.

Part B - Special Police Service Charges				
STAGE ONE - EVENT DETAILS				
Name of Event				
Event Date (s)				
Event Organiser				
Event Location				
STAGE TWO - DETERMINING THE LEVEL OF CHARGE				
Commercial	no		Score	0%
Community	no			0%
Non-Profit Making	no			0%
Abatement Level				0%
STAGE THREE - DEPLOYMENT AND COSTING				
Resources Required	Number	Hours	Rate	Total
Chief Superintendents			78.22	0.00
Superintendents			69.38	0.00
Chief Inspectors			57.22	0.00
Inspectors			53.83	0.00
Sergeants @				0.00
Sergeants @				0.00
Sergeants @				0.00
Sergeants @				0.00
Constables @				0.00
Constables @				0.00
Constables @				0.00
Constables @				0.00
PCSOs @				0.00
PCSOs @				0.00
PCSOs @				0.00
PCSOs @				0.00
Specials			19.28	0.00
Police Staff			28.92	0.00
Total				0.00
Additional costs: (Please specify)				
Direct Costs				0.00
First Year Planning Charge	no	0%	£0.00	0.00
On-going Planning Charge (Maximum £1,000)	yes	5%	£0.00	0.00
Event Cost				0.00
Minus Level of abatement			0%	0.00
Total Net Cost				0.00
VAT @ 17.5%				0.00
Invoice Total				0.00

Crime Prevention Items

Safe Can - £3.00

Looks like a tin of food but you can keep your personal belongings hidden away.

Timer - £3.00

Looks like your in when your not. Set TV's, lights, etc to turn on and off automatically.

Memo Minder - £12.00

Used for older people to remind them for example to chain their doors, etc.

All Purpose Personal Alarm - £3.50

This has a number of possibilities including alarming doors, handbags, etc, it also includes a small handy light.

Slim-Line Personal Alarm - £3.00

Some people prefer the slim-line shape, it has a key ring attachment and also includes a handy light.

Minder Alarm (plus attachment) - £6.00

This alarm is the loudest personal alarm and probably the best for using on a door, it includes a light.

Shed Alarm - £9.00

Shed, Garage alarms help protect your valuables tools, bicycles, etc. Multi functional can be set by security code or used similar to personal alarms.

Shock Alert Alarm - £3.00

Suitable for windows and doors, triggers when forced entry attempt made.

UV Pen - free

Used to postcode your property, so if stolen you stand a better chance of getting it back.

Counterfeit Pen - £1.50

Identify counterfeit bank notes from the real thing.

Forensic Chemical Property Marking Kit - £22.00

Mark your property so that it can be identified