Committee:	Date:
Police Authority Board	24 th October 2019
Subject:	Public
Fees and Charges 2019/20	
Report of:	For Decision
Commissioner of Police	
Pol 80-19	
Report author:	
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Summary

The Force has an obligation to review all Fees and Charges levied annually. Historically, charges have been set in line with the Metropolitan Police Service (MPS), providing consistency across the London region. The last review of fees and charges was presented to your Board in November 2018.

It is proposed to increase charges with immediate effect to the MPS level for 2019/20 and present a further paper as part of the 2020/21 budget papers covering charges for next financial year and the wider charging arrangements. This paper relates to general fees and charges and special services. It does not relate to commercial agreements.

Recommendation

Members are asked to approve proposed increases to fees and charges for 2019/20 with immediate effect as outlined in Appendix 1 and Appendix 2.

Main Report

1 Background

- 1.1 The Force has an obligation to review all Fees and Charges levied annually.
- 1.2 Historically, this review has been undertaken by adopting the Metropolitan Police Service (MPS) tariff of fees and charges until 2016. However in 2017-18 the then Financial Services Director introduced a different charging policy owing to delays being experienced with the MPS setting their charges.
- 1.3 Having reviewed the CoLP policy and the MPS current charges, it is now proposed to revert back to charging in line with the MPS as CoLP current fees and charges have not kept pace, and are typically 12% behind where they should be.

2 Current Position

- 2.1 There are two sets of charges:
- General fees and charges (Appendix 1)
- Special services of police charges (Appendix 2)
- 2.2 Both schedules set out the charges proposed for 2019/20. The Force has previously aligned charges with the MPS. This approach was adopted because the City of London Police work in partnership and collaboration with the MPS on a number of operations including core policing services covered by mutual aid agreements and for private services, for example, filming and policing football matches. In addition, both forces will have similar cost drivers for many services.
- 2.3 If the City of London Police were to increase charges above those levied by the MPS it is likely that the Force would be priced out of the market and be less competitive than the MPS. Undercharging could lead to us failing to recover full cost.
- 2.4 These charges do not relate to commercial arrangements which are managed separately. Mutual aid charges are provided by the NPCC.

3 Financial Position

3.1The income derived through fees and charges is being examined to ensure accurate monitoring and management can take place. The current fees and charges budget of £2.9m relates predominantly to commercial income and asset recovery income outside of the fees and charges specified within this report. Current projections indicate achievement of the £2.9m budget with c£250k through fees and charges. This is in line with the position achieved in 2018/19. The majority of this relates to secondment and special service charges. Based on the increase in charges, implementation of the proposed charges would be expected to deliver an increase in the region of £15k over the remainder of the year.

4 Proposal

4.1 It is proposed to increase charges in line with the MPS for 2019/20 with immediate effect. A further paper will be presented as part of the 2020/21 budget papers outlining all charging for 2020/21.

5 Conclusion

5.1 It is in the interest of the Force to increase the fees and charges to align with the London region and it is recommended that Members approve the fees and charges as set out in Appendices 1 &2.

Appendices

Appendix 1- General Fees and Charges

Appendix 2- Special Services of Police - Charges

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Appendix 1

GENERAL FEES AND CHARGES

Item	Detail	2015/16 Charge	Proposed charge 2019/20	Difference	%
Copies					
EAB, CRB & Collision Report	Incident and Collision Report Books/Bk 124A (Evidence & Actions Book) up to 25 pages per single report	£144.90	£162.68	£17.78	12.3%
EAB, CRB & Collision Report	In excess of 25 pages per incident per sheet.A4 Maximum of two additional sheets	£4.00	£4.57	£0.57	14.3%
Statements	Other than in IRB or (including typed) The charge is limited to a maximum of three sheets per statement. Additional pages will be charged at £4.57 per page.	£34.30	£38.44	£4.14	12.1%
Witness statements	Copy of witness statement (witness does not agree to disclosure of personal details). Per statement, up to a maximum of three pages per statement. Additional pages will be charged at £4.57 per page.	£53.20	£59.79	£6.59	12.4%
Witness statements	Copy of witness statement (witness does agree to disclosure of personal details). Per statement up to a maximum of three pages per statement. Additional pages will be charged at £4.57 per page.	£39.90	£44.71	£4.81	12.1%
Plan	Copy of plan (other in IRB or CARB)	£39.90	£44.71	£4.81	12.1%
Self Reporting/minor accident form	Provision of copy of self reporting/minor accident report. To third parties other than the person completing the report.	£34.30	£38.44	£4.14	12.1%
Other reports and copies	Vehicle examination report, Reconstruction report, Collision reconstruction report	£4.00	£4.57	£0.57	14.3%

Item	Detail	2015/16 Charge	Proposed charge 2019/20	Difference	%
1-10 Photographic Prints (Non digital and digital contained on the CoLP photographic imaging	1-10 photographs from same or different image. The charge is limited to a single request containing a maximum of `10 photographs from the same or different image, including the first photograph. Additional photographs in groups of 10 are £29.92 for each request.	£28.80	£32.28	£3.48	12.1%
database)	Cost per Album. Full photo album cost = Cost of number of photographs (groups of 10) + Cost of number of albums	£9.90	£11.15	£1.25	12.6%
Photograph: (Non Digital and	First Compact Disc (CD) containing 1-10 images	£19.40	£21.77	£2.37	12.2%
Digital contained on the CoLP photographic imaging database) 1-10 images on CD	Each subsequent Compact Disc containing 1-10 images from the same incident.	£4.30	£4.88	£0.58	13.5%
1-10 Negatives/Prints that require scanning onto CoLP database	Cost of scanning additional 1-10 negatives/prints that are not contained in CoLP Photographic imaging database. The cost to be added to 1-10 photographic prints with or without an album or the first CD containing 1-10 images.	£20.00	£22.51	£2.51	12.6%
Audio Tapes	Audio Tapes. Cost per tape	£41.00	£46.09	£5.09	12.4%
Video Tapes/DVDs	Video Tapes/DVDs	£188.20	£211.32	£23.12	12.3%
Fatals - reconstruction videos/DVDs	Provision of copy of Fatal - reconstruction video/DVDs	£188.20	£211.32	£23.12	12.3%
Photocopies	Medical Reports and Personal Records- Cost per page – where required for legal proceedings (includes VAT)	£0.50	£0.53	£0.03	6.0%

Item	Detail	2015/16 Charge	Proposed charge 2019/20	Difference	%
Fatal - accident investigation report	Provision of copy of fatal - accident investigation report	A composite	A composite	NA	NA
Police vehicle examination report per page	Copy of police vehicle examination report (unless provided as part of full extract)	charge based on the number of pieces of	charge based on the number of pieces of	NA	NA
Collision reconstruction report per page	Copy of collision reconstruction report (unless provided as part of a full extract) per page (max £50)	documentati on that are provided	documentati on that are provided	NA	NA
Rough Data	Copy of rough data per page	£26.50	£29.73	£3.23	12.2%
Searches					
Limited Particulars	Search for Limited Particulars (Road Traffic Act details). Per Form 517	£34.30	£38.44	£4.14	12.1%
Cancellation Cha	rges				
Prior to Search	Cancelled prior to search commencing- Refund any fee paid.	No Charge	No Charge	NA	NA
Prior to Dispatch	If search is made prior to cancellation	£54.20	£60.85	£6.65	12.3%
Documents Copied	If search is made and documents ready for dispatch	Full Fee	Full Fee	NA	NA
Charges for Civil	Cases				
Statements	Request for a statement to be written by a Police Officer	£148.40	£166.61	£18.21	12.3%
Interview	Interview with a member of the City of London Police in a civil case	£148.40	£166.61	£18.21	12.3%
Witness allowance (less than 4 hours)	Attendance at court in Civil Actions- Per police officer and police staff. Reasonable travel expenses up to 70 miles to court to be added to police staff. Reasonable travel expenses in excess of 70 miles to be added for both police officers and police staff.	£37.10	£41.63	£4.53	12.2%
Witness allowance (more than 4 hours).	Attendance at court in Civil Actions - Per police officer and police staff. Reasonable travel expenses up to 70 miles to court to be added to police staff. Reasonable travel expenses in excess of 70 miles to be added for both police officers and police staff.	£74.00	£83.15	£9.15	12.4%

Item	Detail	2015/16 Charge	Proposed charge 2019/20	Difference	%
Alarms					
Registration	Registration by Central Alarms (includes VAT)	£54.00	£54.00	£0.00	0.0%
Subject Access (Data Protection)				
Search	Data Protection/criminal record search	£10.00	no longer charged	-£10.00	-100%
Memorandum of Market Association	Understanding, NPCC and	Lloyd's			
Appendix D (a)	Supply of information [crime/lost property ref. No, date & time offence reported, reporting person] where there is a specific reason to check a claim	£27.10	£30.00	£2.90	10.7%
Appendix D (b)	Supply of information [additional to the above] where there is a specific reason to check a claim	£115.50	£127.60	£12.10	10.5%
MoU Paragraph 4.5	Interview with a Police Officer (In respect of each Interview)	129	£142.50	£13.50	10.5%
	closure of information from	a Regulatory			
Request for Information	Request for disclosure of information from regulatory or governing body - up to 2 hours work	£82.00	£92.07	£10.07	12.3%
Request for Information	Request for disclosure of information from regulatory or governing body - each subsequent hour work after initial 2 hour period	£27.40	£30.80	£3.40	12.4%
Supply of Domestic Violence Report	Request for disclosure of information from regulatory or governing body. Initial disclosure is without charge and sufficient information will be provided to conduct adequate risk assessment. Further supporting information provided to regulatory bodies to aid their internal investigation should be charged.	-	£54.09	£54.09	100%

Item	Detail	2015/16 Charge	Proposed charge 2019/20	Difference	%
Supply of Crime Report	Request for disclosure of information from regulatory or governing body. Initial disclosure is without charge. Further supporting information provided to regulatory bodies to aid their internal	-	£89.98	£89.98	100%
	investigation should be charged. Request for disclosure of				
	information from regulatory or governing body.				
Supply of MG5 Report	Initial disclosure is without charge. Further supporting information provided to regulatory bodies to aid their internal investigation should be charged.	-	£35.89	£35.89	100%
	Request for disclosure of information from regulatory or governing body.				
Supply of MG3 Report	Initial disclosure is without charge. Further supporting information provided to regulatory bodies to aid their internal investigation should be charged.	-	£35.89	£35.89	100%
	Request for disclosure of information from regulatory or governing body.				
Supply of Incident Log	Initial disclosure is without charge. Further supporting information provided to regulatory bodies to aid their internal investigation should be charged.	-	£36.63	£36.63	100%
Supply of PNC Convictions Report	Request for disclosure of information from regulatory or governing body. Initial disclosure is without charge. Further supporting information provided to regulatory bodies to aid their internal investigation should be charged.	-	£35.89	£35.89	100%

Item	Detail	2015/16 Charge	Proposed charge 2019/20	Difference	%
Supply of Caution	Request for disclosure of information from regulatory or governing body. Initial disclosure is		£23.54	£23.54	100%
Certificate	without charge. Further supporting information provided to regulatory bodies to aid their internal investigation should be charged.	-	£23.04	£23.04	100%
	Request for disclosure of information from regulatory or governing body.				
Domestic Violence Report	Initial disclosure is without charge. Further supporting information provided to regulatory bodies to aid their internal investigation should be charged.	-	£54.09	£54.09	100%
	Request for disclosure of information from regulatory or governing body.				
Supply of Occurrence Summary Report	Initial disclosure is without charge. Further supporting information provided to regulatory bodies to aid their internal investigation should be charged.	-	£18.10	£18.10	100%
Overseas Visitors	3				
Nominal Registration	For citizens of countries in the registration scheme	£34.00	£34.00	£0.00	0.0%
Fingerprints	Fingerprinting of persons wishing to obtain visas and/or clearance certificates etc - First set	£74.80	£84.00	£9.20	12.3%
Fingerprints	As above - each subsequent set	£37.50	£42.05	£4.55	12.1%

CHARGES SET BY STATUTE OR LEGISLATION

Item	Detail	2015/16 Charge	Proposed charge 2019/20	Difference	%
	tes (Variation of Fee) Order	1985			
Grant of Certificate	On grant of a pedlar's certificate	£12.25	£12.25	£0.00	0.0%
Seconded Officer					
All wage and salary related costs (including pension contributions, London Weighting, Competency Related Threshold Payments)		Full Cost	Full Cost	NA	NA
Administration Charge	5 " , , "				
- Police Officer	Per officer / staff member per month	£263.00	£295.32	£32.32	12.3%
– Police Staff	, per monur	£208.00	£233.51	£25.51	12.3%
Defence Examina	tions in Criminal Matters				
Supply of papers / exhibits / information / materials to the Investigator or Prosecutor	Which the Prosecutor decides meets the tests for disclosure as unused material in the Criminal Procedure and Investigation Act 1996	No Charge	No Charge	NA	NA
Provision of scientific case files, notes etc (soft or hard	Where there is no requirement for reporting scientist expert supervision	£50.00	£50.00	£0.00	0.0%
copy)	Where reporting scientist expert supervision is required (per hour)	£90.00	£72.00	-£18.00	-20.0%
Provision of specialist electronic data files (usually related to DNA samples and electropherogra ms etc)	Where reporting scientist expert supervision is required (per hour)	£90.00	£72.00	-£18.00	-20.0%
Case file only reviews at	Including up to 30 minutes of reporting scientist time if needed	No Charge up to 30 minutes	No Charge up to 30 minutes	NA	NA
prosecution laboratory premises	Additional reporting scientist time associated with case file only reviews (per hour)	£90.00	£72.00	-£18.00	-20.0%

Item	Detail	2015/16 Charge	Proposed charge 2019/20	Difference	%
Use of laboratory facilities (non DNA clean)	Including basic consumables, PPE, elimination/contamination sampling and supervision where needed (per hour)	£60.00	£60.00	£0.00	0.0%
Use of laboratory facilities (DNA clean)	Including basic consumables, PPE, elimination/contamination sampling and supervision where needed (per hour)	£90.00	£72.00	-£18.00	-20.0%
Use of specialist laboratory facilities and equipment (such as firearms ranges, toxicology / drugs analysing, fire examination and DNA profiling	Including basic consumables, PPE, elimination/contamination sampling and supervision where needed (per hour)	£120.00	£120.00	£0.00	0.0%
Firearms Certifica					
Issue	On grant of firearms certificate	£88.00	£88.00	£0.00	0.0%
Renewal	On renewal of firearms certificate	£62.00	£62.00	£0.00	0.0%
Variation	Variation where no. of weapons is increased	£20.00	£20.00	£0.00	0.0%
Replacement	On replacement of lost or destroyed certificate	£4.00	£4.00	£0.00	0.0%
Table 1 or 2 full	Reissue because table 1 or 2 full	No Charge	No Charge	NA	NA
Shotguns Certific	cates				
Issue	On grant of shotgun certificate	£79.50	£79.50	£0.00	0.0%
Renewal	On renewal of shotgun certificate	£49.00	£49.00	£0.00	0.0%
Replacement	On the replacement of a shotgun certificate	£4.00	£4.00	£0.00	0.0%
Explosives Certif Regulations 2010	icates (Health and Safety (I	ees)			
Various	Various	No Charge	No Charge	NA	NA
Museum (Firearm	ns Amendment Act 1988)				
Issue	On grant of a museum license	£200.00	£200.00	£0.00	0.0%
Renewal	On renewal of a museum license	£200.00	£200.00	£0.00	0.0%
Extension	On extension to additional premises	£75.00	£75.00	£0.00	0.0%
Firearms Dealers					
Issue	Certificate of Registration	£200.00	£200.00	£0.00	0.0%
Renewal	Renewal of certificate	£200.00	£200.00	£0.00	0.0%
Fairs and Exhibitions	In respect of game and table fairs and exhibitions	£13.00	£13.00	£0.00	0.0%

ltem	Detail	2015/16 Charge	Proposed charge 2019/20	Difference	%
Visitors Permit (S	hotgun and Firearm)				
Issue unit	On the grant of a visitors permit	£20.00	£20.00	£0.00	0.0%
Issue group	On the grant of a group visitors permit (6 or more)	£100.00	£100.00	£0.00	0.0%
Coterminous Cert	tificate (Shotgun & Firearm)			
Issued	Granted at the same time	£90.00	£90.00	£0.00	0.0%
Renewed	Renewed at the same time	£65.00	£65.00	£0.00	0.0%
	s (As per the Removal, Stor les (Prescribed Sums and)				
Removal	Removal of vehicle in contravention of RTRA 1984, PRA 2002 or RTA 1988	Various (as per 2008 regulations)	Various (as per 2008 regulations)	NA	NA
Storage	Storage of vehicle per day in contravention of RTRA 1984, PRA 2002 or RTA 1988	Various (as per 2008 regulations)	Various (as per 2008 regulations)	NA	NA
Disposal	Disposal of vehicle in contravention of RTRA 1984	Various (as per 2008 regulations)	Various (as per 2008 regulations)	NA	NA
HGV Re- Enabling	Re-enabling an immobilised HGV following a contravention	-	£80.00	£80.00	100%
Freedom of Inform	mation Act 2000				
Prescribed Costs	Where processing of FOI request (e.g. locating, extracting, redacting) exceeds 18 hours. Cost is for labour per hour.	£25.00	£25.00	£0.00	0.0%
Disbursement Costs	Additional Cost (above £20.00) to provide information e.g. printing, photocopying or postage).	Full Cost	Full Cost	NA	NA
Housing Home Of Detainees	ffice Immigration Enforcem	ent (HOIE)			
Housing HOIE	First Hour	-	£33.41	£33.41	100%
detainees in CoLP custody	Additional hourly rate	-	£23.32	£23.32	100%
suites	Constant watch per hour	-	£21.37	£21.37	100%

Appendix 2

SPECIAL SERVICES OF POLICE – CHARGES

There are two separate tables that provide the charges for the special services of police under the following circumstances:

- 1. Special services of Police Charges
- 2. Special Services of Police Charges (Public Holiday)

These charges do not relate to commercial arrangements, which are negotiated separately, or mutual aid charges which are provided by the NPCC. They relate to special services such as the policing of football matches and filming arrangements.

Table 1: Special Services of Police

	2015/16		201	9/20
Rank / Uniform	Daily Rates (8 hours)	Hourly Rates	Daily Rates (8 hours)	Hourly Rates
	£	£	£	£
Assistant Commissioner	0	0	2,011.29	277.42
Commander	877	120.97	1,008.45	139.10
Chief Superintendent	751	103.59	856.88	118.19
Superintendent	639	88.14	733.68	101.20
Chief Inspector	547	75.45	617.16	85.13
Inspector	518	71.45	581.04	80.14
Police Sergeant	541	74.62	594.95	82.06
Police Constable	448	61.79	491.19	67.75

<u>Table 1:</u> The daily/hourly rate includes average basic pay; London weighting/London allowance; Employer's pension liability; Employer's National Insurance contributions; and overtime premium in respect of Police Sergeants and Police Constables; uniform costs; accommodation allowances. Charges also recover non-pay and support costs.

Table 2: Special Services of Police – Charges (Event occurring on a Public Holiday)

	2015/16		2019/20	
Rank / Uniform	Daily Rates	Hourly Rates	Daily Rates	Hourly Rates
	(8 hours)		(8 hours)	
	£	£	£	£
Police Sergeant	812	111.93	892.43	123.09
Police Constable	672	92.69	736.79	101.63

As for Table 1, but charges include an additional overtime premium employment on a public holiday.

City of London Police Special ConstabularySpecial Constables are generally deployed on "small event" policing or to augment policing at larger events. There are no direct employment costs but they do incur a range of costs for uniform, equipment, travel and subsistence, training and the use of police vehicles and control equipment. Although a Special Constable has the powers of a Constable, the actual cost base for Special Constables is demonstrably lower than that of a regular officer.

Table 3: Special Services of Special Constabulary

	2015/16		2019/20	
Rank / Uniform	Daily Rates (8 hours)	Hourly Rates	Daily Rates (8 hours)	Hourly Rates
	£	£	£	£
Special Inspector	259	35.72	320.56	40.07
Special Sergeant	271	37.31	328.24	41.03
Special Constable	224	30.90	271.04	33.88

Table 4: Additional Charges

		2015/16	2019/20
1. Horses	Charge for each horse per day or part of a day plus any extra expenses incurred for their conveyance and stabling. Cost of officer will be charged at the appropriate rate shown above.	172.40	181.60
2. Dogs	Charge for each dog per day or any part of a day plus any extra expenses incurred in conveyance. Cost of handler will be charged at the appropriate rate shown above.	64.00	67.40
	All charges are per day or part of a day. In addition the services of a police motorcyclist will be charged at the appropriate rate shown above.		
	The rates below include a fuel charge		
	Marked bike 100cc to 600cc	59.80	64.45
	Unmarked " "	59.80	64.45 112.10
3. Motor Vehicles	Marked bike 601cc Unmarked " "	95.80 104.00	103.26
	The rates below include a fuel charge		
	Marked cars up to 1300cc	89.60	96.57
	Unmarked " "	76.30	82.24

Marked cars 1301cc to 1800cc	101.00	108.86
Unmarked " "	101.00	108.86
Marked cars over 1801cc	129.80	139.90
Unmarked " "	118.50	127.72
Marked vans up to 1900cc	129.80	139.90
Unmarked " "	101.00	108.86
Marked vans over 1900cc	139.10	149.93
Unmarked " "	118.50	127.72
TSG Carrier	168.00	181.08
Ballistically Protected 4x4	193.70	208.78
Horsebox – maximum 6 horses	585.20	630.75

The charges above are per day or part of a day. The cost comprises the charges for maintenance, purchase of new vehicles, depreciation, the cost of the client unit that administers the outsourced contract and the payment to the outsourced contractor. In addition, the services of a police or police staff driver will be charged at the appropriate rate.