

REQUEST FOR DMPC DECISION – PCD 440**Title: Annual Review of the Schedule of Fees and Charges – 2018/19****Executive Summary:**

The report details the results of a review at the end of 2017/18 to reflect current price increases and sets out information on the recommended Metropolitan Police Service (MPS) fees and charges and special policing service rates for 2018/19.

It is important to note that some fees and charges are constrained by statute or legislation and backed up by recommended charging guidelines published by National Police Chiefs' Council (NPCC). It is anticipated, that based on the areas that can legitimately be reviewed in line with inflation, approximately £1m of additional income will be realised.

In accordance with Paragraph 9.4 of the Financial Regulations the Schedule of Fees and Charges requires approval of DMPC prior to publication.

Recommendations:

That the Deputy Mayor for Policing and Crime approves the changes in fees and charges as set out in Appendix 1.

Deputy Mayor for Policing And Crime

I confirm I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct. Any such interests are recorded below.

The above request has my approval.

Signature *Stephen Hendon*

Date 31/07/18

PART I - NON-CONFIDENTIAL FACTS AND ADVICE TO THE DMPC

Decision required – supporting report

1. Introduction and background

- 1.1 Section 15 of the Police Reform and Social Responsibility Act 2011 (the 2011 Act) provides the Mayor's Office for Policing and Crime (MOPAC) with the legislative powers to charge for the supply of goods and services to a third party and make a charge to recover the full cost of providing those goods and services. These charges are based upon 'what the market can bear' as they must be at least full cost recovery, reasonable and able to withstand external challenge.
- 1.2 Section 25 of the Police Act 1996, as amended by Schedule 16, paragraph 24 of the 2011 Act, (Provision of Special Services) with reference to MOPAC, allows Forces to charge for special police services which they may provide in respect of the provision of police officers and staff at the request of a third party.
- 1.3 There are a number of fees and charges that are set within statute or legislation. This includes items such as the removal, storage and disposal of vehicles, firearms certificates, pedlar's certificates and overseas visitors registration.

2. Issues for consideration

- 2.1 Following a comprehensive review of the Schedule of Fees and Charges, a number of new areas of charging have been identified. The income from the fees and charges is recovered under the provisions of existing legislation, as outlined below, and can be classified under a number of specific categories, namely:
 - MPS calculated fees and charges which generally will be increased by a set percentage that reflect increases to pay and other inflationary costs;
 - Fees and charges where the rates are either set or advised by other Agencies including the National Police Chief Council (NPCC);
 - Fees and charges that are determined by statute or legislation.
- 2.2 The review has been limited to fees and charges that are levied upon the public and other bodies based on rates that are normally reviewed and updated on an annual basis. The Schedule of Fees and Charges has not been revised since 2015/16 and therefore whilst the proposed rates may appear to be significant, the rates represent three-years' worth of incremental increases on the currently published rates. The review does not cover contractual arrangements negotiated by the MPS, on behalf of MOPAC, on an individual basis. The MPS will continue to review the options concerning charging for MPS services wherever feasible.

3. Financial Comments

- 3.1 It is anticipated, that based on the areas that can legitimately be reviewed in line with inflation, approximately £1m of additional income will be realised.

4. Legal Comments

- 4.1 The MOPAC has the legal power to charge third parties for goods and services under section 15 of the Police Reform and Social Responsibility Act 2011 and to charge for the provision of special police services under section 25 of the Police Act 1996.
- 4.2 The legislation referred to above does not specify how the charges should be calculated but the case law and NPCC guidance referred to in this report allows the MOPAC to increase its charges to reflect its increased costs caused by inflation.
- 4.3 On this basis, the recommendations can be lawfully approved.

5. Equality Comments

- 5.1 A full Equalities Impact Assessment (EIA) has been completed and a number of stakeholders have been consulted. The Fees and Charges are set such that no vulnerable individual will suffer any detriment because of the increases to the Schedule of Fees and Charges.

5. Background/supporting papers

- 6.1. Appendix 1- List of Fees and Charges
- 6.2. MPS Report

Public access to information

Information in this form is subject to the Freedom of Information Act 2000 (FOIA) and other legislation. Part 1 of this form will be made available on the MOPAC website within 1 working day of approval. Any facts/advice/recommendations that should not be made automatically available on request should not be included in Part 1 but instead on the separate Part 2 form. Deferment is only applicable where release before that date would compromise the implementation of the decision being approved.

Is the publication of **this** form to be deferred? NO

If yes, for what reason:

Until what date (if known):

Is there a **part 2** form – NO

If yes, for what reason:

ORIGINATING OFFICER DECLARATION:

		Tick to confirm statement (✓)
Head of Unit: The Chief Finance Officer has reviewed the request and is satisfied it is correct and consistent with the MOPAC's plans and priorities.		✓
Legal Advice: The MPS legal team has been consulted on the proposal		✓
Financial Advice: The Head of Strategic Finance and Resource Management has been consulted on this proposal.		✓
Equalities Advice: Equality and diversity issues are covered in the body of the report		✓

OFFICER APPROVAL**Chief Operating Officer**

I have been consulted 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 Deputy Mayor for Policing and Crime.

Signature *P. Lawrence*

Date *26/07/18*

**ANNUAL REVIEW OF THE SCHEDULE OF FEES AND CHARGES
2018/19**

A. RECOMMENDATIONS - Management Board agrees that

The Deputy Mayor for Policing and Crime, via the Investment Advisory Board (IAB), is asked to:

1. Approve the attached Schedule of Fees and Charges levied pursuant to Section 15 of the Police Reform and Social Responsibility Act 2011 (Supply of Goods and Services) by set percentages to reflect the average pay costs uplift. This will include increases to pay due to annual inflation awards, Earnings Related National Insurance Contributions (ERNIC) and Bear Scotland holiday pay. Appendix 1 – Table 1 refers. The exception being those which are set by either (a) statute/legislation or (b) at a higher rate recommended by NPCC.
2. Approve the revised charges for Special Police Services under section 25 of the Police Act 1996, which are based on full cost recovery, and recalculated to reflect the current cost of policing. This include increases to pay due to annual inflation awards, ERNIC, the Apprenticeship Levy and Bear Scotland holiday pay. Appendix 1 – Tables 2A - D refers.
3. Approve the revised charges for Detention of Prisoners in MPS Cell Accommodation for Home Office Immigration Enforcement (HOIE) which is recalculated as per the NPCC guidelines to comply with the National Framework Agreement between NPCC and HOIE. Appendix 1 – Table 3 refers.
4. Approve the charges for Intellectual Property (IP) as set out in Appendix 1 – Table 4, to be levied in pursuant of Section 15 of the Police Reform and Social Responsibility Act 2011 (Supply of Goods and Services).
5. Approve the changes to the methodology for charging for Family Disclosure.
6. Approve the introduction of a charge for the re-mobilisation of heavy goods vehicles after a suitable method of secure payment at the roadside can be introduced.
7. Approve the charge for the generation of an invoice where other suitable methods of payment exists and the recipient only requires it for their own records.
8. Approve the addition of a new post to conduct a full baseline review of all fees and charges, to be funded from part of the additional revenue generated by the increases proposed in this paper.
9. To note that some areas within the Schedule of Fees and Charges that are set by either Statute or legislation do not represent full cost recovery.

Review of Charges 2018/19

Revised charges for Special Police Services

The charges include daily rates and hourly rates for police ranks up to and including Assistant Commissioner Rank. It is proposed that the charges should be revised to reflect the various changes to police officer and police staff pay arising from the Bear Scotland ruling on holiday pay, the required adjustment to ERNIC due to the introduction of a single tier contribution scheme and the introduction of the apprenticeship levy. A general administrative overhead charge of 31% is also applied. Whilst NPCC guidance states that the national average for application of a general overhead is 30%, it has been a long standing methodology for the MPS to apply 31% to reflect (a) the cost of delivering support services in London (b) the general NPCC premise that all charging should be based upon full cost recovery.

Revised charges for Detention of Prisoners in MPS Cell Accommodation for Home Office Immigration Enforcement (HOIE)

Schedule 2 of the Immigration Act 1971 legislates for the police to house immigration detainees in police cell accommodation for up to a maximum of seven days. Section 15 of the Police Reform and Social Responsibility Act 2011 allows for police to make a charge upon the HOIE.

There is a National Framework Agreement between NPCC and HOIE in regard to Charging for Cell Accommodation. The Framework has provided for charges to be levied to HOIE for each hour's detention since 1 April 2016. It is proposed that the MPS realigns its current charging practice of a fee based on an initial charge for the first 12 hours detention with an additional charge for each hour over 12 hours to that identified in the Framework Agreement. See Appendix 1 – Table 3.

The Framework Agreement provides police forces with a costing methodology to establish a hourly charge reflective of full cost recovery including staff costs and ancillary aspects such as meals, accommodation etc. It is to be noted that the charge for the first hour's detention is the point in time where forces are able to recover not only the cost of custody staff and catering but also the one off costs for heating, lighting, cell cleaning/decontamination and administration. Each additional hour's charge for the detention will thereafter be reflective solely of staff costs, catering and other consumables.

The Framework Agreement also provides for forces to charge at an enhanced hourly rate where a prisoner requires constant watch by custody staff personnel due to the detainee being viewed as a vulnerable person.

Charges for Intellectual Property (IP)

Whilst the MPS has previously charged for use of IP, the fees have not been included in the Schedule of Fees and Charges. The range of charges for IP that are recommended to be included in the Schedule are reflective of market rates as provided for by the Police Reform and Social Responsibility Act.

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- There is a charge to cover the most basic use of MOPAC IP. The charge can be increased as appropriate, for instance, when the third party requires an in perpetuity licence.
- There is a charge to interview MPS personnel. The charge will be reflective of MOPAC charges for Special Police Services. The charge also attracts an administration charge for the work of Commercial Services.
- There is a charge, including an administrative charge, made to individuals or organisations who wish to check the names of fictional characters against the nominal roll of serving or retired officers to ensure that there is no conflict.

A licence would not be issued in those instances when it would damage or conflict with the good name and reputation of MOPAC or the Commissioner. All licences, even where issued in perpetuity, will be subject to revocation under the same considerations of reputation as those considered while reviewing a request

Family Disclosure

Under Common Law Police Disclosure, forces have an obligation to disclose certain information. Initial disclosure is without charge and sufficient information will always be provided to conduct an adequate risk assessment (i.e. risk posed to children, vulnerable adults, national security and probity and administration of justice).

Occasionally, the regulatory or governing body or a privately instructed solicitor will request further supporting information to aid their own internal investigations and NPCC have agreed that there should be a charge in respect of this additional information. This fee (see 'Requests for Information' set out in Schedule 1 – Table 1) may be levied even when information cannot be supplied in order to cover costs incurred for research and enquiries.

To date, the MPS has charged purely based on the time spent on searching, preparing and copying documents. However, NPCC guidance could be viewed as allowing forces to charge the hourly rate for time spent and additionally for the cost of releasing the individual documents that come with their own NPCC approved charge. Whilst, to our knowledge, other Forces have not yet adopted this approach, this change has been tested with the NPCC Income Generation Manager who has agreed with this interpretation.

It is not considered that the introduction of this alternative approach and interpretation would put vulnerable individuals at risk. The MPS would always release requested documents to a multi-agency case conference, a Responsible Authority (such as Local Authority, Health Authority, Fire and Rescue Authority, Primary Care Trust, NHS Trust, Probation Committees and Registered Social Landlord) or upon receipt of a court order at no charge.

Introduction of a charge for the re-mobilisation of heavy goods vehicles

Statutory Instrument number 493 of 2009 (Road Safety (Immobilisation, Removal and Disposal of Vehicles) Regulations 2009) allows an authorised person to immobilise a vehicle that has been prohibited from being driven by virtue of:

- A contravention of the rules relating to drivers' hours;
- Powers to prohibit driving of foreign goods vehicles and foreign public service vehicles;
- Powers to prohibit the driving of an unfit or overloaded vehicle.

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The Statutory Instrument also allows that a charge of £80 in respect of the release of the vehicle from the immobilisation device. To date, the MPS has not enforced this charge, as there is no mechanism to take payment at the roadside in place. It is recommended that the £80 re-mobilisation charge is included in the Schedule of Fees and Charges but is not enforced until such time that a secure method of payment at the roadside can be introduced.

Approve the charge for the generation of an invoice where other suitable methods of payment exists

Where the need to raise an invoice to recover costs is part of the standard process the indirect costs has already been factored into the relevant charges. However, there are a small amount of charges that do not require the creation of an invoice, as the recipient may pay by cash, cheque or BACS payment. In the circumstances where a requestor requires an invoice to be raised, principally for their own records, where suitable alternative payment options exist, it is recommended that the cost of requesting, processing and matching the invoice be added to the Schedule of Fees and Charges as a new item. This would ensure that the MPS is recovering all costs relating to the additional service request.

The new process which avoids the creation of additional transactional activities will ensure that the VAT responsibilities of all parties are fully discharged. Where necessary, the recipient of the service will be provided with confirmation of the charge, the VAT rate and the MPS' VAT registration number.

ANNUAL REVIEW OF THE SCHEDULE OF FEES AND CHARGES 2018/19

Table 1 – Comparison of MPS Fees and Charges

Item	Detail	2015/16	2018/19	Comments for 2018/19
Copies				
EAB, CRB & Collision Report.	Incident and Collision Report Books/Bk 124A (Evidence & Actions Book)	£144.90	£158.56	<p>This represents the charge required to recover the actual cost of the work undertaken by MOPAC personnel in searching for and the photocopying of documentation required for civil proceedings and the associated payment.</p> <p>It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.</p>
EAB, CRB & Collision	Report. In excess of 30 pages per incident	£4.00	£4.45	<p>This represents the cost per page of supplying additional pages from Evidence and Actions Books and Collision Report Books in excess of 30 pages.</p> <p>It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.</p>
Statements Other than in IRB or (including typed)	Statements Other than in IRB or (including typed)	£34.30	£37.47	<p>This represents the actual cost of supplying a statement(s) that is required for civil proceedings. The charge is limited to a maximum of 3 pages per statement.</p> <p>It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.</p>
Witness Statements	Copy of existing witness statement (witness does not agree to disclosure of personal details)	£53.20	£58.27	<p>This represents the cost of providing third parties (solicitors, insurance companies etc) with a copy of the witness statement. There are different charges depending on if the witness agrees to the disclosure of personal details or not.</p>
Witness Statements	Copy of existing witness statement (witness does agree to disclosure of personal details)	£39.90	£43.57	<p>It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.</p>

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Plan	Copy of plan (other in IRB or CARB)	£39.90	£43.57	<p>This represents the cost of supplying plans by MOPAC staff.</p> <p>It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.</p>
Self Reporting/minor accident form	Provision of copy of self reporting/minor accident report	£34.30	£37.47	<p>This represents the cost of providing copies of self reporting/minor accident reports per report to third parties other than the person who complete the form.</p> <p>It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.</p>
Other	All other copies	£4.00	£4.45	<p>This represents the cost per page of providing non specific copy documentation required for civil proceedings.</p> <p>It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.</p>
1 -10 Photographic Prints (Non digital & digital contained on the MPS photographic database).	1-10 photographs from same or different image.	£28.80	£31.46	<p>It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.</p>
	Cost per Album	£9.90	£10.87	<p>The cost of the album cover needs to be added to the costs of the photographs in order to provide a total charge for providing photographs.</p> <p>It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.</p>
Photograph: (Non digital & digital contained on the MPS photographic database). 1 to 10 images on CD.	First Compact Disc (CD) containing 1 to 10 images.	£19.40	£21.22	<p>This represents the cost of the first ten CD holding images from an incident, containing a maximum of 10 negatives/pictures.</p> <p>It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.</p>
	Each subsequent Compact Disc containing 1 to 10 images.	£4.30	£4.76	<p>This represents cost of reproducing additional 1-10 images/pictures onto a CD. Includes the cost of a CD.</p>

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				It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.
1 to 10 Negatives/Prints that require scanning onto MPS database.	Cost of scanning additional 1-10 negatives/prints that are not contained in MPS Photographic imaging database.	£20.00	£21.94	<p>This represents cost of scanning 1-10 negatives/prints onto the MPS Photographic Imaging database, which are not currently contained in this system. Excludes the cost of 1 - 10 photographic prints with an album and the cost of the first or subsequent CD.</p> <p>It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.</p>
Audio Tapes	Audio Tapes	£41.00	£44.92	<p>This represents the cost of providing copy audio tapes.</p> <p>It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.</p>
Video Tapes/DVDs	Video tapes/ DVDs	£188.20	£205.97	It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.
Fatals - reconstruction video / DVDs	Provision of copy of Fatal reconstruction video / DVDs	£188.20	£205.97	It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.
Photo-copies	Medical Reports and Personal Records	£0.50	£0.52	<p>This represents the cost per page of providing documentation from medical and personal records.</p> <p>It is proposed to increase this charge so as to be the same as other copying charges.</p>
Fatals - accident investigation report	Provision of copy of fatal accident investigation report	A composite charge based on the number of pieces of documentation that are provided		When recovering the cost of providing a copy of this type of documentation, the MPS charge is a composite charge which can fluctuate based on the number of vehicles involved, the number of witnesses for which documentation has been completed.
Police vehicle examination report	Copy of police vehicle examination report (unless provided as part of full extract)			

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Collision reconstruction report (per page)	Copy of collision reconstruction report (unless provided as part of full extract) per page - Max £50			
Rough Data	Copy of rough data per page	£26.50	£28.98	<p>This represents the cost of providing rough data.</p> <p>It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.</p>
Searches				
Limited Particulars	Search for Limited Particulars (Road Traffic Act details)	£34.30	£37.47	<p>This represents the cost of searching for details from Road Traffic Accidents such as names, addresses, insurance companies, date of accident etc.</p> <p>It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.</p>
Cancellation Charges				
Prior to Search	Cancelled prior to search commencing	No Charge	No Charge	
Prior to Dispatch	If search is made prior to cancellation	£54.20	£59.31	<p>This represents the cost of the work undertaken by MOPAC staff of having searched for and copied a document at which point the requester cancels the request for the information.</p> <p>It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.</p>
Documents Copied	If search is made and documents ready for despatch	Full Fee	Full Fee	
Charges for Civil Cases				
Statements	Request for a statement to be written by a Police Officer.	£148.40	£162.39	<p>Per statement. This represents the cost of the time spent by the officer in writing the statement.</p> <p>It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.</p>
Interview	Interview with member of the Metropolitan Police Service in a Civil case	£148.40	£162.39	<p>This represents the cost of the time of the officer being interviewed and the supervising officer who acts as a witness to the interview.</p>

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				It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.
Witness Allowance	Attendance at court in Civil Actions. (less than 4 hours).	£37.10	£40.57	Part V of the Costs in Criminal Cases (General) Regulations 1986 provides for the payment of witness allowances per police officer / police staff, per day. Reasonable travel expenses up to 70 miles from court to be added for police staff. Reasonable travel expenses in excess of 70 miles to be added for both police officer and police staff.
Witness Allowance	Attendance at court in Civil Actions. (More than 4 hours).	£74.00	£81.04	It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.
Alarms				
Registration	Registration by Central alarms	£54.00	£54.00	As advised by ACPO (Security Systems Group). (VAT inclusive). New rates to be set by Secure by Design
Subject Access (Data Protection)				
Search	Data protection/criminal record search	£10.00	£10.00	Per search on an individual under the Data Protection Act 1998.
Memorandum of Understandings between ACPO & Lloyd's Market Association & Association of British Insurers				
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	£29.19	In respect of each request form (Appendix D (a)) submitted by Insurance Companies [who belong to Association of British Insurers] / Loss Adjusters [acting on their behalf]. VAT inclusive. Charge as per NPCC guidelines
Appendix D (b)	Supply of information [additional to the above] in response to specific questions.	£115.50	£124.41	In respect of each request form (Appendix D (b)) submitted by Insurance Companies [who belong to Association of British Insurers] / Loss Adjusters [acting on their behalf]. VAT inclusive. Charge as per NPCC guidelines
MoU Para 4.5	Interview with a Police Officer (per officer)	£129.00	£138.90	In respect of each interview with a Police Officer as specified under Paragraph 4.5 of the MoU. As per NPCC guidelines.
Requests for Disclosure of Information from a Regulatory or Governing Body or in respect of Intended or Ongoing Family Proceedings (Private Matters)				
Request for Information	Request for disclosure of information from regulatory or governing body - up to 2 hours work	£82.00	£89.73	Under Common Law Police Disclosure (CLPD), forces have an obligation to disclose certain information. Initial disclosure is without charge and sufficient information will be provided to conduct an adequate risk assessment (i.e. risk posed to children, vulnerable adults, national security and probity and administration of justice). Occasionally, the regulatory or governing body will request further supporting information to aid their own internal investigations and ACPO have agreed that there should be a charge in respect of this

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Request for Information	Request for disclosure of information from regulatory or governing body - each subsequent hours work after initial 2 hour period	£27.40	£30.02	<p>additional information. This fee may be levied even when information cannot be supplied in order to cover costs incurred for research and enquiries.</p> <p>It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC, single tier increase and Bear Scotland holiday pay award in 2016-17 and pay inflation uplift of 1.8% for 2017-18 and 3.5% inflation for 2018/19 as per NPCC recommendation..</p>
Supply of Domestic Violence Report	Request for disclosure of information from regulatory or governing body	Not published	£52.72	<p>Under Common Law Police Disclosure (CLPD), forces have an obligation to disclose certain information. Initial disclosure is without charge and sufficient information will be provided to conduct an adequate risk assessment (i.e. risk posed to children, vulnerable adults, national security and probity and administration of justice).</p> <p>Occasionally, the regulatory or governing body will request further supporting information to aid their own internal investigations and ACPO have agreed that there should be a charge in respect of this additional information.</p> <p>These items were not previously included in the Schedule of Fees and Charges but were contained within the NPCC guidance. It is proposed to include these from 2018/19 and use the NPCC recommended rate, uplifted by a marginal amount to reflect the London rate and a further 3.5% inflation as per NPCC recommendation.</p>
Crime Report	Request for disclosure of information from regulatory or governing body	Not published	£87.70	
MG5	Request for disclosure of information from regulatory or governing body	Not published	£34.98	
MG3	Request for disclosure of information from regulatory or governing body	Not published	£34.98	
Incident Log	Request for disclosure of information from regulatory or governing body	Not published	£35.70	
PNC Convictions	Request for disclosure of information from regulatory or governing body	Not published	£34.98	
Caution Certificate	Request for disclosure of information from regulatory or governing body	Not published	£22.94	
Domestic Violence Report	Request for disclosure of information from regulatory or governing body	Not published	£52.72	
Occurance Summary	Request for disclosure of information from regulatory or governing body	Not published	£17.64	
Custody Record	Request for disclosure of information from regulatory or governing body	Not published	£17.64	
Overseas Visitors				
Nominal Registration	For citizens of countries in the registration scheme	£34.00	£34.00	As detailed in the Immigration (Registration with Police) (Amendment) Regulations 1995.
Fingerprints	Fingerprinting of persons wishing to obtain visas and/or clearance certificates etc. First set.	£74.80	£81.87	The cost of taking fingerprints for members of the public for a visa application; applications for employment in a securities industry or overseas appointment; personal identification purposes etc.

Appendix 1

Fingerprints	As above - Each subsequent set	£37.50	£40.99	It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.
Payroll Administration				
All wage and salary related costs.		Full Cost	Full Cost	
Administration Fee	For paying salaries of non-MOPAC personnel	£16.00	£17.49	It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.
Pedlars' Certificates (Variation of Fee) Order 1985				
Grant of Certificate	On grant of a pedlar's certificate	£12.25	£12.25	As detailed in the Pedlars' Certificates (Variation of Fee) Order 1985.
Seconded Officers				
All wage and salary related costs (Including employer's contributions for pension and National Insurance)		Full Cost	Full Cost	
Administration Charge - Police Officer	Monthly charge	£263.00	£287.83	Charge required to recover the actual cost of the work undertaken by MPS personnel in the arrangement of, recovery of fees and contact with officers who are seconded to external organisations. Note: Where there is a simple secondment to another UK Police Force the Business Group Head has the flexibility to reduce the charge down to £50 per month. It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.
Administration Charge - Police Staff	Monthly charge	£208.00	£227.60	Charge required to recover the actual cost of the work undertaken by MPS personnel in the arrangement of, recovery of fees and contact with officers who are seconded to external organisations. Note: Where there is a simple secondment to another UK Police Force the Business Group Head has the flexibility to reduce the charge down to £50 per month. It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.
Defence Examinations in Criminal Matters				

Appendix 1

Appendix 1

Provision of documentation to Defence expert and for allowing the expert access to MPS premises, equipment and staff.	Various hourly rates (See below)	Various hourly rates (See below)
Supply of papers / exhibits / information / material to the Investigator or Prosecutor, which the Prosecutor decides meets the tests for disclosure as unused material, in the Criminal Procedure and Investigations Act 1996	No Charge	No Charge
Provision of scientific case files, notes, etc. not requiring reporting scientist expert supervision (soft or hard copy).	£50.00	£50.00
Provision of scientific case files, notes, etc. which require reporting scientist expert supervision (soft or hard copy).	£90.00	£72.00
Provision of specialist electronic data files (usually related to DNA samples, electropherograms etc) and requiring reporting scientist expert supervision.	£90.00	£72.00
Case File Only reviews at prosecution laboratory premises (including 30 minutes of Reporting Scientist time if needed).	No Charge	No Charge
Additional Reporting Scientist time associated with Case File Only reviews.	£90.00	£72.00
Charges for the use of Laboratory facilities (non-DNA clean) including basic consumables, PPE & supervision where needed.	£60.00	£60.00
Charges for the use of Laboratory facilities (DNA clean) including basic consumables, PPE, elimination/contamination sampling & supervision where needed.	£90.00	£72.00
Charges for the use of Specialist Laboratory facilities & equipment (such as Firearms Ranges, Toxicology/Drugs analysing, Fire examination, DNA profiling etc) including basic consumables, PPE & supervision where needed.	£120.00	£120.00

These fees were introduced in 2015/16 and are in line with the Guidance on Forensic Science Charges in Criminal Matters published by the Legal Aid Agency and agreed with the Crown Prosecution Service. Fees appear to have been overstated due to the charge being based on the Non-London rate

Firearm Certificates - Effective from 6 April 2015

Issue	On grant of a firearms certificate	£88.00	£88.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Renewal	On renewal of a firearms certificate	£62.00	£62.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Variation	Variation where no. of weapons is increased	£20.00	£20.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Replacement	On replacement of lost or destroyed certificate	£4.00	£4.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Table 1 or 2 full	Reissue because Table 1 or 2 full	No charge	No charge	As detailed in the Firearms (Variation of Fees) Order 2015.

Shotgun Certificates - New rates effective from 6 April 2015

Issue	On grant of a shotgun certificate	£79.50	£79.50	As detailed in the Firearms (Variation of Fees) Order 2015.
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Renewal	On renewal of a shotgun certificate	£49.00	£49.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Replacement	On replacement of a shotgun certificate	£4.00	£4.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Museum (Firearms Amendment Act 1988)				
Issue	On grant of a museum licence	£200.00	£200.00	As detailed in the Museum (Firearms Amendment Act 1988).
Renewal	On renewal of a museum licence	£200.00	£200.00	As detailed in the Museum (Firearms Amendment Act 1988).
Extension	On extension to additional premises	£75.00	£75.00	As detailed in the Museum (Firearms Amendment Act 1988).
Firearms Dealers - New rates effective from 6 April 2015				
Issue	Certificate of Registration	£200.00	£200.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Renewal	Renewal of certificate	£200.00	£200.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Fairs & Exhibitions	In respect of game and table fairs and exhibitions	£13.00	£13.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Visitors Permit (Shotgun & Firearm) - New rates effective from 6 April 2015				
Issue Unit	On the grant of a visitors permit	£20.00	£20.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Issue Group	On the grant of a group visitors permit (6 or more)	£100.00	£100.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Coterminous Certificate (Shotgun & Firearm) - New rates effective from 6 April 2015				
Discount	Reduced charge for shotgun certificate	N/A	N/A	As detailed in the Firearms (Variation of Fees) Order 2015.
Issued	Granted at the same time	£90.00	£90.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Renewed	Renewed at the same time	£65.00	£65.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Vehicle Removals (as per the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008) and HGV Re-Enabling				
Removal	Removal of vehicle in contravention of RTRA 1984, PRA 2002 or RTA 1988.	Various (as per 2008 regulations)	Various (as per 2008 regulations)	As detailed in the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 based upon a variable range of charges according to the vehicle's type, weight, condition and position at the time of removal.
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)	As detailed in the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 based upon a variable range of charges according to the vehicle's type and weight.
Disposal	Disposal of vehicle in contravention of RTRA 1984.	Various (as per 2008 regulations)	Various (as per 2008 regulations)	As detailed in the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 based upon a variable range of charges according to the vehicle's type and weight.
HGV Re-Enabling	Re-enabling an immobilised HGV following a contravention	Not previously charged	£80.00	As per the Statutory Instrument 2009 No 493 (Road Traffic).
Freedom of Information				

Appendix 1

Appendix 1

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	As detailed in the Freedom of Information Act 2000.
Disbursement Costs	Additional cost (above £20.00) to provide information e.g. printing, photocopying or postage.	Full Cost	Full cost	As detailed in the Freedom of Information Act 2000.
Housing Home Office Immigration Enforcement (HOIE) Detainees				
Housing HOIE Detainees in MPS Custody Suites	Up to 12 hours	£256.00	-	As per the National Framework Agreement between ACPO and HOIE the charge was to be moved to an hourly rate with effect from 2016/17. The charge under the existing methodology was for up to the first 12 hour period after which an hourly charge was applied.
	First hour	-	£32.99	
	Additional hourly rate	£15.00	£22.63	
	Constant watch per day	£557.00	£394.11	
Administrative Charges				
Invoice request		Not previously charged	£56.00	Invoice request where an invoice would not normally be prepared.

Tables 2A - D – Comparison of MPS Special Service Rates

Table 2A - Police Special Service Charges				
Rank	2015 - 2016		2018 - 2019	
	Daily Rate (7.25 hours)	Hourly Rate	Daily Rate (7.25 hours)	Hourly Rate
Assistant Commissioner	1,880.00	259.31	1,936.91	267.16
Deputy Assistant Commissioner	1,206.00	166.34	1,258.32	173.56
Commander	877.00	120.97	947.22	130.65
Chief Superintendent	751.00	103.59	803.69	110.85
Superintendent	639.00	88.14	687.27	94.80
Chief Inspector	547.00	75.45	584.97	80.69
Inspector	518.00	71.45	550.35	75.91
Sergeant	541.00	74.62	575.46	79.37
Constable	448.00	61.79	471.96	65.10

Table - 2B Police Special Service Charges - Public Holidays (7.25 hour days)		
Rank	2015 - 2016	2018 - 2019

Appendix 1

	Daily Rate (7.25 hours)	Hourly Rate	Daily Rate (7.25 hours)	Hourly Rate
Sergeant	811.50	111.93	952.48	119.06
Constable	672.00	92.69	781.17	97.65

Table – 2C Metropolitan Police Special Constabulary charges				
Rank	2015 - 2016		2018 - 2019	
	Daily Rate (8 hours)	Hourly Rate	Daily Rate (8 hours)	Hourly Rate
Chief Officer	483.86	60.48	522.60	65.33
Deputy Chief Officer	414.34	51.79	443.41	55.43
Assistant Chief Officer	352.55	44.07	379.19	47.40
Special Inspector	285.79	35.72	303.64	37.95
Special Sergeant	298.48	37.31	317.49	39.69
Special Constable	247.17	30.90	260.39	32.55

Table - 2D Additional Charges			
	2015 - 2016	2018 - 2019	
	Daily Rate	Daily Rate	
Horses	172.40	181.60	For each horse per day or part of a day plus any extra expenses incurred for their conveyance and stabling. The cost of the officer will be charged at the rate shown in Table 2A or Table 2B, as appropriate
Dogs	64.00	67.40	For each dog per day or any part of a day plus any extra expenses incurred for their conveyance. The cost of the handler will be charged at the rate shown in Table 2A or Table 2B, as appropriate

Table 3 – Charges for Detention of Home Office Immigration Enforcement Prisoners.

Housing Home Office Immigration Enforcement (HOIE) Detainees				
Housing HOIE Detainees in MPS Custody Suites	Up to 12 hours	£256.00	-	As per the National Framework Agreement between ACPO and HOIE the charge was to be moved to an hourly rate with effect from 2016/17. The charge under the existing methodology was for up to the first

Appendix 1

	First hour	-	£32.99	12-hour period after which an hourly charge was applied.
	Additional hourly rate	£15.00	£22.63	
	Constant watch per day	£557.00	£394.11	

Table 4 – Intellectual Property Charges

Intellectual Property Charges		
		Basic Price* (excluding VAT)
Trademarks		
Productions**	UK only	£1,000
	Worldwide	£1,500
Copyright		
Photographs		
Books/Print	Editorial	£44
	Cover	£194
Television	Standard	£90
	Other broadcasting (e.g. online)	£60
Video		
All mediums	All purposes	£500 for each half minute
Logos and Crests		
Productions**	UK only	£1,000
	Worldwide	£1,500
Service Charges		
Material Supply		
Supply of physical materials such as photographic copies, posters, or other graphics.		£40
Technical Interviews		
Purpose can be Commercial, Non-Commercial, or Filmed. Rates are referenced in the Technical Interview Licensing SOP.		4-hour rate (based on band) minimum + Admin charges where more than 30 minutes devoted to request
Name Checks		

Appendix 1

A charge for undertaking names checks as provided by external parties to ensure that there is no conflict with existing or retired MPS personnel. An administration charge is made in respect of the provision of this service.

A fee of £10 per name in within a request. There is an administration charge of £20 for 1 to 20 name checks and a further £20 administration fee thereafter for each further 20 checks which is capped at an administration fee total of £60 for those occasions when a request has been received to undertake name checks of more than 60.

* The Basic Price applies where the request will be in respect of the issue of a standard IP licence of 5 years duration. A request for a licence in perpetuity will be subject to an increase of 50%. Other variables which may impact upon the charge (i.e. number of trademarks to be used or number of scenes / episodes that the trade mark will feature) are taken into account when providing a quote to a third party. Increasing the scope of the licence to include worldwide rights will double the Basic Price.

** The Price charged to Production companies will be revised by the Production Licensing Calculator used for this purpose and not by any of the Basic Rate considerations above

EQUALITY IMPACT ASSESSMENT

Follow the [Equality Impact Assessment \(EIA\) policy](#) when completing this form.

Need some help? If you are unsure of any of the questions, click the 'GUIDANCE' button which provides key information about each step.

You can also contact the [Strategic Inclusion and Diversity Unit](#) for guidance and support.

FOIA INFORMATION				GUIDANCE	
Protective Marking	Not Protectively Marked	Publication Scheme	Yes		
Title	Schedule of Fees and Charges				
Branch / OCU	Commercial and Finance				
Date Created	25/05/18	Review Date	1/4/19	Version	1
Author					

STAFF INFORMATION				GUIDANCE	
Person Completing EIA	Tony Horsley				
Signed		Date	1/6/2018		
Person Supervising EIA/SLT Approval	Ian Percival				
Signed		Date	4/6/2018		
Quality Assurance Approval					
Name		Unit		Date	

Once quality assurance approval is granted, please send a copy of the EIA to the [Strategic Inclusion and Diversity Unit](#). (This form does not apply to corporate policy).

DECISION MAKING			GUIDANCE	
Reject the proposal / policy	<input type="checkbox"/> Yes	x No		
Implement the proposal / policy	<input type="checkbox"/> Yes	x No		
Produce an alternate proposal / policy (if so, a new EIA must be completed)	<input type="checkbox"/> Yes	x No		
SLT (B)OCU / Management Board endorsing decision				
Name	Claire Roberts	Rank / Grade	Insp	

Please note: The information on this page is retained, it is not published.

EQUALITY IMPACT ASSESSMENT

STEPS 1 TO 7

STEP 1. Aims and purpose of the proposal / policy

GUIDANCE

The Schedule of Fees and Charges is updated and published on an annual basis in accordance with Finance Regulations. The contents of the Schedule are updated in line with either inflation or legislation as appropriate.

STEP 2. Screening process for relevance to diversity and equality issues

GUIDANCE

Each "protected characteristic" in Section 5 has guidance as to what implications / issues you may need to consider.

Does this proposal / policy have any relevance to:		Internal, relevant to staff / or working practices	External, relevant to service delivery	Not relevant to either
A	Age	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	x No
B	Deaf and disabled / Disability	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	x No
C	Gender Reassignment	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	x No
D	Marriage and Civil Partnership (employment only)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	x No
E	Pregnancy and Maternity	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	x No
F	Race	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	x No
G	Religion or Belief	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	x No
H	Sex	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	x No
I	Sexual Orientation	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	x No
J	Other Issues	<input type="checkbox"/> Yes	X Yes	<input type="checkbox"/> No

STEP 3. If you have ticked yes to any protected characteristic box in Step 3, a full impact assessment is required.

GUIDANCE

Full assessment required? (If Yes, a full EIA is required.)

X Yes

☐ No

STEP 4. Examination of available information

GUIDANCE

National Police Chief Council's guidance on fees and charges.
Process map and work instructions for charging for family disclosure

If there is anything you are unsure of in this first section you can contact the **Strategic Inclusion and Diversity Unit** for further information and advice.

STEP 5. Full Impact Assessment Process

STEP 5a. Consultation Log				GUIDANCE
Where are the consultation records stored? (e.g. General Registry, S-Drives etc)				
S- Drive Finance Services/Third Party Contracts				
Name of Business Group / Unit, Association, Stakeholder (External)	Why are you approaching / not approaching them?	Date and method of planned consultation	Outcome of consultation	
Policy Holder for family disclosure	To ensure changes to fees and charges (in particular those relating to family disclosure) will not have any detrimental impact on vulnerable individuals.	Qtr 1 & Qtr 2 of 2018	Family disclosure policy can be adapted to ensure no impact on family disclosure for vulnerable persons who cannot afford pay published rates.	
National Income Generation Officer & Staff Officer to National Policing Lead for Cost Recovery & Income Generation	To ensure MPS interpretation of national guidance is appropriate and can be correctly applied.	April 2018	National Police Chief Council's Income lead approves MPS interpretation of national guidance and no issues concerning vulnerable individuals has been raised.	
Directorate of Legal Services	To ensure changes to fees and charges (in particular those relating to family disclosure) will not have any detrimental impact on vulnerable individuals.	Qtr 1 & Qtr 2 of 2018	Family disclosure policy can be adapted to ensure no impact on family disclosure for vulnerable persons who cannot afford pay published rates.	
Management Board	To consider the changes to fees and charges in accordance with statute and financial regulations.	May 2018	Approved	
MOPAC	To consider the changes to fees and charges in accordance with statute and financial regulations.	May 2018	Approved subject to EIA being completed.	

STEP 5b. EIA Action Plan

From your consultation activities and available information explain within the appropriate Action Plan template the potential positive and / or negative impact of the proposal / policy, internally on members of your workforce and externally on your communities / service delivery:

Age	GUIDANCE	Race	GUIDANCE
Deaf and disabled / Disability	GUIDANCE	Religion or Belief	GUIDANCE
Gender Reassignment	GUIDANCE	Sex	GUIDANCE
Marriage and Civil Partnership (employment only)	GUIDANCE	Sexual Orientation	GUIDANCE
Pregnancy and Maternity	GUIDANCE	Other Issues	GUIDANCE

STEP 5c. Action Plan Template Workforce Impacts (Internal)

Potential positive / negative issues / impacts	Activity	Role Holder	Action By Date	Progress/Timescale/ Monitoring	GUIDANCE
Neither positive nor negative	Policy will be updated to ensure no vulnerable person will suffer a detriment as a result of the MPS published fees and charges	Lead for Safeguarding	30/9/18	Quarterly dip sampling	

[illegible]

STEP 6. Ensure monitoring and review arrangements are put in place**GUIDANCE**

How will the implementation of the proposal / policy be monitored and by whom?

As part of the uplift to the Schedule of Fees and Charges, MOPAC have agreed that the MPS will engage an Income Recovery and Assurance Manager. As part of their role they will be undertaking dip sampling to ensure appropriate cost recovery is being undertaken. This will include that any vulnerable person where cost is viewed as an inhibitor the charge has been appropriately waived. It is not expected that waiving of costs will become the default by will be assessed on a case by case basis.

All Public Authorities such as the Metropolitan Police Service (MPS) have to comply with section 149 of the Equality Act 2010 more commonly known as the General Duty.

The Duty requires us to:

- Eliminate discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act.
- Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it.
- Foster good relations between people who share a relevant protected characteristic and those who do not share it.

One of the ways we can demonstrate that we are complying with the General Duty is to document how decisions are reached and resulting activities including monitoring and review arrangements. In the MPS, the way we evidence this is by completing EIAs.

What is the timetable for monitoring, with dates?

Quarterly from October 2018.

STEP 7. Public availability of reports / result. What are the arrangements of publishing, where and by whom?**GUIDANCE**

Results of auditing will be included in the annual fees and charges paper which is published on the MOPAC website.





MAYOR OF LONDON
OFFICE FOR POLICING AND CRIME

ANNUAL REVIEW OF THE SCHEDULE OF FEES AND CHARGES 2018/19

MOPAC Investment Advisory Board 24 May 2018

Report by Director of Commercial and Finance on behalf of the Deputy Commissioner

Part 1 – This section of the report will be published by MOPAC. It is classified as OFFICIAL – PUBLIC

EXECUTIVE SUMMARY

This report presents the proposed MPS Schedule of Fees and Charges for agreement by Management Board prior to formal approval by the DMPC. The report details the results of a review at the end of 2017/18 to reflect current price increases and sets out information on the recommended Metropolitan Police Service (MPS) fees and charges and special policing service rates for 2018/19.

It is important to note that some fees and charges are constrained by statute or legislation and backed up by recommended charging guidelines published by National Police Chiefs' Council (NPCC). It is anticipated, that based on the areas that can legitimately be reviewed in line with inflation, approximately £1m of additional income will be realised.

In accordance with Paragraph 9.4 of the Financial Regulations the Schedule of Fees and Charges requires approval of DMPC prior to publication.

Recommendations

The Deputy Mayor for Policing and Crime, via the Investment Advisory Board (IAB), is asked to:

1. **Approve the attached Schedule of Fees and Charges levied pursuant to Section 15 of the Police Reform and Social Responsibility Act 2011 (Supply of Goods and Services) by set percentages to reflect the average pay costs uplift. This will include increases to pay due to annual inflation awards, Earnings Related National Insurance Contributions (ERNIC) and Bear Scotland holiday pay. Paragraphs 9 to 11 and Appendix 1 – Table 1 refers. The exception being those which are set by either (a) statute/legislation or (b) at a higher rate recommended by NPCC.**
2. **Approve the revised charges for Special Police Services under section 25 of the Police Act 1996, which are based on full cost recovery, and recalculated to reflect the current cost of policing. This include increases to pay due to annual inflation awards, ERNIC, the Apprenticeship Levy and**

Bear Scotland holiday pay. Paragraphs 12 to 15 and Appendix 1 - Tables 2A - D refers.

- 3. Approve the revised charges for Detention of Prisoners in MPS Cell Accommodation for Home Office Immigration Enforcement (HOIE) which is recalculated as per the NPCC guidelines to comply with the National Framework Agreement between NPCC and HOIE. See Paragraphs 23 to 26 and Appendix 1 – Table 3 refers.**
- 4. Approve the charges for Intellectual Property (IP) as set out in Appendix 1 – Table 4, to be levied in pursuant of Section 15 of the Police Reform and Social Responsibility Act 2011 (Supply of Goods and Services). See Paragraphs 16 to 18.**
- 5. Approve the changes to the methodology for charging for Family Disclosure. See Paragraphs 27 to 31.**
- 6. Approve the introduction of a charge for the re-mobilisation of heavy goods vehicles after a suitable method of secure payment at the roadside can be introduced. See Paragraphs 32 to 33.**
- 7. Approve the charge for the generation of an invoice where other suitable methods of payment exists and the recipient only requires it for their own records. See Paragraphs 19 to 22.**
- 8. Approve the addition of a new post to conduct a full baseline review of all fees and charges. See Paragraphs 35 to 36, to be funded from part of the additional revenue generated by the increases proposed in this paper.**
- 9. To note that some areas within the Schedule of Fees and Charges that are set by either Statute or legislation do not represent full cost recovery. See Paragraphs 37 to 38.**

Non-confidential facts and advice to the Deputy Mayor for Policing and Crime

The entire content of this report is considered to be non-confidential and is therefore open for public release.

Introduction and background

- 1. The aim of this report is to provide details of the comprehensive review of the Schedule of Fees and Charges which has identified a number of new areas of charging; and for Deputy Mayor for Policing and Crime (DMPC) to agree the new Schedule of Fees and Charges for 2018/19. The income from the fees and charges is recovered under the provisions of existing legislation, as outlined below, and can be classified under a number of specific categories, namely:**
 - MPS calculated fees and charges which generally will be increased by a set percentage that reflect increases to pay and other inflationary costs;**
 - Fees and charges where the rates are either set or advised by other Agencies including the National Police Chief Council (NPCC);**
 - Fees and charges that are determined by statute or legislation.**

The paper is therefore presented under the above three categories.

2. Section 15 of the Police Reform and Social Responsibility Act 2011 (the 2011 Act) provides the Mayor's Office for Policing and Crime (MOPAC) with the legislative powers to charge for the supply of goods and services to a third party and make a charge to recover the full cost of providing those goods and services. These charges are based upon 'what the market can bear' as they must be at least full cost recovery, reasonable and able to withstand external challenge.
3. Section 25 of the Police Act 1996, as amended by Schedule 16, paragraph 24 of the 2011 Act, (Provision of Special Services) with reference to MOPAC, allows Forces to charge for special police services which they may provide in respect of the provision of police officers and staff at the request of a third party.
4. There are a number of fees and charges that are set within statute or legislation. This includes items such as the removal, storage and disposal of vehicles, firearms certificates, pedlar's certificates and overseas visitors registration.
5. The MPS cannot directly affect those fees and charges that are defined by statute or legislation. It is however, the intention that where those charges relate to a service or activity undertaken by the MPS where it can be identified that a shortfall exists between income and expenditure a strategy will be developed to lobby the Home Office for an increase. The MPS will be seeking the assistance of the Mayor, the Deputy Mayor and NPCC Leads as appropriate.

Review of Charges for 2018/19

6. The review has been limited to fees and charges that are levied upon the public and other bodies based on rates that are normally reviewed and updated on an annual basis. The Schedule of Fees and Charges has not been revised since 2015/16 and therefore whilst the proposed rates may appear to be significant, the rates represent three-years' worth of incremental increases on the currently published rates. The review does not cover contractual arrangements negotiated by the MPS, on behalf of MOPAC, on an individual basis. For example, the special arrangements regarding the MetPatrolPlus Scheme with local authorities, as allowed by Section 92 of the Police Act 1996 or the specific agreements with the airports. As part of the financial strategy to optimise sources of income, the MPS will continue to review the options concerning charging for MPS services wherever feasible.

Future work

7. Approval of this paper will allow relevant Fees and Charges to be updated with immediate effect. We will then undertake a more comprehensive view of income recovery, with additional resource to both maximise further income generating opportunities and provide an assurance role regarding all current charges.
8. The result of this work will feed into the 2019 – 2023 budget work over the summer.

Methodology

9. Revisions to the different categories of fees and charges are mostly based on increases by either set percentages to reflect average pay costs movements over the period or where appropriate the National Police Chief's Council (NPCC) recommended increase. During 2016/17 there were significant changes to salary costs due to the Bear Scotland ruling and increased National Insurance contributions over and above the Consumer Price Index. The review for 2018-19 therefore takes account of the base rates from 2015-16 and the approved salary cost uplifts for 2016-17 and 2017-18 plus the estimated increases for 2018-19 (part year effect) and the NPCC guidance.
10. The revised charges will therefore be based on the rates for 2015/16 and increased by set percentages to reflect the average pay costs uplift in 2016-17 and 2017-18 plus the estimated increase for 2018-19 in the NPCC guidance. In particular the MPS approach is for the uplift to the base cost to comprise of the following:
 - increase in pay inflation awards or NPCC guidance whichever is the more appropriate;
 - changes to ERNIC due to the implementation of single tier rates during 2016/17;
 - additional costs due to the introduction of the apprenticeship levy in April 2017;
 - increases to holiday pay arising from the employment appeal tribunal ruling on the Working Time Directive in the Bear Scotland v Fulton case that was implemented from January 2016.
11. The methodology set out in paragraph 10 above for reviewing fees and charges is entirely consistent with previous years. However it should be noted that the NPCC recommendation is that, in general, increases should be in line with the Consumer Price Index (CPI), which was static for 2016-17 and 1.5% for 2017-18; NPCC guidance for 2018-19 is that rates should be uplifted by 3.5% to reflect current CPI and the upward trend in inflation.

MPS Calculated Fees and Charges

Charges for Special Police Services

12. Section 25 provides the legal power to charge for special police services (SPS). MPS charges are reflective of NPCC National Policing Guidelines in that they are based upon full cost recovery but recognise that it is not permissible to make a profit within the confines of the legislation.
13. On many occasions, the MPS provides policing services on private premises, such as sporting stadia and also in the provision of assistance for activities including film making and traffic surveys. These policing services fall within the remit of SPS.
14. The charges include daily rates and hourly rates for police ranks up to and including Assistant Commissioner Rank. It is proposed that the charges should be revised to reflect the various changes to police officer and police staff pay arising from the Bear Scotland ruling on holiday pay, the required adjustment to ERNIC due to the introduction of a single tier contribution scheme and the introduction of the apprenticeship levy. A general administrative overhead charge of 31% is also applied. Whilst NPCC guidance states that the national average for application of a general overhead is 30%, it has been a long standing methodology for the MPS to apply 31% to reflect (a) the cost of delivering support services in London (b) the general NPCC premise that all charging should be based upon full cost recovery. See Appendix 1 – Tables 2A – 2D.
15. In compliance with relevant legislation and case law (including the most recent Ipswich ruling), the MPS will only charge the London Football Clubs SPS for the policing provided on land owned, leased or controlled by the Club. This involves the deployment inside the ground and Club properties outside, such as concourses; but in keeping with the Ipswich ruling excludes any areas under the temporary control of the Club as a result of the application for a traffic management order.

Charging for Intellectual Property

16. The Copyright Designs and Patents Act 1988 (CDPA) and the Trade Marks Act 1994 (TMA) provide the legislative framework as to the governance of Intellectual Property (IP) including ownership. In respect of the Metropolitan Police Service, the ownership rests with the Mayor's Office of Policing of Crime (MOPAC) across a range of material including not only trademarks but also :
- Still images;
 - Databases;
 - Film and video footage;
 - Training course materials
 - Works created in the course of professional, specialist, technical, administrative and consultancy services.

17. Whilst the MPS has previously charged for use of IP, the fees have not been included in the Schedule of Fees and Charges. The range of charges for IP that are recommended to be included in the Schedule are reflective of market rates as provided for by the Police Reform and Social Responsibility Act.

- There is a charge to cover the most basic use of MOPAC IP. The charge can be increased as appropriate, for instance, when the third party requires an in perpetuity licence.
- There is a charge to interview MPS personnel. The charge will be reflective of MOPAC charges for Special Police Services. The charge also attracts an administration charge for the work of Commercial Services.
- There is a charge, including an administrative charge, made to individuals or organisations who wish to check the names of fictional characters against the nominal roll of serving or retired officers to ensure that there is no conflict.

18. A licence would not be issued in those instances when it would damage or conflict with the good name and reputation of MOPAC or the Commissioner. All licences, even where issued in perpetuity, will be subject to revocation under the same considerations of reputation as those considered while reviewing a request. The recommended charges are set out in Schedule 1 - Table 4.

Additional Costs for Invoicing

19. NPCC guidance, Section 15 of the Police Reform and Social Responsibility Act 2011 and Section 25 of the Police Act 1996 all work on the premise that charges should be based upon the full economic cost of delivery.

20. The process of outsourcing of the MPS' transactional activity and the contractual structure of how the 'order to cash' activity is charged to the MPS has highlighted the actual cost of producing an invoice.

21. Where the need to raise an invoice to recover costs is part of the standard process the indirect costs has already been factored into the relevant charges. However, there are a small amount of charges that do not require the creation of an invoice, as the recipient may pay by cash, cheque or BACS payment. In the circumstances where a requestor requires an invoice to be raised, principally for their own records, where suitable alternative payment options exist, it is recommended that the cost of requesting, processing and matching the invoice be added to the Schedule of Fees and Charges as a new item. This would ensure that the MPS is recovering all costs relating to the additional service request.

22. The new process which avoids the creation of additional transactional activities will ensure that the VAT responsibilities of all parties are fully discharged. Where necessary, the recipient of the service will be provided with confirmation of the charge, the VAT rate and the MPS' VAT registration number.

Fees and Charges where the Rates are set or advised by other Agencies

Charges for Detention of Prisoners in MPS Cell Accommodation for Home Office Immigration Enforcement (HOIE)

23. Schedule 2 of the Immigration Act 1971 legislates for the police to house immigration detainees in police cell accommodation for up to a maximum of seven days. Section 15 of the Police Reform and Social Responsibility Act 2011 allows for police to make a charge upon the HOIE.
24. There is a National Framework Agreement between NPCC and HOIE in regard to Charging for Cell Accommodation. The Framework has provided for charges to be levied to HOIE for each hour's detention since 1 April 2016. It is proposed that the MPS realigns its current charging practice of a fee based on an initial charge for the first 12 hours detention with an additional charge for each hour over 12 hours to that identified in the Framework Agreement. See Appendix 1 – Table 3.
25. The Framework Agreement provides police forces with a costing methodology to establish a hourly charge reflective of full cost recovery including staff costs and ancillary aspects such as meals, accommodation etc. It is to be noted that the charge for the first hour's detention is the point in time where forces are able to recover not only the cost of custody staff and catering but also the one off costs for heating, lighting, cell cleaning/decontamination and administration. Each additional hour's charge for the detention will thereafter be reflective solely of staff costs, catering and other consumables.
26. The Framework Agreement also provides for forces to charge at an enhanced hourly rate where a prisoner requires constant watch by custody staff personnel due to the detainee being viewed as a vulnerable person.

Change to Charging Methodology for Family Disclosure

27. Under Common Law Police Disclosure, forces have an obligation to disclose certain information. Initial disclosure is without charge and sufficient information will always be provided to conduct an adequate risk assessment (i.e. risk posed to children, vulnerable adults, national security and probity and administration of justice).
28. Occasionally, the regulatory or governing body or a privately instructed solicitor will request further supporting information to aid their own internal investigations and NPCC have agreed that there should be a charge in respect of this additional information. This fee (see 'Requests for Information' set out in Schedule 1 – Table 1) may be levied even when information cannot be supplied in order to cover costs incurred for research and enquiries.

29. To date, the MPS has charged purely based on the time spent on searching, preparing and copying documents. However, NPCC guidance could be viewed as allowing forces to charge the hourly rate for time spent and additionally for the cost of releasing the individual documents that come with their own NPCC approved charge. Whilst, to our knowledge, other Forces have not yet adopted this approach, this change has been tested with the NPCC Income Generation Manager who has agreed with this interpretation.

30. It is not considered that the introduction of this alternative approach and interpretation would put vulnerable individuals at risk. The MPS would always release requested documents to a multi-agency case conference, a Responsible Authority (such as Local Authority, Health Authority, Fire and Rescue Authority, Primary Care Trust, NHS Trust, Probation Committees and Registered Social Landlord) or upon receipt of a court order at no charge.

31. It is recommended that the DMPC approve the interpretation of the NPCC guidelines for family disclosure by agreeing to charge separately for the time incurred and the documents provided. An example of how the change would be applied is outlined in the table below.

Cost Element	No. of units	Current Fee Current methodology £	New Fee Current methodology £	New Fee New methodology £
Initial 2 hour search	1	82.00	89.73	89.73
Additional hours	2	54.80	60.04	60.04
Supply of crime report	1	0.00	0.00	87.70
Supply of incident log	2	0.00	0.00	71.40
Total (exc. VAT)		136.80	149.77	308.87

Fees and Charges that are determined by Statute or Legislation

Re-mobilisation of Immobilised Disabled Heavy Goods Vehicles

32. Statutory Instrument number 493 of 2009 (Road Safety (Immobilisation, Removal and Disposal of Vehicles) Regulations 2009) allows an authorised person to immobilise a vehicle that has been prohibited from being driven by virtue of:

- A contravention of the rules relating to drivers' hours;
- Powers to prohibit driving of foreign goods vehicles and foreign public service vehicles;
- Powers to prohibit the driving of an unfit or overloaded vehicle.

33. The Statutory Instrument also allows that a charge of £80 in respect of the release of the vehicle from the immobilisation device. To date, the MPS has not enforced this charge, as there is no mechanism to take payment at the roadside in place. It is recommended that the £80 re-mobilisation charge is included in the Schedule of Fees and Charges but is not enforced until such time that a secure method of payment at the roadside can be introduced.

Issues for consideration

34. Other relevant issues for consideration for the ongoing maintenance for the Schedule of Fees and Charges are outlined under the two headings below.

Cost Review and Re-Baselining

35. The NPCC National Policing Guidelines on Charging for Police Services recommends that *'the nature and level of charge should be re-assessed at 5 yearly intervals to review their continued relevance and their link to the cost base'*. The MPS has not completed a full review of the base costs of the Schedule of Fees and Charges for over 5 years and has relied on inflationary factors to calculate the annual increases.

36. In order to manage the required full review of the Schedule of Fees and Charges the MPS is proposing to utilise part of the additional revenue generated by the increases proposed in this paper to fund an appropriate resource to:

- Re-calculate the MPS specific baseline of all non-statutory charges;
- Identify any areas that are not fully recovering income or charging as per the Schedule of Fees and Charges;
- Identify areas of process improvement to ensure the content of the Schedule of Fees and Charges and the method of charging remains as efficient as possible;
- Complete future annual reviews of the Schedule of Fees and Charges in accordance with Finance Regulations;
- Identify areas where statutory fees do not cover the costs of providing the service and provide necessary evidence in order that appropriate bodies can be challenged by either the Mayor or the relevant NPCC lead.

Charges Set by Statute or Other Agency that no longer represent Full Cost Recovery

37. A number of the rates contained within the Schedule of Fees and Charges are set by either Statute or another Government Department or Agency. A number of these rates no longer reflect the cost to the MPS for providing the related service. This can be due to them either (a) not recognising the effect of delivering the service in London or (b) the length of time since they were last reviewed (e.g. the Legal Aid Agency's *'Guidance on the Remuneration of Expert Witnesses'*, that has not been reviewed since September 2014).

38. As part of the full review of the fees and charges, as outlined above, it is proposed that in order the public purse is not subsidising services provided under statutory costs a full list of all the outdated or unfavourable charges is established and a strategy is developed to address those Government Departments or Agencies concerned. Once developed, it is further proposed that the assistance of the Deputy Mayor, the Mayor and the NPCC leads are engaged to lobby the relevant Departments and Agencies.

Contributes to the MOPAC Police & Crime Plan 2017-2021¹

39. Whilst many of the activities contained within the Schedule of Fees and Charges are statutory requirements, optimising the income available to the MPS ensures that existing funding is not diverted away from activities that could directly support the Police and Crime Plan.

Financial, Commercial and Procurement Comments

40. VAT will be accounted for at the appropriate rate according to the tax point date and in line with the HM Revenue and Customs guidance on the VAT treatment of charges made by the police (VAT: Government and Public Bodies).

41. The income generated from fees and charges for 2017/18 was £18.54m. The table below provides a breakdown of this income along with the budgeted income for 2018/19 of £20.13m. Whilst it is assumed that there will be no significant changes in demand, the revised rates are estimated to raise £1m in additional income. As part of the review of Fees and Charges as set out in paragraphs 33 – 34 the budgets for 2019/20 will also be re-baselined to closer reflect the expected income for each category.

Income for 2017/18 and total budget for 2018/19

Cost Elements	Total Income 2017/18	Total Budget 2018/19	Notes
	£M	£M	
Copies - Evidence & Actions Book, Collision Accident Report Book Interviews Receipts	1.86	1.64	
Charges for Special Police Services	1.67	1.95	
Charges for detention of prisoners in MPS Cell Accommodation	0.17	0.05	
Intruder Alarm Income	0.33	0.60	
Subject Access Fees	0.19	0.09	
Overseas Visitors Registration	0.93	0.65	1
Seconded Officers	8.22	8.14	
Firearms/Shotgun Certificates	0.40	0.31	1
Vehicle Seizure, Removal and Storage	4.77	6.70	
Total	18.54	20.13	

Notes:

¹ [Police and crime plan: a safer city for all Londoners | London City Hall](#)

1. There are no increase to the unit charge for Overseas Registration or Firearms/Shotgun certificate

42. The cost of the required post to undertake the future activity on the Schedule of Fees and Charges, as outlined in paragraphs 35 – 36, will be approximately £68k (inclusive of ERNIC and ASLC) and will be met from the additional income generated by income realised.

Legal Comments

43. The MOPAC has the legal power to charge third parties for goods and services under section 15 of the Police Reform and Social Responsibility Act 2011 and to charge for the provision of special police services under section 25 of the Police Act 1996.

44. The legislation referred to above does not specify how the charges should be calculated but the case law and NPCC guidance referred to in this report allows the MOPAC to increase its charges to reflect its increased costs caused by inflation.

45. On this basis, the recommendations can be lawfully approved.

Equality Comments

46. A full Equalities Impact Assessment (EIA) has been completed and a number of stakeholders have been consulted. As a result of completing the EIA exercise, the MPS will update policy, in particular relating to Family Disclosure (see paragraphs 27 – 31), to ensure that no vulnerable individual suffers any detriment as a result of the increases to the Schedule of Fees and Charges.

47. In line with the MPS Communication Strategy and with the agreement of the Deputy Mayor of Policing and Crime the fees and charges are now available electronically via the MPS Website. Finance Services have taken steps to ensure that the information on fees and charges, including the location on the MPS Website is made available to members of staff who would be the normal first point of contact with the public. This group of staff, employed at front counters and first contact staff on the MPS Switchboard, are provided with guidance on subject matters where they will deal with queries from the public. This ensures that these fees and charges can be communicated to members of the public who may not have access to the internet. The schedule of fees and charges and the schedules location on the MPS Website at <http://content.met.police.uk/Site/generalfeesandcharges/> is included in this guidance. This allows said staff to advise the public on specific fees or direct them to the site as appropriate.

Privacy Comments

48. There are no privacy issues relating to the content of this paper.

Real Estate Implications

49. There are no real estate costs incurred by the recommendations within this report and contribution to existing real estate costs are included as appropriate.

Environmental Implications

50. The contents of this report does not raise any environmental issues or contribute to delivering the Mayor's London Environment Strategy.

Background/supporting papers

51. There are no supporting or background papers.

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Appendix 1

ANNUAL REVIEW OF THE SCHEDULE OF FEES AND CHARGES 2018/19

Table 1 – Comparison of MPS Fees and Charges

Item	Detail	2015/16	2018/19	Comments for 2018/19
Copies				
EAB, CRB & Collision Report.	Incident and Collision Report Books/Bk 124A (Evidence & Actions Book)	£144.90	£158.56	<p>This represents the charge required to recover the actual cost of the work undertaken by MOPAC personnel in searching for and the photocopying of documentation required for civil proceedings and the associated payment.</p> <p>It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.</p>
EAB, CRB & Collision	Report. In excess of 30 pages per incident	£4.00	£4.45	<p>This represents the cost per page of supplying additional pages from Evidence and Actions Books and Collision Report Books in excess of 30 pages.</p> <p>It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.</p>
Statements Other than in IRB or (including typed)	Statements Other than in IRB or (including typed)	£34.30	£37.47	<p>This represents the actual cost of supplying a statement(s) that is required for civil proceedings. The charge is limited to a maximum of 3 pages per statement.</p> <p>It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.</p>
Witness Statements	Copy of existing witness statement (witness does not agree to disclosure of personal details)	£53.20	£58.27	<p>This represents the cost of providing third parties (solicitors, insurance companies etc) with a copy of the witness statement. There are different charges depending on if the witness agrees to the disclosure of personal details or not.</p>

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Witness Statements	Copy of existing witness statement (witness does agree to disclosure of personal details)	£39.90	£43.57	It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.
Plan	Copy of plan (other in IRB or CARB)	£39.90	£43.57	This represents the cost of supplying plans by MOPAC staff. It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.
Self Reporting/ minor accident form	Provision of copy of self reporting/minor accident report	£34.30	£37.47	This represents the cost of providing copies of self reporting/minor accident reports per report to third parties other than the person who complete the form. It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.
Other	All other copies	£4.00	£4.45	This represents the cost per page of providing non specific copy documentation required for civil proceedings. It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.
1 -10 Photographic Prints (Non digital & digital contained on the MPS photographic database).	1-10 photographs from same or different image.	£28.80	£31.46	It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.
	Cost per Album	£9.90	£10.87	The cost of the album cover needs to be added to the costs of the photographs in order to provide a total charge for providing photographs. It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.
Photograph: (Non digital & digital contained on the MPS	First Compact Disc (CD) containing 1 to 10 images.	£19.40	£21.22	This represents the cost of the first ten CD holding images from an incident, containing a maximum of 10 negatives/pictures.

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photographic database). 1 to 10 images on CD.				It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.
	Each subsequent Compact Disc containing 1 to 10 images.	£4.30	£4.76	This represents cost of reproducing additional 1-10 images/pictures onto a CD. Includes the cost of a CD. It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.
1 to 10 Negatives/Prints that require scanning onto MPS database.	Cost of scanning additional 1-10 negatives/prints that are not contained in MPS Photographic imaging database.	£20.00	£21.94	This represents cost of scanning 1-10 negatives/prints onto the MPS Photographic Imaging database, which are not currently contained in this system. Excludes the cost of 1 - 10 photographic prints with an album and the cost of the first or subsequent CD. It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.
Audio Tapes	Audio Tapes	£41.00	£44.92	This represents the cost of providing copy audio tapes. It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.
Video Tapes/DVDs	Video tapes/ DVDs	£188.20	£205.97	It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.
Fatals - reconstruction video / DVDs	Provision of copy of Fatal reconstruction video / DVDs	£188.20	£205.97	It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.
Photo-copies	Medical Reports and Personal Records	£0.50	£0.52	This represents the cost per page of providing documentation from medical and personal records. It is proposed to increase this charge so as to be the same as other copying charges.

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Fatals - accident investigation report	Provision of copy of fatal accident investigation report	A composite charge based on the number of pieces of documentation that are provided		When recovering the cost of providing a copy of this type of documentation, the MPS charge is a composite charge which can fluctuate based on the number of vehicles involved, the number of witnesses for which documentation has been completed.
Police vehicle examination report	Copy of police vehicle examination report (unless provided as part of full extract)			
Collision reconstruction report (per page)	Copy of collision reconstruction report (unless provided as part of full extract) per page - Max £50			
Rough Data	Copy of rough data per page	£26.50	£28.98	<p>This represents the cost of providing rough data.</p> <p>It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.</p>
Searches				
Limited Particulars	Search for Limited Particulars (Road Traffic Act details)	£34.30	£37.47	<p>This represents the cost of searching for details from Road Traffic Accidents such as names, addresses, insurance companies, date of accident etc.</p> <p>It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.</p>
Cancellation Charges				
Prior to Search	Cancelled prior to search commencing	No Charge	No Charge	
Prior to Dispatch	If search is made prior to cancellation	£54.20	£59.31	<p>This represents the cost of the work undertaken by MOPAC staff of having searched for and copied a document at which point the requester cancels the request for the information.</p> <p>It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.</p>
Documents Copied	If search is made and documents ready for despatch	Full Fee	Full Fee	
Charges for Civil Cases				
Statements	Request for a statement to be written by a Police Officer.	£148.40	£162.39	Per statement. This represents the cost of the time spent by the officer in writing the statement.

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				It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.
Interview	Interview with member of the Metropolitan Police Service in a Civil case	£148.40	£162.39	<p>This represents the cost of the time of the officer being interviewed and the supervising officer who acts as a witness to the interview.</p> <p>It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.</p>
Witness Allowance	Attendance at court in Civil Actions. (less than 4 hours).	£37.10	£40.57	Part V of the Costs in Criminal Cases (General) Regulations 1986 provides for the payment of witness allowances per police officer / police staff, per day. Reasonable travel expenses up to 70 miles from court to be added for police staff. Reasonable travel expenses in excess of 70 miles to be added for both police officer and police staff.
Witness Allowance	Attendance at court in Civil Actions. (More than 4 hours).	£74.00	£81.04	It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.
Alarms				
Registration	Registration by Central alarms	£54.00	£54.00	As advised by ACPO (Security Systems Group). (VAT inclusive). New rates to be set by Secure by Design
Subject Access (Data Protection)				
Search	Data protection/criminal record search	£10.00	£10.00	Per search on an individual under the Data Protection Act 1998.
Memorandum of Understandings between ACPO & Lloyd's Market Association & Association of British Insurers				
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	£29.19	In respect of each request form (Appendix D [a]) submitted by Insurance Companies [who belong to Association of British Insurers] / Loss Adjusters [acting on their behalf]. VAT inclusive. Charge as per NPCC guidelines
Appendix D (b)	Supply of information [additional to the above] in response to specific questions.	£115.50	£124.41	In respect of each request form (Appendix D [b]) submitted by Insurance Companies [who belong to Association of British Insurers] / Loss Adjusters [acting on their behalf]. VAT inclusive. Charge as per NPCC guidelines
MoU Para 4.5	Interview with a Police Officer (per officer)	£129.00	£138.90	In respect of each interview with a Police Officer as specified under Paragraph 4.5 of the MoU. As per NPCC guidelines.
Requests for Disclosure of Information from a Regulatory or Governing Body or in respect of Intended or Ongoing Family Proceedings (Private Matters)				

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Request for Information	Request for disclosure of information from regulatory or governing body - up to 2 hours work	£82.00	£89.73	<p>Under Common Law Police Disclosure (CLPD), forces have an obligation to disclose certain information. Initial disclosure is without charge and sufficient information will be provided to conduct an adequate risk assessment (i.e. risk posed to children, vulnerable adults, national security and probity and administration of justice).</p> <p>Occasionally, the regulatory or governing body will request further supporting information to aid their own internal investigations and ACPO have agreed that there should be a charge in respect of this additional information. This fee may be levied even when information cannot be supplied in order to cover costs incurred for research and enquiries.</p> <p>It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC, single tier increase and Bear Scotland holiday pay award in 2016-17 and pay inflation uplift of 1.8% for 2017-18 and 3.5% inflation for 2018/19 as per NPCC recommendation..</p>
Request for Information	Request for disclosure of information from regulatory or governing body - each subsequent hours work after initial 2 hour period	£27.40	£30.02	
Supply of Domestic Violence Report	Request for disclosure of information from regulatory or governing body	Not published	£52.72	<p>Under Common Law Police Disclosure (CLPD), forces have an obligation to disclose certain information. Initial disclosure is without charge and sufficient information will be provided to conduct an adequate risk assessment (i.e. risk posed to children, vulnerable adults, national security and probity and administration of justice).</p> <p>Occasionally, the regulatory or governing body will request further supporting information to aid their own internal investigations and ACPO have agreed that there should be a charge in respect of this additional information.</p> <p>These items were not previously included in the Schedule of Fees and Charges but were contained within the NPCC guidance. It is proposed to include these from 2018/19 and use the NPCC recommended rate, uplifted by a marginal amount to reflect the London rate and a further 3.5% inflation as per NPCC recommendation.</p>
Crime Report	Request for disclosure of information from regulatory or governing body	Not published	£87.70	
MG5	Request for disclosure of information from regulatory or governing body	Not published	£34.98	
MG3	Request for disclosure of information from regulatory or governing body	Not published	£34.98	
Incident Log	Request for disclosure of information from regulatory or governing body	Not published	£35.70	
PNC Convictions	Request for disclosure of information from regulatory or governing body	Not published	£34.98	
Caution Certificate	Request for disclosure of information from regulatory or governing body	Not published	£22.94	
Domestic Violence Report	Request for disclosure of information from regulatory or governing body	Not published	£52.72	
Occurance Summary	Request for disclosure of information from regulatory or governing body	Not published	£17.64	

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Custody Record	Request for disclosure of information from regulatory or governing body	Not published	£17.64	
Overseas Visitors				
Nominal Registration	For citizens of countries in the registration scheme	£34.00	£34.00	As detailed in the Immigration (Registration with Police) (Amendment) Regulations 1995.
Fingerprints	Fingerprinting of persons wishing to obtain visas and/or clearance certificates etc. First set.	£74.80	£81.87	The cost of taking fingerprints for members of the public for a visa application; applications for employment in a securities industry or overseas appointment; personal identification purposes etc.
Fingerprints	As above - Each subsequent set	£37.50	£40.99	It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.
Payroll Administration				
All wage and salary related costs.	For paying salaries of non-MOPAC personnel	Full Cost	Full Cost	
Administration Fee		£16.00	£17.49	It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.
Pedlars' Certificates (Variation of Fee) Order 1985				
Grant of Certificate	On grant of a pedlar's certificate	£12.25	£12.25	As detailed in the Pedlars' Certificates (Variation of Fee) Order 1985.
Seconded Officers				
All wage and salary related costs (Including employer's contributions for pension and National Insurance)		Full Cost	Full Cost	
Administration Charge - Police Officer	Monthly charge	£263.00	£287.83	Charge required to recover the actual cost of the work undertaken by MPS personnel in the arrangement of, recovery of fees and contact with officers who are seconded to external organisations. Note: Where there is a simple secondment to another UK Police Force the Business Group Head has the flexibility to reduce the charge down to £50 per month. It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.

Administration Charge - Police Staff	Monthly charge	£208.00	£227.60	<p>Charge required to recover the actual cost of the work undertaken by MPS personnel in the arrangement of, recovery of fees and contact with officers who are seconded to external organisations. Note: Where there is a simple secondment to another UK Police Force the Business Group Head has the flexibility to reduce the charge down to £50 per month.</p> <p>It is proposed that the full MOPAC charge should be increased by 3.86% to reflect the pay inflation uplift, ERNIC single tier increase and Bear Scotland holiday pay award in 2016-17 and a further 1.8% pay inflation uplift for 2017-18. (0.78% of the 2% pay award is already included in the 2016-17 increase) and 3.5% inflation for 2018/19 as per NPCC recommendation.</p>
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Defence Examinations in Criminal Matters

Provision of documentation to Defence expert and for allowing the expert access to MPS premises, equipment and staff.	Various hourly rates (See below)	Various hourly rates (See below)	<p>These fees were introduced in 2015/16 and are in line with the Guidance on Forensic Science Charges in Criminal Matters published by the Legal Aid Agency and agreed with the Crown Prosecution Service. Fees appear to have been overstated due to the charge being based on the Non-London rate</p>
Supply of papers / exhibits / information / material to the Investigator or Prosecutor, which the Prosecutor decides meets the tests for disclosure as unused material, in the Criminal Procedure and Investigations Act 1996	No Charge	No Charge	
Provision of scientific case files, notes, etc, not requiring reporting scientist expert supervision (soft or hard copy).	£50.00	£50.00	
Provision of scientific case files, notes, etc, which require reporting scientist expert supervision (soft or hard copy).	£90.00	£72.00	
Provision of specialist electronic data files (usually related to DNA samples, electropherograms etc) and requiring reporting scientist expert supervision.	£90.00	£72.00	
Case File Only reviews at prosecution laboratory premises (including 30 minutes of Reporting Scientist time if needed).	No Charge	No Charge	
Additional Reporting Scientist time associated with Case File Only reviews.	£90.00	£72.00	
Charges for the use of Laboratory facilities (non-DNA clean) including basic consumables, PPE & supervision where needed.	£60.00	£60.00	
Charges for the use of Laboratory facilities (DNA clean) including basic consumables, PPE, elimination/contamination sampling & supervision where needed.	£90.00	£72.00	
Charges for the use of Specialist Laboratory facilities & equipment (such as Firearms Ranges, Toxicology/Drugs analysing, Fire examination, DNA profiling etc) including basic consumables, PPE & supervision where needed.	£120.00	£120.00	

Firearm Certificates - Effective from 6 April 2015

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Issue	On grant of a firearms certificate	£88.00	£88.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Renewal	On renewal of a firearms certificate	£62.00	£62.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Variation	Variation where no. of weapons is increased	£20.00	£20.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Replacement	On replacement of lost or destroyed certificate	£4.00	£4.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Table 1 or 2 full	Reissue because Table 1 or 2 full	No charge	No charge	As detailed in the Firearms (Variation of Fees) Order 2015.
Shotgun Certificates - New rates effective from 6 April 2015				
Issue	On grant of a shotgun certificate	£79.50	£79.50	As detailed in the Firearms (Variation of Fees) Order 2015.
Renewal	On renewal of a shotgun certificate	£49.00	£49.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Replacement	On replacement of a shotgun certificate	£4.00	£4.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Museum (Firearms Amendment Act 1988)				
Issue	On grant of a museum licence	£200.00	£200.00	As detailed in the Museum (Firearms Amendment Act 1988).
Renewal	On renewal of a museum licence	£200.00	£200.00	As detailed in the Museum (Firearms Amendment Act 1988).
Extension	On extension to additional premises	£75.00	£75.00	As detailed in the Museum (Firearms Amendment Act 1988).
Firearms Dealers - New rates effective from 6 April 2015				
Issue	Certificate of Registration	£200.00	£200.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Renewal	Renewal of certificate	£200.00	£200.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Fairs & Exhibitions	In respect of game and table fairs and exhibitions	£13.00	£13.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Visitors Permit (Shotgun & Firearm) - New rates effective from 6 April 2015				
Issue Unit	On the grant of a visitors permit	£20.00	£20.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Issue Group	On the grant of a group visitors permit (6 or more)	£100.00	£100.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Coterminous Certificate (Shotgun & Firearm) - New rates effective from 6 April 2015				
Discount	Reduced charge for shotgun certificate	N/A	N/A	As detailed in the Firearms (Variation of Fees) Order 2015.
Issued	Granted at the same time	£90.00	£90.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Renewed	Renewed at the same time	£65.00	£65.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Vehicle Removals (as per the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008) and HGV Re-Enabling				
Removal	Removal of vehicle in contravention of RTRA 1984, PRA 2002 or RTA	Various (as per 2008 regulations)	Various (as per 2008 regulations)	As detailed in the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 based upon a variable range of charges according to the vehicle's type, weight, condition and position at the time of removal.

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	1988.			
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)	As detailed in the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 based upon a variable range of charges according to the vehicle's type and weight.
Disposal	Disposal of vehicle in contravention of RTRA 1984.	Various (as per 2008 regulations)	Various (as per 2008 regulations)	As detailed in the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 based upon a variable range of charges according to the vehicle's type and weight.
HGV Re-Enabling	Re-enabling an immobilised HGV following a contravention	Not previously charged	£80.00	As per the Statutory Instrument 2009 No 493 (Road Traffic).
Freedom of Information				
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	As detailed in the Freedom of Information Act 2000.
Disbursement Costs	Additional cost (above £20.00) to provide information e.g. printing, photocopying or postage.	Full Cost	Full cost	As detailed in the Freedom of Information Act 2000.
Housing Home Office Immigration Enforcement (HOIE) Detainees				
Housing HOIE Detainees in MPS Custody Suites	Up to 12 hours	£256.00	-	As per the National Framework Agreement between ACPO and HOIE the charge was to be moved to an hourly rate with effect from 2016/17. The charge under the existing methodology was for up to the first 12 hour period after which an hourly charge was applied.
	First hour	-	£32.99	
	Additional hourly rate	£15.00	£22.63	
	Constant watch per day	£557.00	£394.11	
Administrative Charges				
Invoice request		Not previously charged	£56.00	Invoice request where an invoice would not normally be prepared.

Tables 2A - D – Comparison of MPS Special Service Rates

Table 2A - Police Special Service Charges				
Rank	2015 - 2016		2018 - 2019	
	Daily Rate (7.25 hours)	Hourly Rate	Daily Rate (7.25 hours)	Hourly Rate
Assistant Commissioner	1,880.00	259.31	1,936.91	267.16

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Deputy Assistant Commissioner	1,206.00	166.34	1,258.32	173.56
Commander	877.00	120.97	947.22	130.65
Chief Superintendent	751.00	103.59	803.69	110.85
Superintendent	639.00	88.14	687.27	94.80
Chief Inspector	547.00	75.45	584.97	80.69
Inspector	518.00	71.45	550.35	75.91
Sergeant	541.00	74.62	575.46	79.37
Constable	448.00	61.79	471.96	65.10

Table - 2B Police Special Service Charges - Public Holidays (7.25 hour days)				
Rank	2015 - 2016		2018 - 2019	
	Daily Rate (7.25 hours)	Hourly Rate	Daily Rate (7.25 hours)	Hourly Rate
Sergeant	811.50	111.93	952.48	119.06
Constable	672.00	92.69	781.17	97.65

Table - 2C Metropolitan Police Special Constabulary charges				
Rank	2015 - 2016		2018 - 2019	
	Daily Rate (8 hours)	Hourly Rate	Daily Rate (8 hours)	Hourly Rate
Chief Officer	483.86	60.48	522.60	65.33
Deputy Chief Officer	414.34	51.79	443.41	55.43
Assistant Chief Officer	352.55	44.07	379.19	47.40
Special Inspector	285.79	35.72	303.64	37.95
Special Sergeant	298.48	37.31	317.49	39.69
Special Constable	247.17	30.90	260.39	32.55

Table - 2D Additional Charges			
	2015 - 2016	2018 - 2019	
	Daily Rate	Daily Rate	
Horses	172.40	181.60	For each horse per day or part of a day plus any extra expenses incurred for their conveyance and stabling. The cost of the officer will be charged at the rate shown in Table 2A or Table 2B, as appropriate

Dogs	64.00	67.40	For each dog per day or any part of a day plus any extra expenses incurred for their conveyance. The cost of the handler will be charged at the rate shown in Table 2A or Table 2B, as appropriate
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Table 3 – Charges for Detention of Home Office Immigration Enforcement Prisoners.

Housing Home Office Immigration Enforcement (HOIE) Detainees				
Housing HOIE Detainees in MPS Custody Suites	Up to 12 hours	£256.00	-	As per the National Framework Agreement between ACPO and HOIE the charge was to be moved to an hourly rate with effect from 2016/17. The charge under the existing methodology was for up to the first 12-hour period after which an hourly charge was applied.
	First hour	-	£32.99	
	Additional hourly rate	£15.00	£22.63	
	Constant watch per day	£557.00	£394.11	

Table 4 – Intellectual Property Charges

Intellectual Property Charges		
		Basic Price* (excluding VAT)
Trademarks		
Productions**	UK only	£1,000
	Worldwide	£1,500
Copyright		
Photographs		
Books/Print	Editorial	£44
	Cover	£194
Television	Standard	£90
	Other broadcasting (e.g. online)	£60
Video		
All mediums	All purposes	£500 for each half minute
Logos and Crests		
Productions**	UK only	£1,000
	Worldwide	£1,500
Service Charges		

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Material Supply	
Supply of physical materials such as photographic copies, posters, or other graphics.	£40
Technical Interviews	
Purpose can be Commercial, Non-Commercial, or Filmed. Rates are referenced in the Technical Interview Licensing SOP.	4-hour rate (based on band) minimum + Admin charges where more than 30 minutes devoted to request
Name Checks	
A charge for undertaking names checks as provided by external parties to ensure that there is no conflict with existing or retired MPS personnel. An administration charge is made in respect of the provision of this service.	A fee of £10 per name in within a request. There is an administration charge of £20 for 1 to 20 name checks and a further £20 administration fee thereafter for each further 20 checks which is capped at an administration fee total of £60 for those occasions when a request has been received to undertake name checks of more than 60.

* The Basic Price applies where the request will be in respect of the issue of a standard IP licence of 5 years duration. A request for a licence in perpetuity will be subject to an increase of 50%. Other variables which may impact upon the charge (i.e. number of trademarks to be used or number of scenes / episodes that the trade mark will feature) are taken into account when providing a quote to a third party. Increasing the scope of the licence to include worldwide rights will double the Basic Price.

** The Price charged to Production companies will be revised by the Production Licensing Calculator used for this purpose and not by any of the Basic Rate considerations above

Part 2 – This section refers to the details of the Part 2 business case which is NOT SUITABLE for MOPAC Publication.

The Government Security Classification marking for Part 2 is:
OFFICIAL-SENSITIVE [COMMERCIAL]

Part 2 of Annual Review of the Schedule of Fees and Charges 2018/19 is not exempt from publication.

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TOTAL POLICING

Protective Marking: Not Protectively Marked		Publication (Y/N): Y
Title: Fees and Charges Privacy Impact Assessment		
Summary: An assessment of the data privacy issues raised by the review of the rates of the MPS's Schedule of Fees and Charges		
Branch / OCU: Commercial Services, Commercial and Finance, MetHQ		
Date created: July 2018	Review date: July 2019	Version: 2
Author: Tony Horsley		

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1. Introduction

The annual review of fees and charges is completed each year in accordance with Paragraph 9.4 of the Financial Regulations requires approval of DMPC prior to publication. The report details the results of a review at the end of 2017/18 to reflect current price increases and sets out information on the recommended Metropolitan Police Service (MPS) fees and charges and special policing service rates for 2018/19.

It should be noted that some fees and charges are constrained by statute or legislation and others are backed up by recommended charging guidelines published by National Police Chiefs' Council (NPCC). It is anticipated, that based on the areas that can legitimately be reviewed in line with inflation, approximately £1m of additional income will be realised.

The report addresses the charging of the services and does not address the holding or processing of personal data. No changes to the collection, holding or disclosure of personal data will occur as a result of the annual review of fees and charges.

2. Privacy Impact Screening Questions

		Yes	No
Q.1	Will the project involve the collection of new information about individuals?		✓
Q.2	Will the project compel individuals to provide information about themselves?	✓	
Q.3	Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information?		✓
Q.4	Will the MPS be using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?		✓
Q.5	Does the project involve the MPS using new technology that might be perceived as being privacy intrusive? For example, the use of biometrics or facial recognition.		✓
Q.6	Will the project result in the MPS making decisions or taking action against individuals in ways that can have a significant impact on them?		✓
Q.7	Is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For example, health records, criminal records or other information that people would consider to be private.		✓
Q.8	Will the project require the MPS to contact individuals in ways that they may find intrusive?		✓

If the answer to any of the above questions results in a 'yes' then a PIA is required.

Q1 – No. The data provided by individuals will remain the same as at present.

Q2 – The numerous systems that are involved in the 'recovery' of the various Fees and Charges are already well established and all covered by our Fair Processing Notice. Any personal data processed by us in collecting any of the fees etc. would be as part of a contract with the person paying. Therefore, a DPIA is not needed.

Q3 – No. Data disclosure will remain unchanged as a result of this report.

Q4 – No. The purpose of holding or disclosing data will remain unchanged.

Q5 – No. There will be no new technology introduced.

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Q6 – No. The decisions made regarding individuals will remain unchanged as a result of this report.

Q7 – No. The holding and disclosure of data will remain unchanged as a result of this report.

Q8 – No. The use and collection of personal data will remain unchanged as a result of this report.

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3. Conclusion

As the answers to all of the screening questions contained in Section 2 above is no, the completion guidelines state that a Privacy Impact Assessment is not required at this time.

4. Privacy Impact Assessment Sign-off

1.	Project Sponsor / ACPO Lead
	Sign Below:
	Name: Lynda McMullan Position: Director of Commercial & Finance Date: 18 July 2018
2.	MPS Data Protection Officer
	Sign Below:
	Name: John Potts Date: 18 July 2018

