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Author:	Derek Smith	Force / Organisation:	West Midlands Police
Date Created:	23 February 2009	Telephone:	0121 626 5126



**Association of Chief Police Officer of England,
Wales & Northern Ireland**

GUIDANCE ON CHARGING FOR POLICE SERVICES MUTUAL AID COST RECOVERY

Status: This Finance and Resources Business Area Guidance, which has been developed to improve our effectiveness and quality of service when Charging For Police Services and Mutual Aid Cost Recovery has been agreed by ACPO Cabinet. This Document is Not Protectively Marked and is fully disclosable under FOIA 2000, has been registered and audited in line with ACPO Requirements and is subject to Copyright.

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Introduction

- 1.1 Mutual aid can be described as the provision of policing assistance from one force to another. It is a formal arrangement and is similar to the provision of Special Police Services. As such, mutual aid is usually provided in response to or in anticipation of a major incident or event. There are presently varying approaches both to the provision of and charging for mutual aid.
- 1.2 Mutual aid activity ranges from small scale, inter-force support, through reacting to a significant or serious incident to, in some cases supporting a force or government department in a large pre-planned event. It provides an overall resilience to the provision of effective policing of the incident and force area in question.
- 1.3 By its very nature, mutual aid is incident or event based, and therefore likely to be extraordinary to the normal policing arrangements in the area.
- 1.4 The new guidance covers all aspects of mutual aid within one document. It replaces as guidance Home Office circular 38/89 that has been used to support mutual aid and its funding.
- 1.5 The guidance seeks to reflect the current payment arrangements for both police officers and staff. There is a wider debate about such remuneration and it may be that, in consequence, some aspects of this guidance will need to be revisited in due course. This should not detract from the principles set out below.

2 Background

- 2.1 A Chief Constable's responsibility to police an area extends to seeking the right level of resources to achieve the right policing outcome. A request for mutual aid is properly part of that approach and is a valid option to deal with incidents or events. These of course can be either reactive or in the case of events, pre planned. Section 24 of the Police Act 1996 makes provision for mutual aid between forces. This is shown in Appendix 6.
- 2.2 Police forces have, historically, developed their own mutual aid protocols. Generally, these involve neighbouring forces providing mutual support, principally in response to public order events, which are beyond the capacity of one force.
- 2.3 The miners' strike of the early 1980s saw the first large scale and long-term deployment of officers to other forces in response to public order demands beyond the capacity of the host force. Over the period of the dispute there became more than one host force and a number of supplying forces.
- 2.4 Forces were therefore no longer supporting neighbouring forces but were part of a national mobilisation plan managed at a strategic level to ensure sustainability of policing over a prolonged period.
- 2.5 However, mutual aid has changed enormously since the early 1980s. There are still large threats such as the G8 conference in Gleneagles during 2005, which require the deployment of large numbers of officers. By contrast, the demand is now also in support of long term protracted investigations requiring detectives, HOLMES staff and specialist skills. Counter terrorism and major crime investigations are the most common examples of resource requirements.
- 2.6 PNIICC is now an established full time organisation that receives requests and supplies mutual aid to forces at times of extraordinary demand and collates information enabling the management of significant events.
- 2.7 The Olympics in 2012 and the G8 conference in 2013 will present large scale deployment issues, but the nature of the events and preparatory arrangements suggest a wholly different situation to that witnessed previously. The present financial arrangements for mutual aid, which include the Hertfordshire Agreement and Home Office Circular 38/89 (both of which were directly related to the problems of the mid 1980s), now create significant vulnerabilities and ambiguity to mutual aid. It is also a prudent time to consider redefining "mutual aid" and its categories to ensure that it is fit for purpose in the 21st Century.

3 Defining the categories of mutual aid

- 3.1 Following a review of recent experience it is suggested that there are now a range of services that police forces may provide under mutual aid and the circumstances under which they are provided are as varied as the actual services supplied.
- 3.2 Four main types of mutual aid are identified. The characteristics of each are outlined below.

1 Emergency/Spontaneous Deployment

For example, an unforeseen demand such as an initial outbreak of disorder or investigation, where another force is called upon to assist. A definition of time for such spontaneous support is from 0 to 5 days duration.

2 Serious/Major incident

For example, a demand that follows an initial incident where a lengthy investigative process will follow soon after. This prolonged deployment will last from 6 to 90 days, but may in certain circumstances be extended beyond this.

3 Major Planned Deployment/Major Planned Event

For example, the "V" festivals, G8 and London Olympics 2012. Here the event has a capacity requirement beyond a single force or where a force cannot police the event and provide appropriate resilience in the rest of its force area.

4 Specialist staff deployments

For example, hostage/kidnap negotiators where a host force does not have sufficient specialist staff.

- 3.3 The defining of the different types of mutual aid is a key element in the process of setting a national standard and agreement for mutual aid in the 21st Century. Once the types of mutual aid are agreed there is then in place the basis and foundation for further work around the appropriate remuneration for police officers and police staff and the process of cost recovery.
- 3.4 Recent experience has shown there are circumstances where the provision of mutual aid exceeds the capacity of the host force to fund the associated costs. Existing arrangements under Bellwin or special grant payments have been required to be aligned with the process of mutual aid recovery in these exceptional circumstances.

4 Mutual Aid cost recovery

- 4.1 The deployment of police officers and staff under the mutual aid categories reflects both a time period and scale of the police requirement for the task. Cost recovery is based on the impact for the supplying force and is aimed at providing a consistent costing framework of the cost involved. This approach is used in the four types of mutual aid as shown below:

1 Emergency/Spontaneous Deployment

- 4.2 The interests of public safety and national security should outweigh any initial debate over cost recovery. To ensure that sufficient flexibility exists to maintain resilience, **a de-minimus threshold of 65 hours has been set**, for deployments of staff in serials. This threshold is equivalent to one serial (a Police Support Unit (PSU) comprises three serials) deployed for a period of up to 8 hours i.e. 64 hours. Inter force support under this threshold will not be rechargeable. Once this threshold has been exceeded, all hours, including the first 64 hours will become chargeable.
- 4.3 To ensure that this service is not exploited there is a caveat attached as follows: when the threshold is breached for either a single deployment or in aggregate hours over a period of 5 days or less, where reasonable foresight should have identified the demand, the full amount will become chargeable.
- 4.4 Where the threshold of 65 hours is breached, then **any deployment for a period of 5 days or less will be regarded as a spontaneous deployment**. Where officers are required to work and sleep away from home they will be entitled to enhanced payments according to national agreements, based on commonly identified and agreed criteria (see paragraph 5.2). In these cases, claims should be based upon the relevant payment regime in place.
- 4.5 For this purpose, the 5 day measurement follows current Police Regulations where the day of notification is classified as day 0. (Compensation for Duty on a Rostered Rest Day Reg 26, Annex H).
- 4.6 Where officers/staff are deployed on reactive spontaneous deployment mutual aid but are **not** sleeping away from home, staff will be entitled to the appropriate rate payable for the hours worked. Guidance on the criteria and grade of mutual aid is given at paragraph 5.2.

2 Serious/Major incident

- 4.7 If an officer is not engaged on the criteria detailed under "spontaneous deployment" (above), the enhanced payment arrangements will **not** apply. Claims should be based upon the actual number of hours worked by each officer in line with grading/ banding arrangements (see paragraph 5.2).
- 4.8 It is recognised that in such situations, officers frequently work longer planned tours of duty than 8 hours. There are many examples of 9, 10 and 12 hour days being worked. This will impact on the actual overtime costs of individuals and PSUs.

- 4.9 **Where the deployment is for 6 days or more but less than 90 days** it will be defined as prolonged mutual aid and will be paid at employable cost, not including pension contributions. Employable cost covers basic pay, relevant allowances and NI payments (see appendix 3).

3 Major Planned Deployment/Major Planned Event

- 4.10 This is a request for assistance in advance of the event or planned requirement. However, no request should exceed the actual capacity of a force to comply with the request. Major planned deployment has two definitions:
- a) A major planned deployment is defined as requiring officers/staff for a period of between 90 days and 6 months, beyond which a different view should be taken to the deployment (see below), **or**
 - b) A major planned event which is due to take place in at least 90 days time.
- 4.11 Normally notice is given in excess of 90 days of the date of deployment. This period of advance notification will allow the providing force to minimise the impact by effective management of resources. In this instance, police officers will be charged at employable cost not including pension contributions. Any overtime costs incurred within the deployment, will also be recovered at the appropriate average cost incurred. See Appendix 5.
- 4.12 There is no de-minimus threshold for planned mutual aid regardless of the actual number of hours worked.
- 4.13 Mutual aid in excess of six calendar months will be classed as **an attachment**. If the mutual aid is provided under an attachment or collaborative arrangement then the receiving force will bear the employable cost of the officer/staff member, together with the cost of employer's pension contribution. This principle recognises the actual cost and the likely impact on a force's staffing profile to accommodate long-term abstractions.

4 Specialist staff deployments

- 4.14 This is a request for assistance for specialist staff. Examples are family liaison officers, hostage negotiators and High Tech Crime Investigators. The individuals concerned may provide this type of mutual aid without necessarily leaving their own force area. No request should exceed the actual capacity of a force to comply with the request. Increasingly, these skills can be supplied by police staff as well as police officers.
- 4.15 In this instance, police officers and, where appropriate, police staff, will be charged at employable cost (excluding pension contributions). Any overtime costs incurred within the deployment will also be recovered at the appropriate actual cost incurred.
- 4.16 Where specialist mutual aid is supplied, this calculation will be increased proportionally according to the banding shown in Appendix 2. There is no de-minimus for specialist mutual aid regardless of the actual number of hours worked.

5 The provision of Mutual Aid

5.1 The use and cost recovery of mutual aid is in part linked to the nature of the deployment and the circumstances of the incident or event. This will also help determine the payment regime of officers and staff involved.

5.2 The deployment is likely to reflect characteristics that will form criteria for the payment to individuals (and therefore subsequently the recovery of costs). In the main this relates to standard PSU deployments but can of course include specialist staff in certain circumstances. The following grading mechanism has been identified to reflect those characteristics and is set out below;-

Grade 1 Mutual aid is;-

- Spontaneous
- Sleeping away from home*
- Staff required to be available for 16 hours per day
- Stay at locality, no recreation etc

* Note: Accommodation is provided and is at an agreed suitable standard.

Grade 2 Mutual aid is;-

- Spontaneous, or Serious/major incident
- A tour of duty or part of a tour of duty (can be 8 or more hours dependent on rostering)
- Can be delivered from the supplying force area
- Not sleeping away
- Short notice

Grade 3 Mutual aid is;-

- Planned and/ or prolonged,
- A tour of duty or part of a tour of duty (can be 8 or more hours dependent on rostering)
- Can be delivered from the supplying force area **or**
- Can be sleeping away but not required to be available for 16 hours, (unrestricted rest time)

5.3 The gradings identified above are used in a decision matrix at Appendix 1 to help both host forces and providing forces to have clarity on the deployment and subsequent cost recovery. This will also be applied to a national approach via a PNIIC mutual aid request.

6 Other issues

- 6.1 Research carried out with a number of forces has shown that mutual aid requests made in the last 12 months have been for PSUs, individual specials or single, specialist resources. Perhaps as expected, there is no standard request for mutual aid.
- 6.2 In addition there is now a range of services that police forces may provide under mutual aid beyond PSUs and the circumstances under which they are provided are as varied as the actual services supplied.
- 6.3 Appendix 2 lists a typical range of services that may apply, although this will not be a definitive list. Where specialist mutual aid is supplied, this calculation will be increased proportionally according to the banding shown in Appendix 2.
- 6.4 There is a relative skill level commensurate with any service provided and a banding approach has been applied to the provision of officers / staff with such skills. The appropriate banding of each skill will be decided by PNICC. Factors such as probability of mutual aid provision, impact on business continuity for providing and host forces and training/skill level required for the provision are considered. Where specialist equipment is required for the provision of the mutual aid this will be reflected in the banding. For example the provision of a rapid intervention firearms team will come with certain tools for the task, including door opening equipment and firearms.
- 6.5 As a guide, an officer trained to Level Two Common Minimum Standards PSU will form the baseline of a banding model.
- 6.6 For the purpose of calculating the appropriate level of premium charge, the mix of resources supplied must be considered. (A resource is considered to be one staff member regardless of associated equipment. e.g. a dog handler and dog equates to a single resource).
- 6.7 A deployment of officers / staff with skills in either band two, three or four resources will direct a premium factor charge at the appropriate threshold, (Appendix 2) before the application of the 5% administration charge.

Police Staff

- 6.8 Police staff can be properly used as a mutual aid resource. This can be either PCSOs (in suitable deployments) or, usually, specialist police staff. For both PCSOs and police staff, the providing force will be recompensed at the employable cost for that spinal column point plus any overtime worked.

Other Costs

- 6.9 An administrative charge will also be levied at the rate of 5% of the total actual cost incurred. The administration charge is set at a figure of 5% to reflect variations in the actual cost of supplying mutual aid depending on the resource deployed. (The administrative charge covers some basic oncosts for the provision of suitable uniform / equipment / insurance,

together with compensation for the cost of organising mutual aid, often at short notice).

- 6.10 All other legitimate costs relating to the deployment of mutual aid personnel should be charged to the host force on an actual cost basis.
- 6.11 The host force has a responsibility to provide accommodation and refreshments to mutual aid staff, thus minimising the need for recharging for such services.
- 6.12 All non-consumable equipment acquired and fully charged for under a mutual aid agreement will become the property of the host force unless otherwise agreed.
- 6.13 Vehicle usage costs on mutual aid should be calculated according to an agreed rate per day as per Appendix 4. This includes elements for wear and tear and running costs. In the case of the provision of a vehicle only without staff, vehicles should be supplied fully fuelled and returned likewise. This practice will negate the administrative burden of recovering low levels of expense.
- 6.14 Capital costs and depreciation, servicing, tyres, insurance etc will be covered by that cost. For vehicles transporting staff on mutual aid, such as public order carriers then fuel is not covered by the stated cost and is an additional factor. A table outlining vehicle costs is included at Appendix 4.
- 6.15 Where a host force is using mutual aid to fulfil a commitment charged for under Section 25 of the Police Act 1996, then forces providing mutual aid should be reimbursed on the same basis, unless the sums recovered are at rates lower than the mutual aid rate, in which case mutual aid rates will apply.
- 6.16 Mutual aid can be delivered to a host force remotely. There is no requirement for the providing force to provide resources and personnel within the host force area for mutual aid charging to apply. e.g. casualty bureau activation in a home force in support of an incident in another force area.
- 6.17 Wherever possible agreement on charges between the host force and the providing force will be reached prior to the provision of mutual aid.
- 6.18 Examples of typical mutual aid deployments and cost recovery are illustrated at Appendix 5.
- 6.19 Where forces have dispensed with a specific department, (for example mounted staff or underwater search unit), then they should not request such aid from a providing force under the mutual aid agreement. It is suggested that such resource requests are a request for a service and should be subject to a specific contract between the provider and the host. This would take into account the cost of the "function" concerned, plus the equipment to carry out the role required. This recognises the significant infrastructure cost to the force concerned of maintaining these specific departments.
- 6.20 Where one police force regularly provides mutual aid to another under a form of collaborative arrangement, Chief Officers and Police Authorities may consider formalising the arrangement for provision and payment

under Section 23 Police Act 1996. The arrangements for payment should be made by the authorities concerned and need not follow the general arrangements for mutual aid payment.

6.21 Aid to Government Departments is to be classed as mutual aid (rather than Sec 25 provision) for the purposes of charging methodology. It is anticipated that in the majority of cases, such deployments are likely to be pre-planned and therefore should use the Major Planned/Event category. However, where short-term and/or reactive support is provided, then the appropriate mutual aid category should be used. Please note that longer deployments, over 6 months, will be treated as an attachment under the mutual aid guidance.

6.22 It is recognised that there are occasions when individuals are required to work overseas as part of an enquiry or investigation or to provide specialist policing skills in an operational role overseas. Such occasions and the relevant cost recovery and remuneration to individuals are subject to individual arrangements and are therefore outside the remit of this guidance.

7 Periodic review of arrangements

7.1 This guidance will be subject to periodic review and updating. Variable cost elements provided in the guidance for cost recovery purposes will be updated annually by PNICC under its national co-ordinating role.

8 Appendices

8.1 The appendices provide more detail on the basis and calculation for mutual aid recovery.

Appendix 1. Provides a decision matrix to help the understanding and agreement for the nature of mutual aid to be provided. This will also be the basis of a PNICC-based request.

Appendix 2. Identifies key police roles for mutual aid grouped in resource bands. This then links to a premium level of mutual aid also shown for the bands involved.

Appendix 3. Gives the calculation of employable cost of police officers and support staff using mid-point of relevant scales. This calculation will be updated annually.

Appendix 4. A table to identify vehicle cost recovery rates. This will also be updated annually.

Appendix 5. Gives basic examples of the mutual aid calculation arising from the guidance at appropriate rates.

Appendix 6. Shows Section 24 of the Police Act 1996, which identifies the legal basis for the provision of mutual aid from one force to another.

SECTION 5 – APPENDICES

Appendix A – ACPO Workbook

**SECTION C - ACPO EQUALITY IMPACT ASSESSMENT TEMPLATE
(DIVERSITY AUDIT) AS AGREED WITH THE CRE**

C1. Identify all aims of the guidance/advice

C.1.1 Identify the aims and projected outcomes of the guidance/advice:
To standardise the arrangements for charging between forces in respect of mutual aid provision.
C.1.2 Which individuals and organisations are likely to have an interest in or likely to be affected by the proposal?
Staff associations re pay and conditions, albeit this is a cost recovery guidance between police forces.

C2. Consider the evidence

C.2.1 What relevant quantitative data has been considered?	
	N/A
C.2.2 What relevant qualitative information has been considered?	
C.2.3 What gaps in data/information were identified?	
	N/A
C.2.4 What consideration has been given to commissioning research?	
	Technical Working group has considered the proposals

C3. Assess likely impact

C.3.1 From the analysis of data and information has any potential for differential/adverse impact been identified?	
	None
C.3.2 If yes explain any intentional impact:	
	N/A
C.3.3 If yes explain what impact was discovered which you feel is justifiable in order to achieve the overall proposal aims. Please provide examples:	
	N/A
C.3.4 Are there any other factors that might help to explain differential /adverse impact?	
	None identified

C4. Consider alternatives

C.4.1 Summarise what changes have been made to the proposal to remove or reduce the potential for differential/adverse impact:	
None required	
C.4.2 Summarise changes to the proposal to remove or reduce the potential for differential/adverse impact that were considered but not implemented and explain why this was the case:	
None required	
C.4.3 If potential for differential/adverse impact remains explain why implementation is justifiable in order to meet the wider proposal aims:	
None required	

C5. Consult formally

C.5.1 Has the proposal been subject to consultation? If no, please state why not. If yes, state which individuals and organisations were consulted and what form the consultation took:	
	Consulted within the remit of the West Midlands Diversity and Cohesion Unit. Also through the membership of the ACPO Finance and Resource Business Area (through a number of forces). Ratification with the APA is pending, but will be obtained prior to implementation.
C.5.2 What was the outcome of the consultation?	
	Suggestions incorporated in to latest draft (Version 10)
C.5.3 Has the proposal been reviewed and/or amended in light of the outcomes of consultation?	
Yes	
C.5.4 Have the results of the consultation been fed back to the consultees?	
Yes	

C6. Decide whether to adopt the proposal

C.6.1 Provide a statement outlining the findings of the impact assessment process. If the proposal has been identified as having a possibility to adversely impact upon diverse communities, the statement should include justification for the implementation:	
The development of this strand of work is unlikely to have any direct or indirect impact, or be of concern to any individual or representative body on the basis that any individual or group will receive less than fair treatment on the grounds of Age, Disability, Gender, Race, Religion/Belief or Sexual Orientation. The programme of work is a financial product that has no direct or indirect influence on actual working practices. There is no anticipated change the people interactions that will take place as a consequence.	

C7. Make Monitoring Arrangements

C.7.1 What consideration has been given to piloting the proposal?	
Directed by Head of Business Area	
C.7.2 What monitoring will be implemented at a national level by the proposal owning agency and/or other national agency?	
Internal and External consultation with a wide variety of groups at draft stage of the guidance. Specific consultation to be conducted if any likely conflict is identified based on any of the six strands of diversity.	
C.7.3 Is this proposal intended to be implemented by local agencies that have a statutory duty to impact assess policies? If so, what monitoring requirements are you placing on that agency?	
N/A	

C8. Publish Assessment Results

C.8.1 What form will the publication of the impact assessment take?

Publication on the ACPO Intranet

Decision matrix

Appendix 2

	Definition	De-minimus		Sleep away from home	Sleep not away from home	Cost Grade	Bases of charging (Staff)	Skill Banding	Admin charge
Reactive spontaneous deployment	Deployment of 0-5 days	De-minimus of 65hrs applies	Breach of de-minimus over a period of 5 days	Charge made for 16hrs in 24hrs	Charge for hrs worked	Grade 1 or 2	Employable costs + overtime worked	Applies	5%
Serious/ Major incident - prolonged deployment	Deployment 6 days – 90 days	No De-minimus		Charge for hrs worked	Charge for hrs worked	Normally Grade 2	Employable costs + overtime worked	Applies	5%
Major planned development/ major planned event	Request made in advance of event of planned requirement and for a 91 days - 6 months or request made in at least 90 days in advance	No De-minimus		Charge for period		Normally Grade 3	Employable costs + overtime worked	Applies	5%
Specialist staff deployments	Request for specialist staff, mutual aid can be delivered in host force or providing force area	No De-minimus		Charge for period		Can be grade 2 or 3	Employable costs + overtime worked	Applies	5%

Appendix 3

<u>Band One – Normal Resource</u>	<u>Band Two – Enhanced Resource</u>	<u>Band Three – Specialised Resource</u>	<u>Band Four- Scarce Resource</u>
<p>Level Two public order trained Evidence gathering team Public order medic General purpose dog handler Shallow water recovery team Search team Casualty bureau/call handler Press officer Professional Standards investigator Administration officer Finance officer Health and Safety risk assessor Operational risk assessor Detective Exhibits officer PCSO Holmes staff</p>	<p>Level One public order trained Public order Bronze Public order Silver Various detection dogs and handler, (e.g., blood, drugs, firearms etc) Mobile surveillance unit Static surveillance unit Foot surveillance unit Vehicle examiner Collision investigator Crime scene manager Helicopter observer Authorised Firearms officer Business manager Police search advisor Motorcycle special escort group Off road motorcyclist Murder investigation – Case review officer Senior Investigating Officer Family liaison officer Holmes trained Casualty bureau coordinator Public order tactical adviser Mortuary staff Forensic examiners Health & Safety advisor Intelligence and analysts</p>	<p>Hostage negotiators Test purchaser Undercover officer Witness protection Technical support unit High Tech crime investigator I.T. specialist CBRN staff, all categories Senior Identification Manager Disaster victim identification Public order Gold commander Public order Baton Gun commander RPU security escort officer RPU HGV/PCV Hi access search team Confined space search team SECCO Hi tech crime officer</p>	<p>Police horse and rider Underwater search team Police Marine Officer Specialist firearms officer Close protection staff Public Order rope access team Public order tripod remover Public order Lock on removal Baton Gunner and minder Helicopter pilot</p>

Premium factors	
Normal Resource	0%
Enhanced Resource	+ 10%
Specialised Resource	+ 15%
Scarce Resource	+ 25%

The above table illustrates a likely range of services that a Police Force may be requested to provide in the form of mutual aid. The services may be provided either in person or remotely. The impact and grade of specialism, both to the supplying and the host force, has been considered to group roles under one of three bands of expertise. A full list of skills and skill groups is held by PNICC.

Employable Cost For Mutual Aid Proposals

Mutual aid requires the use of police officers and police staff in a variety of situations for varying periods. The general principle is that for most deployments the providing force is recompensed for the actual costs involved, including the payment to officers and staff. The mutual aid gradings shown in this paper aim to achieve this. The cost of officers and staff are therefore a combination of basic pay together with relevant on costs. Where basic pay is enhanced, either for specific circumstances or general use of overtime the pay elements will be enhanced accordingly.

In order to present consistency in this guidance, the cost recovery rates for police officers for the different grades of mutual aid are outlined as follows; -

Grade 1 Mutual aid

Charge 16 hours basic salary x 2 for Pc and Sgt, and 1.25 for Insp and above

Grade 2 Mutual aid

Charge basic salary hours worked x 2 for Pc and Sgt and 1.25 for Insp and above

Grade 3 Mutual aid

Charge basic salary hours worked x 1.5 for Pc and Sgt and 1.25 for Insp and above

These rates have been set to take into account regulations and also the issues around providing staff, backfilling and re-rostering of rest days where applicable and practical.

For the most part the opportunity cost of supplying officers for relatively short deployments is borne by the providing force. Over time, these costs are recovered and the officer or police staff member remains a long term asset to that force. The pension contributions for both officers and staff are therefore part of the overall overheads of the force in these circumstances. However, where the deployment is prolonged by way of an attachment, then the providing force should have the opportunity cost reflected by the recovery of the pension contribution in value of officers and staff.

The following table itemises the position for the basis of calculation for police officers and is based on mid point of the rank concerned and shows a mutual aid daily rate to be applied.

Appendix 4b

Mutual Aid Rates 2010/11

Police Officers

	Constable	Sergeant	Inspector	Chief Insp	Supt.
Standard deployment	£	£	£	£	£
Basic Pay, (mid Point)	29,528	38,317	47,282	52,025	66,103
Police reform- SPP	430	430	430	430	0
Allowances	689	1,680	2,789	2,246	3,778
National Insurance	2,240	3,130	4,292	4,830	6,773
Annual employable cost	32,887	43,557	54,793	59,531	76,654
Total Days	365	365	365	365	365
Annual leave	26	27	29	29	31
Less rest days	104	104	104	104	104
Less PHL	8	8	8	8	8
Less Training	8	8	7	7	6
Less sickness	11	10	9	9	8
Productive days	208	208	208	208	208
Employable Cost - daily rate	158.11	209.41	263.43	286.21	368.53
Equivalent hourly rate	19.76	26.18	32.93	35.78	46.07
Grade 1 and 2 hourly rate	39.53	52.35	41.16	44.72	57.58
Grade 3 hourly rate	29.65	39.26	41.16	44.72	57.58

<i>Prolonged Deployment</i>					
<i>Annual employable cost</i>	<i>32,887</i>	<i>43,557</i>	<i>54,793</i>	<i>59,531</i>	<i>76,654</i>
<i>Employers pension contribution</i>	<i>7,146</i>	<i>9,273</i>	<i>11,442</i>	<i>12,590</i>	<i>15,997</i>
<i>Revised employable cost</i>	<i>40,033</i>	<i>52,830</i>	<i>66,235</i>	<i>72,121</i>	<i>92,651</i>
<i>Prolonged Deployment - daily rate</i>	<i>192.47</i>	<i>253.99</i>	<i>318.44</i>	<i>346.74</i>	<i>445.44</i>

Mutual Aid Rates

Police Staff

	SCP 9	SCP 21 e.g. PCSO	SCP 32 e.g. SOCO	SCP 42
<u>Standard deployment</u>	£	£	£	£
Basic Pay	16,377	22,805	31,889	41,259
National Insurance	942	1,527	2,353	3,206
Annual employable cost	17,319	24,332	34,242	44,465
Total Days	365	365	365	365
Annual leave	27	29	31	31
Less weekends	104	104	104	104
Less PHL	8	8	8	8
Less Training	8	7	6	6
Less sickness	10	9	8	8
Productive days	208	208	208	208
Employable Cost - daily rate	83.26	116.98	164.63	213.77
Equivalent hourly rate	10.41	14.62	20.58	26.72

<u>Prolonged Deployment</u>				
<i>Annual employable cost</i>	17,319	24,332	34,242	44,465
<i>Superannuation</i>	2,096	2,919	4,082	5,281
<i>Revised employable cost</i>	19,415	27,251	38,324	49,746
<i>Prolonged deployment – daily rate</i>	93.34	131.01	184.25	239.16

The situation is slightly different for police staff as the grades identified do not necessarily align easily. Here a SCP is shown for illustrative purposes but will depend on the actual grades used by the providing force. Some positions will be in receipt of shift allowances. The above rates exclude overtime premiums. Where these are paid on deployment, they can be recovered via mutual aid arrangements.

Appendix 5

Vehicle Cost Recovery

<u>Provision of vehicle only</u>	<u>Daily rate</u>	<u>Miles per gallon</u>
	£	
Public order carrier	50	20
General purpose van	30	25
Marked car	35	28
Unmarked car	25	30
Motorcycle	25	35
Firearms ARV	40	25
Armoured vehicle	50	20
Other specialist e.g. Mobile police station	100	N/A
Other motorised equipment	#	#

Daily rates for vehicles will be subject of an annual notification for any inflationary increase by PNICC.

Fuel recovery will be charged at actual mileage travelled at the specified miles per gallon rate that will be set by PNICC and reviewed at appropriate periods.

Recover actual consumption on agreed basis

Examples of Various Resource Costs.

The following calculations are an example of a PSU on a grade 3 mutual aid deployment. The calculations are made taking into consideration basic salary, average police reform payments SPP etc., rent/housing allowance, and national insurance. It has been based on a rate of time and a half rate for PC and PS ranks and time and a quarter rates for Inspectors and above to reflect allowances etc.

An average basic salary has been used for each rank and are, constable pay point 5, sergeant pay point 3, Inspector pay point 2.

There is a choice to be made over reimbursement of additional expenditure for consumable items such as food and fuel. It can either be made on actual costs reclaimed on the basis of receipts or as an additional admin cost. To give some idea of costs, an average "lunch" should cost say £7.50 per person, so for a PSU of 25 staff that would cost £187.50.

Fuel costs for a PSU would be based on 3 vans, at approx 20 miles to the gallon fuel consumption. A round trip of 100 miles, equates to 5 gallons (23 litres) per vehicle. At £1.01 per litre, fuel cost for this journey for a PSU would currently be £68.93.

Clearly, these costs are variable. They could be provided centrally and updated annually – or they could simply reflect local actual costs.

Level 2 PSU. (Band one – normal resource). Grade 3 mutual aid deployment.

Units Deployed	Deployment period & rate	Deployment Cost
		£
21 constables at pay point 5	1.5 rate for 8 hours	4,981.20
3 sergeants at pay point 3	1.5 rate for 8 hours	942.24
1 Inspector at pay point 2	1.25 rate for 8 hours	329.28
<i>Sub total for PSU for 8 hours</i>		<i>6,252.72</i>
Refreshment/meal costs	25 * £7.50	187.50
Fuel costs	100 miles @ 20mpg	68.93
Vehicle usage	See Appendix 4	150.00
Admin fee of total costs		332.96
Total basic cost of level 2 PSU	for 8 hour grade 3 mutual aid deployment	6,992.11

Notes:

- 1) A level 2 PSU is in band one, so no premium factor is applied.
- 2) Total cost for 3 day deployment £20,976.33

Firearms Team. (Band two, enhanced resources).

The following calculations are an example of a firearms team of 12 officers used cross border support for 6 hours, made up of 2 Sergeants, 10 Constables and 6 vehicles.

Units Deployed	Deployment period & rate	Deployment Cost
		£
10 constables at pay point 5,	1.5 rate for 6 hours	1,779.00
2 sergeants at pay point 3,	1.5 rate for 6 hours	471.12
Enhanced resource - attract a 10% premium		225.01
<i>Sub total for 6 hours</i>		<i>2,475.13</i>
Refreshment/meal costs	12 * £7.50	90.00
Fuel costs	60 miles @ 25 mpg	66.00
Vehicle usage	See Appendix 4	240.00
Admin fee of total costs		143.56
Total basic cost of Firearms team		3,014.69

Section 24 Police Act 1996.

Section 24 of the Police Act 1996 provides for one police force to aid another, either by agreement between their respective chief officers or by a direction from the Secretary of State.

24(1) The chief officer of police of a police force may, on the application of the chief officer of police of another police force, provide constables or other assistance for the purpose of enabling that other force to meet special demands on its resources.

24(2) If it appears to the Secretary of State to be expedient in the interests of public safety or order that a police force should be reinforced or should receive other assistance for the purpose of enabling it to meet special demands on its resources, and that satisfactory arrangements under subsection (1) cannot be made, or cannot be made in time, he may direct a chief officer of police to provide such constables or other assistance for that purpose as may be specified in the direction.

24(3) While a constable is provided under this section to assist another police force he will, notwithstanding section 9A(1) and 10(1), be under the direction and control of the chief officer of police of the force he is assisting.

24(3A) While a person employed by a police authority under section 15 solely to assist the police force maintained by that authority is provided under this section for the assistance of another police force, he shall, notwithstanding section 15(2), be under the direction and control of the chief officer of police of that other force.

24(4) The police authority maintaining a police force which is assisted under this section must pay to the police authority whose force provides the assistance such contribution as may be agreed between them or, if there is no such agreement, such contribution as may be provided by an agreement subsisting at the time between all police authorities generally, or, if no general agreement exists, contributions determined by the Secretary of State.

24(4A) This section applies to the Strategic Rail Authority, the British Transport Police Force and the Chief Constable of that Force as it applies to a police authority, a police force and a chief officer of police respectively, and accordingly the reference in subsection (3) to section 10(1) will be construed, in a case where constables are provided by that Chief Constable, as including a reference to the scheme made under section 132 of the Railways Act 1993.