

# National Policing Guidelines on Charging for Police Services: Mutual Aid Cost Recovery

The National Police Chiefs' Council (NPCC) has agreed to these revised guidelines being circulated to, and adopted by, Police Forces in England, Wales & Northern Ireland.

It is NOT PROTECTIVELY MARKED under the Government Protective Marking Scheme and any referrals for advice and rationale in relation to Freedom of Information Act disclosure should be made to the NPCC Central Referral Unit at [npcc.request@foi.pnn.police.uk](mailto:npcc.request@foi.pnn.police.uk).

## Document information

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Any queries relating to this document should be directed to either the author detailed above or the NPCC Business Support Office on 020 7084 8959/8958.

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## 1. 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.
- 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 the charges that can be made for the provision of mutual aid to another force. 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. It has been refreshed in response to the Home Secretary's implementation of changes following her consideration of the Winsor Part 1 recommendations. A comprehensive review will be required following the agreement of any changes to result from the future consideration of Part 2 of the Report.
- 1.6 This guidance applies to Welsh and English Home Office police forces. It describes the methodology that should be used when forces seek to make changes to recover the costs of providing mutual aid. This guidance does not seek to describe what officers and staff may claim from their home forces with respect to a mutual aid deployment. (The Police Force of Northern Ireland and Police Scotland may also take advantage of this guidance, when appropriate.)

## 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 can be either reactive or in the case of events, pre planned. Section 24 of the Police Act 1996 (and Section 98 for Police Service of Northern Ireland and Police Scotland) make provision for mutual aid between forces. These are 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. They were part of a national mobilisation plan managed at a strategic level to ensure sustainability of policing over a prolonged period.



- 2.5 Mutual aid has changed enormously since the early 1980s. There are still large threats/events such as the London Olympics of 2012, NATO Conferences and the 2014 Commonwealth Games, 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 In times of national need, NPCC, on behalf of all chief officers, co-ordinates the provision of Mutual Aid between forces. Specifically, this is facilitated through the National Police Coordination Centre (NPoCC). NPoCC works to ensure policing resilience during major events such as the emergency response to serious flooding or the investigation of a terrorist attack. *It is important to understand that NPoCC has no influence over charging for Mutual Aid, which is detailed nationally by NPCC Finance Coordination Committee and approved by the NPCC (or its equivalent).*

### 3. DEFINING THE CATEGORIES OF MUTUAL AID

- 3.1 There are 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:
- i. **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 15 days duration;
  - ii. **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 16 to 90 days, but may in certain circumstances be extended beyond this;
  - iii. **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;
  - iv. **Specialist Staff Deployments:** - For example, hostage/kidnap negotiators where a host force does not have sufficient specialist staff.
- 3.3 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. In these cases a bid may be made to the Home Office for a Special Police Grant, which would be considered by the Home Office and Ministers.
- 3.4 Members of the Special Constabulary may be requested and provided under mutual aid. It must be clearly understood that members of the Special Constabulary are volunteers and may be subject to increased risks. Charging for Special Constables is static and always charged at 50% of the rate for a Grade 3 Police Constable, without uplifts for specialisms.



## 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:

### 4.2 EMERGENCY/SPONTANEOUS DEPLOYMENT

4.2.1 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.

4.2.2 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 15 days or less, where reasonable foresight should have identified the demand, the full amount will become chargeable.

4.2.3 Where the threshold of 65 hours is breached, then any deployment for a period of 15 days or less will be regarded as a spontaneous deployment. For this purpose, the 15 day measurement follows current Police Regulations where the day of notification is classified as day 0.

4.2.4 Where officers/ staff are deployed on emergency/ spontaneous deployment mutual aid they will be entitled to the appropriate rate of pay for the hours worked and travelling time from their home station.

### 4.3 SERIOUS/MAJOR INCIDENT

4.3.1 Officers and staff engaged on serious / major incident mutual aid will be entitled to the appropriate rates of pay for the hours worked and travelling time from their home station.

4.3.2 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.

4.3.3 **Where the deployment is for 16 days or more but less than 90 days** it will be defined as prolonged mutual aid and will be chargeable at Employable Cost, not including pension contributions. Employable cost covers basic pay, relevant allowances and NI payments (see appendix 4 and NPCC Guidelines on Charging for Police Services for definition of Employable Cost).

4.3.4 Mutual Aid of an individual member of staff or officer of 90 days and more is considered a secondment. Secondments are charged at cost plus a national fixed administration fee, updated annually by the NPCC Finance Coordination Committee. Secondment charging calculations are presented in Appendix 1.



#### 4.4 MAJOR PLANNED DEPLOYMENT/MAJOR PLANNED EVENT

4.4.1 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);
- b) A major planned event which is due to take place in at least 90 days' time.

4.4.2 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 6.

4.4.3 There is no de-minimus threshold for planned mutual aid regardless of the actual number of hours worked.

4.4.4 When a planned deployment is subject to a short notice or spontaneous variation, the treatment of the variation will be dependent on whether or not the change is restricted to the officers and staff that were originally planned to be deployed. When a change is required to the deployment of the officers and staff that were originally planned to be deployed, the change will be treated as part of the original planned deployment and therefore as a Major Planned Deployment/Major Planned Event deployment. When the change requires additional or different officers and staff, then the changed element will be regarded to be an Emergency/Spontaneous Deployment. The unchanged element of the deployment will continue to be a Major Planned Deployment/Major Planned Event deployment.

4.4.5 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.

#### 4.5 SPECIALIST STAFF DEPLOYMENTS

4.5.1 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.

4.5.2 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.

4.5.3 Where specialist mutual aid is supplied, this calculation will be increased proportionally according to the banding shown in Appendix 3. 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 A mutual aid deployment often relates to standard PSU deployments, but can of course include specialist staff in certain circumstances. A grading mechanism has been identified to reflect those characteristics. Grade 1 mutual aid corresponds to emergency/ spontaneous deployment, Grade 2 corresponds to serious/ major incident, Grade 3 Corresponds to major planned deployment/ major planned event.
- 5.2 The grades identified above are used in a decision matrix at Appendix 2 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 NPOCC mutual aid request.

## 6. OTHER ISSUES

- 6.1 Research carried out with a number of forces has shown that mutual aid requests are predominantly made for PSUs, individual serials 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. The circumstances under which they are provided are as varied as the actual services supplied.
- 6.3 Appendix 3 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 3.
- 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 NPoCC. 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 3) before the application of the 5% administration charge.



## 6.8 POLICE STAFF

6.8.1 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.

## 6.9 OTHER COSTS

6.9.1 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 on-costs for the provision of suitable uniform / equipment / insurance, together with compensation for the cost of organising mutual aid, often at short notice).

6.9.2 Other legitimate costs relating to the deployment of mutual aid personnel should be agreed and charged to the host force on an actual cost basis.

6.9.3 When in compliance with Home Office Circular 010/2012, 'away from home overnight allowances' and 'hardship allowances' are paid to officers held in reserve for mutual aid duties, the providing force will make a charge to the host force to retrieve the costs of making the allowances. The charges will be equal to the payments made to the officers in the form of the allowances. The allowances will be applied as a result of operational need, it is incumbent on the host force to inform the providing force when the requirements of the host force will trigger payment of the allowances.

Any Employer National Insurance Contributions on authorised allowances paid to staff or officers by a providing force, will be chargeable to the host force at cost.

6.9.4 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.

6.9.5 Vehicle usage costs on mutual aid should be calculated according to an agreed rate per day as per Appendix 5. 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.

6.9.6 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 5.

6.9.7 Where a host force is using mutual aid to fulfil a commitment charged for under Section 25 of the Police Act 1996 (as amended), 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.

6.9.8 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.



- 6.9.9 Wherever possible agreement on charges between the host force and the providing force will be reached prior to the provision of mutual aid.
- 6.9.10 Examples of typical mutual aid deployments and cost recovery are illustrated at Appendix 6.
- 6.9.11 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 22a Police Act 1996 (as amended). The arrangements for payment should be made by the authorities concerned and need not follow the general arrangements for mutual aid payment.
- 6.9.12 Aid to Government Departments is to be classed as mutual aid (rather than a Section 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.
- 6.9.13 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.
- 6.9.14 The recharging framework makes no provision for the making of enhanced charges for mutual aid deployments that occur on public holidays.
- 6.10 Police Horses are special resources and due to scarcity, may be charged for, following the guidelines provided in Appendix 8 or under any locally established agreement(s) for supply.”

## 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 the NPCC Finance Coordination Committee, 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:** Secondment charging rates for 2015/16;

**Appendix 2:** 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 aNPoCC-based request;

**Appendix 3:** Identifies key police roles for mutual aid grouped in resource bands and controlled by NPoCC. This then links to a premium level of mutual aid also shown for the bands involved;

**Appendix 4:** Gives the calculation of employable cost of police officers and support staff using mid-point of relevant scales. This calculation will be updated as necessary;

**Appendix 5:** A table to identify vehicle cost recovery rates. This will also be updated as necessary;



**Appendix 6:** Shows Section 24 and Section 98 of the Police Act 1996, which identify the legal basis for the provision of mutual aid from one force to another;

**Appendix 7:** Example PSU Deployment Cost

**Appendix 8:** Example Daily Horse Cost calculation



## APPENDIX 1 - SECONDMENT CHARGING AND RATES FOR 2015/16

### SECONDMENT CHARGING FORMULA

Police Staff and Police Officers on secondment to another force or agency for 90 days or more are charged monthly using the following formula:

|                                     | Actual Cost Amount   |
|-------------------------------------|--|
| <b><u>Secondment Deployment</u></b> | <b>£</b>   |
| Monthly Salary                      | Actual Amount  |
| Monthly Allowances                  | Actual Amount  |
| Monthly Employer NI                 | Actual Amount  |
| Monthly Employer Pension            | Actual Amount  |
| <b>Total Direct Costs</b>           | <b>Total of Actual Amounts</b>   |
| Fixed Setup Fee (Month 1 ONLY)      | Current Fee  |
| Fixed Administration Charge         | Current Fee  |
| <b>Total Charge</b>                 | <b>Total Actual Charge + Setup fee in Month 1 and monthly administration fee</b> |

Direct Costs hold no element of uplift, over and above the actual donor monthly force cost of member of staff or officer.

### 2015/16 SECONDMENT NATIONAL CHARGES

The following charges have been set by National Policing Finance & Resources Business Area for the current year.

|                                     | Actual Cost Amount |
|-------------------------------------|--------------------|
| <b><u>Secondment Deployment</u></b> | <b>£</b>           |
| Fixed Secondment Setup Fee          | 50                 |
| Fixed Secondment Monthly Admin Fee  | 50                 |

The above charges are standard national rates and should be used by all forces. These rates will be updated on the 1<sup>st</sup> April each year.



## APPENDIX 2 - DECISION MATRIX

|   | Definition   | De-minimus                  |   | Sleep away from home  | Sleep not away from home            | Cost Grade   | Base of charging (Staff)           | Skill Banding | Admin Charge |
|---|--|-----------------------------|---|---|-------------------------------------|--------------|------------------------------------|---------------|--------------|
| <b>Reactive spontaneous deployment</b>                    | Deployment of 0 – 15 days  | De-minimus of 65hrs applies | Breach of de-minimus over a period of 15 days | When the 'away from home overnight allowance' or the 'hardship allowance' is paid the host force will be charged. | Charged for hours worked and travel | Grade 1      | Employable costs + overtime worked | Applies       | 5%           |
| <b>Serious/ Major incident – prolonged deployment</b>     | Deployment of 16 days – 90 days  | No de-minimus               |   | When the 'away from home overnight allowance' or the 'hardship allowance' is paid the host force will be charged. | Charged for hours worked and travel | Grade 2      | Employable costs + overtime worked | Applies       | 5%           |
| <b>Majority planned development / major planned event</b> | Request made in advance of event of planned requirement and for 91 days – 6 months or request made at least 90 days in advance | No de-minimus               |   | When the 'away from home overnight allowance' or the 'hardship allowance' is paid the host force will be charged. | Charged for period                  | Grade 3      | Employable costs + overtime worked | Applies       | 5%           |
| <b>Specialist staff deployment</b>                        | Request for specialist staff, mutual aid can be delivered in host force or providing force area                                | No de-minimus               |   | When the 'away from home overnight allowance' or the 'hardship allowance' is paid the host force will be charged. | Charged for period                  | Grade 2 or 3 | Employable costs + overtime worked | Applies       | 5%           |



**APPENDIX 3 - BANDING**

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

**Mounted resources are excluded from the above resource bandings, as due to their extreme scarce nature. Charges for Mounted provision are calculated using a standard formula presented in Appendix 8.**



## PREMIUM FACTORS

|                             |             |   |
|-----------------------------|-------------|---|
| <b>Normal Resource</b>      | <b>+0%</b>  | The above table illustrates a likely range of services that a Police Force may be requested to provide in the form of mutual aid. |
| <b>Enhanced Resource</b>    | <b>+10%</b> | The services may be provided either in person or remotely. The impact and grade of specialism, both to the supplying and the      |
| <b>Specialised Resource</b> | <b>+15%</b> | host force, has been considered to group roles under one of three bands of expertise. A full list of skills and skill groups is   |
| <b>Scarce Resource</b>      | <b>+25%</b> | held by NPoCC.  |

**NPoCC will provide interpretations and authorise any additions/changes to this list.**



## APPENDIX 4A – EMPLOYABLE COST FOR MUTUAL AID

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 grading shown in these guidelines, 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 mutual aid cost recovery rates for police officers for the different grades of mutual aid are outlined as follows:-

### Grade 1 Mutual aid

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

### Grade 2 Mutual aid

Charge basic salary hours worked x 1.33 for PC and Sgt and 1.25 for Insp and above

### Grade 3 Mutual aid

Charge basic salary hours worked x 1.33 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 when 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 part of the overall overheads of the force in these circumstances. When the deployment is delivered by way of an attachment, then the providing force should have the opportunity cost reflected in the recovery charges that are made.

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

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



**APPENDIX 4B – MUTUAL AID RATES 2015/16 – POLICE OFFICERS**

|                              | <b>Constable</b> | <b>Sgt.</b>   | <b>Insp.</b>  | <b>C/Insp.</b> | <b>Supt.</b>  | <b>C/Supt.</b> |
|------------------------------|------------------|---------------|---------------|----------------|---------------|----------------|
| <b>Standard Deployment</b>   | <b>£</b>         | <b>£</b>      | <b>£</b>      | <b>£</b>       | <b>£</b>      | <b>£</b>       |
| Basic Pay, (mid point)       | £31,656          | £39,821       | £49,748       | £53,892        | £68,792       | £81,434        |
| Unsociable Hours             | £1,200           | £1,500        | £1,900        | £2,100         | £0            | £0             |
| Allowances                   | £689             | £1,680        | £2,789        | £2,246         | £3,778        | £3,778         |
| National Insurance           | £2,644           | £3,645        | £5,224        | £5,748         | £7,726        | £9,471         |
| Annual Employable Cost       | £36,189          | £46,646       | £59,661       | £63,986        | £80,296       | £94,683        |
| Total Days                   | 365              | 365           | 365           | 365            | 365           | 365            |
| Annual Leave                 | 26               | 26            | 26            | 26             | 26            | 26             |
| Less rest days               | 104              | 104           | 104           | 104            | 104           | 104            |
| Less PHL                     | 9                | 9             | 9             | 9              | 9             | 9              |
| Less Training                | 8                | 8             | 8             | 8              | 8             | 8              |
| Less Sickness                | 11               | 11            | 11            | 11             | 11            | 11             |
| <b>Productive Days</b>       | <b>207</b>       | <b>207</b>    | <b>207</b>    | <b>207</b>     | <b>207</b>    | <b>207</b>     |
| Employable Cost - Daily Rate | £174.82          | £225.34       | £288.22       | £309.11        | £387.91       | £457.40        |
| Equivalent hourly rate       | £21.85           | £28.17        | £36.03        | £38.64         | £48.49        | £57.18         |
| <b>Grade 1 hourly rate</b>   | <b>£32.78</b>    | <b>£42.25</b> | <b>£45.03</b> | <b>£48.30</b>  | <b>£60.61</b> | <b>£71.47</b>  |
| <b>Grade 2 hourly rate</b>   | <b>£29.06</b>    | <b>£37.46</b> | <b>£45.03</b> | <b>£48.30</b>  | <b>£60.61</b> | <b>£71.47</b>  |
| <b>Grade 3 hourly rate</b>   | <b>£29.06</b>    | <b>£37.46</b> | <b>£45.03</b> | <b>£48.30</b>  | <b>£60.61</b> | <b>£71.47</b>  |

| <b>Attachment</b>              | <b>£</b>       | <b>£</b>       | <b>£</b>       | <b>£</b>       | <b>£</b>       | <b>£</b>       |
|--------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Annual employable cost         | £36,189        | £46,646        | £59,661        | £63,986        | £80,296        | £94,683        |
| Employers pension contribution | £8,758         | £11,288        | £14,438        | £15,485        | £19,432        | £22,913        |
| Revised Employable Cost        | £44,946        | £57,934        | £74,099        | £79,471        | £99,728        | £117,596       |
| <b>Attachment - daily rate</b> | <b>£217.13</b> | <b>£279.88</b> | <b>£357.96</b> | <b>£383.92</b> | <b>£481.78</b> | <b>£568.10</b> |

These rates are not examples, but the actual hourly rates that forces should use for mutual aid operations, subject to appropriate scarce resource enhancements.



**APPENDIX 4C – MUTUAL AID RATES 2015/16 – POLICE STAFF**

|                               | <b>SCP 9</b>  | <b>SCP 21<br/>e.g.<br/>PCSO</b> | <b>SCP 32<br/>e.g.<br/>SOCO</b> | <b>SCP 42</b> |
|-------------------------------|---------------|---------------------------------|---------------------------------|---------------|
| <b>Standard Deployment</b>    | <b>£</b>      | <b>£</b>                        | <b>£</b>                        | <b>£</b>      |
| Basic Pay, (mid-point)        | 16,884        | 23,509                          | 32,874                          | 42,535        |
| National Insurance            | £911          | £1,600                          | £2,574                          | £3,581        |
| <b>Annual Employable Cost</b> | <b>17,795</b> | <b>25,110</b>                   | <b>35,448</b>                   | <b>46,116</b> |

|                        |            |            |            |            |
|------------------------|------------|------------|------------|------------|
| Total Days             | 365        | 365        | 365        | 365        |
| Annual Leave           | 27         | 29         | 31         | 31         |
| Less weekends          | 104        | 104        | 104        | 104        |
| Less PHL               | 9          | 9          | 9          | 9          |
| Less Training          | 8          | 8          | 8          | 8          |
| Less Sickness          | 8          | 7          | 6          | 6          |
| <b>Productive Days</b> | <b>209</b> | <b>208</b> | <b>207</b> | <b>207</b> |

|                                     |               |                |                |                |
|-------------------------------------|---------------|----------------|----------------|----------------|
| <b>Employable Cost - Daily Rate</b> | <b>£85.14</b> | <b>£120.72</b> | <b>£171.25</b> | <b>£222.78</b> |
| <b>Equivalent hourly rate</b>       | <b>£11.76</b> | <b>£16.67</b>  | <b>£23.65</b>  | <b>£30.77</b>  |

| <b>Attachment</b>              | <b>£</b>      | <b>£</b>       | <b>£</b>       | <b>£</b>       |
|--------------------------------|---------------|----------------|----------------|----------------|
| Annual employable cost         | 17,795        | 25,110         | 35,448         | 46,116         |
| Superannuation <sup>1</sup>    | 2,651         | 3,741          | 5,282          | 6,871          |
| Revised employable cost        | 20,446        | 28,851         | 40,730         | 52,987         |
| <b>Attachment - daily rate</b> | <b>£97.83</b> | <b>£138.71</b> | <b>£196.76</b> | <b>£255.98</b> |

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.

<sup>1</sup> Metropolitan Police Superannuation Rates may need adjusting, due to local variations.



**APPENDIX 5 – VEHICLE COST RECOVERY**

| <b>Provision of vehicle only</b>            | <b>Daily rate</b> | <b>Miles per Litre</b> |
|---|-------------------|------------------------|
|   | <b>£</b>          |                        |
| Public order carrier                        | 50                | 5                      |
| General purpose van                         | 30                | 6                      |
| Marked car                                  | 35                | 6                      |
| Unmarked car                                | 25                | 7                      |
| Motorcycle                                  | 25                | 8                      |
| Firearms ARV                                | 40                | 5                      |
| Armoured vehicle                            | 50                | 4                      |
| Other specialist e.g. Mobile police station | 100               | N/A                    |
| Other motorised equipment                   | #                 | #                      |
|   |                   |                        |
|   |                   |                        |

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

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

# Recover actual cost on agreed basis



## APPENDIX 6 – ENABLING LEGISLATION

### SECTION 24 POLICE ACT 1996

Section 24 of the Police Act 1996 (as amended) 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 local policing body under section 15 solely to assist the police force maintained by that body 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 local policing body maintaining a police force which is assisted under this section must pay to the policing body 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 policing bodies 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.

### SECTION 98 POLICE ACT 1996

Section 98 of the Police Act 1996 relates to the provision of cross-border aid of one police force by another.

98(1) The chief officer of police of a police force in England or Wales may, on the application of the chief officer of a police force in Scotland or the chief constable of the Police Service of Northern Ireland, provide constables or other assistance for the purpose of enabling the Scottish force or the Police Service of Northern Ireland to meet any special demand on its resources.

98(2) The chief officer of a police force in Scotland may, on the application of the chief officer of police of a police force in England or Wales, the chief constable of the Police Service of Northern



Ireland or the Director General of the National Crime Squad, provide constables or other assistance for the purpose of enabling the English or Welsh force or the Police Service of Northern Ireland or the National Crime Squad to meet any special demand on its resources.

98(3) The chief constable of the Police Service of Northern Ireland may, on the application of the chief officer of police of a police force in England or Wales or the chief officer of a police force in Scotland or the Director General of the National Crime Squad, provide constables or other assistance for the purpose of enabling the English or Welsh force or the Scottish force or the National Crime Squad to meet any special demand on its resources.

98(3A) The Director General of the National Crime Squad may, on the application of the chief officer of a police force in Scotland or the Chief Constable of the Police Service of Northern Ireland, provide constables or other assistance for the purpose of enabling the Scottish force or the Police Service of Northern Ireland] to meet any special demand on its resources.

98(4) If it appears to the Secretary of State -

- (a) to be expedient in the interests of public safety or order that a police force or the National Crime Squad should be reinforced or should receive other assistance for the purpose of enabling it to meet any special demand on its resources, and
- (b) that satisfactory arrangements under subsection (1), (2), (3) or (3A) cannot be made, or cannot be made in time,

he may direct the chief officer of police of any police force in England or Wales, the chief officer of any police force in Scotland or the chief constable of the Police Service of Northern Ireland or the Director General of the National Crime Squad, as the case may be, to provide such constables or other assistance for that purpose as may be specified in the direction.

98(5) While a constable is provided under this section for the assistance of another police force or the National Crime Squad he shall, notwithstanding any enactment, -

- (a) be under the direction and control of the chief officer of police of that other force (or, where that other force is a police force in Scotland or the Police Service of Northern Ireland or the National Crime Squad, of its chief officer or the chief constable of the Police Service of Northern Ireland or the Director General of the National Crime Squad respectively); and
- (b) have in any place the like powers and privileges as a member of that other force has in that place as a constable.

98(6) The police authority maintaining a police force for which assistance is provided under this section shall pay to the police authority maintaining the force from which that assistance is provided such contribution as may be agreed upon between those authorities or, in the absence of any such agreement, as may be provided by any agreement subsisting at the time between all police authorities generally, or, in the absence of such general agreement, as may be determined by the Secretary of State.

98(6A) For the purposes of subsection (6), the Service Authority for the National Crime Squad shall be treated as a police authority and the National Crime Squad as the police force maintained by it.

98(7) In the application of this section to Scotland, any expression used in this section and in the Police (Scotland) Act 1967 shall have the same meaning in this section as in that Act.

98(8) "Constable", in relation to Northern Ireland, means a police officer within the meaning of the Police (Northern Ireland) Act 2000.



APPENDIX 7 - EXAMPLE PSU DEPLOYMENT COST

When requests for assistance are received by NPOCC, they are generally in common units, such as Police Support Units (PSU). An example costing of a pre-planned 10 hour (including travelling time) PSU deployment is shown below. The table excludes any appropriate vehicle and fuel costs, but includes a police officer public order driver in each serial.

| PSU/Search Team Mutual Aid Costs Excluding Transport |         |     |          |          |         |                  |                            |         |     |  |          |         |                   |  |  |  |  |  |  |
|--|---------|-----|----------|----------|---------|------------------|----------------------------|---------|-----|--|----------|---------|-------------------|--|--|--|--|--|--|
| Pre-Planned PSU - Grade 3 Mutual Aid                 |         |     |          |          |         |                  |                            |         |     |  |          |         |                   |  |  |  |  |  |  |
| Rank   | Hr Cost | Qty | Tour Hrs | O/T Rate | Admin   | 10hr Total       | Rank                       | Hr Cost | Qty | Tour Hrs                                     | O/T Rate | Admin   | 10hr Total        |  |  |  |  |  |  |
| PC - Level 2   | £21.85  | 21  | 10       | 1.33     | £305.18 | £6,408.75        | PC - Level 2               | £21.85  | 21  | 10   | 1.5      | £344.19 | £7,227.92         |  |  |  |  |  |  |
| SGT - Level 2  | £28.17  | 3   | 10       | 1.33     | £56.19  | £1,180.09        | SGT - Level 2              | £28.17  | 3   | 10   | 1.5      | £63.38  | £1,330.93         |  |  |  |  |  |  |
| Inspector  | £36.03  | 1   | 10       | 1.25     | £22.52  | £472.86          | Inspector                  | £36.03  | 1   | 10   | 1.25     | £22.52  | £472.86           |  |  |  |  |  |  |
| <b>PSU Total:</b>                                    |         |     |          |          |         | <b>£8,061.70</b> | <b>PSU Total:</b>          |         |     |  |          |         | <b>£9,031.70</b>  |  |  |  |  |  |  |
| <b>If Required</b>                                   |         |     |          |          |         |                  |                            |         |     | <b>If Required</b>                           |          |         |                   |  |  |  |  |  |  |
| Medic  | £21.85  | 2   | 10       | 1.33     | £29.06  | £610.36          | Medic                      | £21.85  | 2   | 10   | 1.5      | £32.78  | £688.37           |  |  |  |  |  |  |
| E.G  | £21.85  | 2   | 10       | 1.33     | £29.06  | £610.36          | E.G                        | £21.85  | 2   | 10   | 1.5      | £32.78  | £688.37           |  |  |  |  |  |  |
| <b>Extended PSU Total:</b>                           |         |     |          |          |         | <b>£9,282.42</b> | <b>Extended PSU Total:</b> |         |     |  |          |         | <b>£10,408.45</b> |  |  |  |  |  |  |
| Pre-Planned Search Team - Grade 3 Mutual Aid         |         |     |          |          |         |                  |                            |         |     | Spontaneous Search Team - Grade 1 Mutual Aid |          |         |                   |  |  |  |  |  |  |
| Rank   | Hr Cost | Qty | Tour Hrs | O/T Rate | Admin   | 10hr Total       | Rank                       | Hr Cost | Qty | Tour Hrs                                     | O/T Rate | Admin   | 10hr Total        |  |  |  |  |  |  |
| PC - Search  | £21.85  | 6   | 10       | 1.33     | £87.19  | £1,743.88        | PC - Search                | £21.85  | 6   | 10   | 1.5      | £98.34  | £2,065.12         |  |  |  |  |  |  |
| SGT - Search   | £28.17  | 1   | 10       | 1.33     | £18.73  | £374.63          | SGT - Search               | £28.17  | 1   | 10   | 1.5      | £21.13  | £443.64           |  |  |  |  |  |  |
| <b>Team Total:</b>                                   |         |     |          |          |         | <b>£2,118.51</b> | <b>Team Total:</b>         |         |     |  |          |         | <b>£2,508.76</b>  |  |  |  |  |  |  |
| <b>If Required</b>                                   |         |     |          |          |         |                  |                            |         |     | <b>If Required</b>                           |          |         |                   |  |  |  |  |  |  |
| Medic  | £21.85  | 0   | 10       | 1.33     | £0.00   | £0.00            | Medic                      | £21.85  | 0   | 10   | 1.5      | £0.00   | £0.00             |  |  |  |  |  |  |
| E.G  | £21.85  | 0   | 10       | 1.33     | £0.00   | £0.00            | E.G                        | £21.85  | 0   | 10   | 1.5      | £0.00   | £0.00             |  |  |  |  |  |  |
| <b>Extended PSU Total:</b>                           |         |     |          |          |         | <b>£2,118.51</b> | <b>Extended PSU Total:</b> |         |     |  |          |         | <b>£2,508.76</b>  |  |  |  |  |  |  |



## APPENDIX 8 – EXAMPLE DAILY HORSE COST CALCULATION

Police Horses are challenging to charge for under a simple Mutual Aid cost/hour, without understanding the full cost. When requests for assistance are received by NPoCC, they are generally very rare resources and comply with the following ‘rules’:

- A horse cannot come on its own.
- A horse and rider need a multi-horse (perhaps up to 6 horses) ‘horse box’ and groom/driver.
- A horse needs livery (provided for by the local force) and somewhere to relax between duties (also provided for by the local force).

To estimate the charge for a horse, the following formula might be suitable:

$$\begin{aligned}
 \text{Estimated Cost} = & \text{Cost of Mounted Officers using ACPO Guidance} + \\
 & ( \text{Horse Box +Driver/Groom} ) * \\
 & \text{No. Days} + \\
 & ( \text{Daily Horse Cost} * \\
 & \text{No. of Days} ) + \\
 & \text{Consumables} + \\
 & \text{Mileage (assuming local force provides livery and off duty area).}
 \end{aligned}$$

Within this formula, most variables are calculable, but it is recommended that the Daily Horse Cost is calculated as follows:

$$\begin{aligned}
 \text{Daily Horse Cost} = & \text{(Annualised contribution to replacement cost} + \\
 & \text{Annual Cost of Vet} + \\
 & \text{Annual Cost of Training} + \\
 & \text{Annual Cost of Feed} + \\
 & \text{Annual Tack Cost} + \\
 & \text{Annual Cost of Serviced Stables and Grazing )} - \\
 & \text{Any applicable Annual Income / Sponsorship}
 \end{aligned}$$

**divided by**

usefulAnnual Work Days

The cost of horses is likely to be different, depending on the force providing the resource.

