

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.

Document information

Protective marking:	NOT PROTECTIVELY MARKED
Author:	Linda Waters
Force/Organisation:	Thames Valley Police
NPCC Coordination Committee Area:	Finance
APP/Reference Material	Reference Material
Contact details:	01234 842 800
Review date:	April 2018
Version:	10.3

These revised guidelines have been produced and approved by the NPCC Finance Coordination Committee. This document was considered and approved by the Professional Practice Gateway Group on the 15 July 2013 as reference material to Authorised Professional Practice (APP). This document was originally approved by ACPO Cabinet on 4 March 2009. It will be updated and re-published as necessary.

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.

© 2017 – NPCC



Contents

1. INTRODUCTION	3
2. BACKGROUND	3
3. DEFINING THE CATEGORIES OF MUTUAL AID	4
4. MUTUAL AID COST RECOVERY	4
4.2 EMERGENCY/SPONTANEOUS DEPLOYMENT.....	5
4.3 PLANNED DEPLOYMENT/ EVENT	5
4.4 SPECIALIST STAFF DEPLOYMENTS	6
5. THE PROVISION OF MUTUAL AID	6
6. OTHER ISSUES.....	6
6.8 POLICE STAFF	7
6.9 OTHER COSTS.....	7
7. PERIODIC REVIEW OF ARRANGEMENTS.....	9
8. APPENDICES.....	9
APPENDIX 1 - SECONDMENT CHARGING AND RATES FOR 2016/17	10
SECONDMENT CHARGING FORMULA.....	10
2017/18 SECONDMENT NATIONAL CHARGES.....	10
APPENDIX 2 - DECISION MATRIX	11
APPENDIX 3 - BANDING	12
PREMIUM FACTORS.....	13
APPENDIX 4A – EMPLOYABLE COST FOR MUTUAL AID.....	14
APPENDIX 4B – MUTUAL AID RATES 2016/17 – POLICE OFFICERS	15
APPENDIX 4C – MUTUAL AID RATES 2016/17 – POLICE STAFF	16
APPENDIX 5 – VEHICLE COST RECOVERY	17
APPENDIX 6 – ENABLING LEGISLATION	18
SECTION 24 POLICE ACT 1996	18
SECTION 98 POLICE ACT 1996	18
APPENDIX 7 - EXAMPLE PSU DEPLOYMENT COST	20
APPENDIX 8 – EXAMPLE DAILY HORSE COST CALCULATION	21



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 or, 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 an area.
- 1.4 The 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 had been used to support mutual aid and its funding.
- 1.5 The guidance seeks to reflect the current payment arrangements for the provision of 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.
- 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 Service 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 had, historically, developed their own mutual aid protocols. Generally, these involve neighbouring forces providing mutual support, principally in response to public order events, which were 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 Three 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. **Planned Deployment/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 alone police the event and provide appropriate resilience in the rest of its force area;
 - iii. **Specialist Staff Deployments:** - For example, hostage/kidnap negotiators where a host force does not have sufficient specialist staff to fulfil local requirements.
- 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 national framework of the cost involved. This approach is used in the three 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 officers 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 PLANNED DEPLOYMENT/ EVENT

- 4.3.1 Officers and staff engaged on planned deployment/event 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](#).
- 4.3.5 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 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 Planned Deployment/Event undertaking.
- 4.3.6 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.

4.4 SPECIALIST STAFF DEPLOYMENTS

- 4.4.1 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.
- 4.4.2 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.
- 4.4.3 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 related historically 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 0 Mutual Aid is for Bank Holiday deployments, Grade 1 Mutual Aid corresponds to an emergency/ spontaneous deployment and Grade 2 Mutual Aid corresponds to a planned deployment/event. (Please note Grade 0 takes precedence, regardless whether spontaneous or planned deployment of Mutual Aid.)
- 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 police officer/staff roles 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 more 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 at appropriate overtime rates.

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 Planned Deployment/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 provision for the making of enhanced charges for mutual aid deployments that occur on public holidays, through the use of Grade 0, detailed in [Appendix 4A](#).
- 6.9.15 Any Inspector bonus/allowances for deployments such as Mutual Aid are considered by the NPCC outside the remit of the ***National Guidelines on Charging for Police Services: Mutual Aid Cost Recovery*** and not reclaimable from a recipient of the Mutual Aid.
- 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.
- 6.11 Mutual Aid that is cancelled within 16 days of initial deployment will incur a cost, reflecting the officer hours and resources that were uncancellable without cost to the donor force. Donor forces will endeavour to redeploy resources to reduce the cost to the host force, thus reducing any incurred charges (which still incur 5% administration uplift.)



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 2016/17;

[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 a NPoCC-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 2016/17

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

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

2017/18 SECONDMENT NATIONAL CHARGES

The following charges have been set by National Policing Chiefs Council – Finance Coordination Committee (NPCC-FCC) for the current year.

	Actual Cost Amount
<u>Secondee Deployment</u>	£
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 1st 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
Bank Holiday	Notice not Applicable, but Bank Holiday starts 07:00 on day of Bank Holiday and ends 06:59 the next day	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 0	Employable costs + overtime worked	Applies	5%
Reactive spontaneous deployment	Notice of 0 – 15 days	De-minimus of 65hrs applies to PSUs	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%
Planned event	Notice of over 15 days provided	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	Employable costs + overtime worked	Applies	5%
Specialist staff deployment	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 depends on notice and if National Holiday	Employable costs + overtime worked	Applies	5%



APPENDIX 3 - BANDING

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

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

Bandings apply to both Police Officers and Police Staff in roles identified, excluding Special Constabulary.

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 and police staff for the different grades of mutual aid are outlined as follows:-

Grade 0 Mutual aid – Bank Holiday

Charge basic salary hours worked x 2.0 for PC, Sgt & Police Staff and x 1.25 for Insp and above

Grade 1 Mutual aid

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

Grade 2 Mutual aid

Charge basic salary hours worked x 1.33 for PC & Sgt, x 1.5 for Police Staff and x 1.25 for Insp and above

Grade 3 Mutual aid

Not in used

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 police officers and staff for relatively short deployments is borne by the providing force. Over time, these costs are recovered and the police officer or staff member remains a long term asset to that force. The pension contributions for police 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 2 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 2017/18 – POLICE OFFICERS

	Constable	Sergeant	Inspector	C/Inspector	Supt	C/Supt
Standard Deployment	£	£	£	£	£	£
Basic Pay	£32,486	£41,029	£50,750	£54,992	£70,351	£82,729
Unsociable Hours	£1,200	£1,500	£1,900	£2,100	£0	£0
Allowances	£696	£1,697	£2,817	£2,268	£3,816	£3,816
National Insurance	£3,645	£4,770	£6,166	£6,779	£8,609	£10,317
Employment Sub-Total	£38,027	£48,995	£61,633	£66,140	£82,776	£96,862
National Government Levies	£190	£245	£308	£331	£414	£484
Annual Employable Cost	£38,217	£49,240	£61,941	£66,471	£83,190	£97,346
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
Productive Days	207	207	207	207	207	207
Employable Cost - Daily Rate	£184.62	£237.88	£299.23	£321.11	£401.88	£470.27
Equivalent hourly rate	£23.08	£29.73	£37.40	£40.14	£50.24	£58.78
Grade 0 hourly rate - BH	£46.16	£59.47	£46.75	£50.17	£62.79	£73.48
Grade 1 hourly rate	£34.62	£44.60	£46.75	£50.17	£62.79	£73.48
Grade 2 hourly rate	£30.69	£39.55	£46.75	£50.17	£62.79	£73.48

Attachment	£	£	£	£	£	£
Annual employable cost	£38,217	£49,240	£61,941	£66,471	£83,190	£97,346
Employers pension contribution	£7,861	£9,929	£12,281	£13,308	£17,025	£20,020
Revised Employable Cost	£46,078	£59,169	£74,222	£79,779	£100,214	£117,367
Attachment - daily rate	£222.60	£285.84	£358.56	£385.40	£484.13	£566.99

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 2017/18 – POLICE STAFF

	SCP 9	SCP 21 e.g. PCSO	SCP 32 e.g. SOCO	SCP 42
Standard Deployment	£	£	£	£
Basic Pay, (mid-point)	16,755	22,671	31,938	45,066
National Insurance	1,214	2,031	3,310	5,121
Employment Sub-Total	£17,969	£24,702	£35,248	£50,187
National Government Levies	90	124	176	251
Annual Employable Cost	£18,059	£24,826	£35,424	£50,438

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
Productive Days	209	208	207	207

Employable Cost - Daily Rate	£86.41	£119.35	£171.13	£243.66
Equivalent hourly rate	£11.93	£16.49	£23.64	£33.65

Grade 0 hourly rate	£23.87	£32.97	£47.27	£67.31
Grade 1 hourly rate	£17.90	£24.73	£35.46	£50.48
Grade 2 hourly rate	£17.90	£24.73	£35.46	£50.48

Attachment	£	£	£	£
Annual employable cost	18,059	24,826	35,424	50,438
Superannuation [1]	2,496	3,378	4,759	6,715
Revised employable cost	20,555	28,203	40,183	57,153
Attachment - daily rate	£98.35	£135.59	£194.12	£276.10

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 allowances, which will also require reimbursement. 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

Provision of vehicle only	Daily rate	Miles per Litre
	£	
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 sections 2 and 4 of the Police Reform and Social Responsibility Act 2011 (“the 2011 Act”), be under the direction and control of the chief officer of police of that other force.

24(3A) While a member of the civilian staff of a police force maintained under section 2, or a member of the civilian staff of the metropolitan police force, is provided under this section for the assistance of another police force, that member of staff is, notwithstanding section 2 or 4 of the 2011 Act, 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 for which assistance is provided under this section shall pay to the local policing body maintaining the force from which that assistance is provided such contribution as may be agreed upon between those bodies or, in the absence of any such agreement, as may be provided by any agreement subsisting at the time between all local policing bodies generally, or, in the absence of such general agreement, as may be determined by the Secretary of State.

24(4A) This section shall apply in relation to the British Transport Police Authority, the British Transport Police Force and the Chief Constable of that Force as it applies to a local policing body, a police force and a chief officer of police respectively, and for that purpose the reference in subsection (3) to section 2 and 4 of the 2011 Act shall be construed as including a reference to the scheme made under Section 24(2) of the Railways and Transport Safety Act 2003.

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 and may be subject to charges outside the remit of this guidance when being provided by the Police Service of Northern Ireland.

98(1) The chief officer of police of a police force in England or Wales may, on the application of the chief constable of the Police Service of 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 constable of the Police Service of Scotland may, on the application of the chief officer of police of a police force in England or Wales or the chief constable of the Police Service of Northern Ireland provide constables or other assistance for the purpose of enabling the English or Welsh force or the Police Service of Northern Ireland 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 constable of the Police Service of Scotland provide constables or other assistance for the purpose of enabling the English or Welsh force or the Scottish force 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 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) or (3) 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 constable of the Police Service of Scotland or the chief constable of the Police Service of Northern Ireland, 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 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 the Police Service of Scotland or the Police Service of Northern Ireland, of the chief constable of that Service 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 local policing body maintaining a police force for which assistance is provided under this section shall pay to the local policing body maintaining the force from which that assistance is provided such contribution as may be agreed upon between those bodies or, in the absence of any such agreement, as may be provided by any agreement subsisting at the time between all local policing bodies generally, or, in the absence of such general agreement, as may be determined by the Secretary of State.

98(6B) In this section “local policing body” includes –

(a) the Scottish Police Authority and

(b) the Northern Ireland Policing Board

98(7) In the application of this section to Scotland, any expression used in this section and in the Police and Fire Reform (Scotland) Act 2012 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 often 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	£23.08	21	10	1.33	£322.28	£6,767.93	PC - Level 2	£23.08	21	10	1.5	£363.48	£7,633.00
SGT - Level 2	£29.45	3	10	1.33	£58.76	£1,233.96	SGT - Level 2	£29.45	3	10	1.5	£66.27	£1,391.69
Inspector	£37.06	1	10	1.25	£23.16	£486.37	Inspector	£37.06	1	10	1.25	£23.16	£486.37
PSU Total:						£8,488.26	PSU Total:						£9,511.06
If Required													
Medic	£23.08	2	10	1.33	£30.69	£644.56	Medic	£23.08	2	10	1.5	£34.62	£726.95
E.G	£23.08	2	10	1.33	£30.69	£644.56	E.G	£23.08	2	10	1.5	£34.62	£726.95
Extended PSU Total:						£9,777.39	Extended PSU Total:						£10,964.97
Pre-Planned Search Team - 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 - Search	£23.08	6	10	1.33	£92.08	£1,841.61	PC - Search	£23.08	6	10	1.5	£103.85	£2,180.86
SGT - Search	£29.45	1	10	1.33	£19.59	£391.73	SGT - Search	£29.45	1	10	1.5	£22.09	£463.90
Team Total:						£2,233.35	Team Total:						£2,644.75
If Required													
Medic	£23.08	0	10	1.33	£0.00	£0.00	Medic	£23.08	0	10	1.5	£0.00	£0.00
E.G	£23.08	0	10	1.33	£0.00	£0.00	E.G	£23.08	0	10	1.5	£0.00	£0.00
Extended PSU Total:						£2,233.35	Extended PSU Total:						£2,644.75
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	£23.08	6	10	1.33	£92.08	£1,841.61	PC - Search	£23.08	6	10	1.5	£103.85	£2,180.86
SGT - Search	£29.45	1	10	1.33	£19.59	£391.73	SGT - Search	£29.45	1	10	1.5	£22.09	£463.90
Team Total:						£2,233.35	Team Total:						£2,644.75
If Required													
Medic	£23.08	0	10	1.33	£0.00	£0.00	Medic	£23.08	0	10	1.5	£0.00	£0.00
E.G	£23.08	0	10	1.33	£0.00	£0.00	E.G	£23.08	0	10	1.5	£0.00	£0.00
Extended PSU Total:						£2,233.35	Extended PSU Total:						£2,644.75



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

useful Annual Work Days

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

