

SI1517

Charging for Special Police Services

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The objective of the Service Instruction is to provide a framework for Officers and Staff to determine the level and extent of any charges to be applied upon receipt of a request to provide special police services, including any levels of abatement.

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1. Objective

The objective of the Service Instruction is to provide a framework for Officers and Staff to determine the level and extent of any charges to be applied upon receipt of a request to provide special police services.

2. Defining Services

Special Police Services are defined as: provision of police services over and above core policing at the request of a person or organisation. Payment for the services is the subject of a contractual arrangement with implication for prior agreement on both sides. The categories of events that this procedure relates to are detailed at point [4](#).

The chargeable footprint of any event needs to be agreed, as special police services can only be charged for within the event boundary, and other land owned, leased or controlled by the event organiser. Where police resources are not required within an event footprint no charges can be levied to the event organiser.

3. Risk Assessment of Event

The level of policing required in support of events/enterprises is a matter for the Chief Constable to determine. This will be undertaken by operational planning/events management teams at a local level and should encompass a risk assessment of the event encompassing the need to ensure:

- Prevention and detection of crime;
- Preventing or stopping breaches of the peace;
- Activation of a contingency plan where there is an immediate threat to life;
- Traffic regulation.

The assessment should be based on the size and scale of the event and the levels of resources and safeguards put in place by the event organiser, as well as the outcomes of any previous events held.

Event organisers/promoters should be made properly aware of the nature and options available to them that could reduce the level of police resources required.

4. Categorisation Process

There are five categories of events:

Commercial events and/or enterprises

A commercial event is one where there is financial gain or profit to the organiser/company/organisation without specific community/charitable benefit - usually but not exclusively through members of the public having to pay an entrance fee to gain access to the event.

Non-commercial events and /or enterprises

Non-commercial events can cover charitable, community and not for profit events. These events will be characterised by the distribution of any financial-gains to a charitable or community cause. Those organising the events do so on a voluntary basis for the benefit of participants and spectators.

Sporting events (both commercial and non-commercial)

Sporting events will include professional and amateur sports and both commercial and non-commercial ventures.

Northern Ireland Executive sponsored events/enterprises

These events or enterprises have a significant element of Northern Ireland

investment including substantial taxpayer monies.

Statutory events reflecting constitutional rights or processes

These are event such as parades, legal protests and Constitutional events.

5. Charging Levels

Each of the categories noted may be subject to different levels of charging as set out below:

Commercial events and/or enterprises

Where an event and/or enterprise is classified as Commercial, the organiser **will be charged the full economic cost** of the special police service provided.

Any proposal to depart from the principle of full cost recovery should only be made on exceptional grounds and requires the approval of a Chief Officer.

Non-commercial events and /or enterprises

In order to recognise that these events are substantially different in nature to commercial, profit making, any event and/or enterprise classified as non-commercial

will be subject to a scoring process to determine whether a full, partial or no charge should be made. Details of the scoring methodology are set out in [Appendix A](#).

NB: The level of abatement of any such charges does not impact on the process for determining the level of police resources required.

Sporting events

Sporting events must be classified as either commercial or non-commercial in order to determine the overall level of charging. Where the classification is unclear the scoring methodology should be undertaken to provide clarity over the level of charges to be applied.

Northern Ireland Executive sponsored events/enterprises

Events or enterprises which have a significant element of Northern Ireland investment including substantial tax payer monies should be initially classified to determine the level of charging that would be normally levied. Chief Officers will be consulted as to whether or not any further abatement to charges is appropriate. Any shortfall will be regarded as the PSNI's

contribution in kind to the event/enterprise's overall strategic objectives.

Statutory events reflecting constitutional rights or processes

The policing of such events will be regarded as part of core policing and no charge will be for any such event.

6. Small Scale Events

Where an event is assessed as able to be policed by the normal level of local policing deployment, such deployments should be treated as part of the visibility and local reassurance components of local policing. As such, policing of small scale events under these conditions should then attract no charge. Where the event is commercial in nature or the force is supplying services under commercial or market conditions, then even small deployments can, however, be charged.

7. Charging Rates and Payment

Special Police Services will be charged at a rate to reflect the full economic cost of the services provided. This calculation includes all properly attributable costs,

including contributions to administrative and general overheads. The rates are shown in [Appendix B](#).

Once the total level of resource has been defined and costed a formal agreement should be drawn up between PSNI and the organiser and signed by both parties in advance of the event. If there are any queries or issues with regards to the wording of the agreement legal services should be contacted in the first instance to seek advice and guidance on completion.

A copy of this agreement should then be passed to PSNI finance to raise and issue an invoice. Instances of non-payment of charges will be recorded and noted as part of future feedback and negotiations.

8. Feedback

Appropriate feedback should be provided to the event organiser/promoter after an event has taken place. Where there was a

significant element of crime and disorder arising from the event the impact of this on future policing requirements should be made known to the event organiser and any relevant interested parties or government organisations.

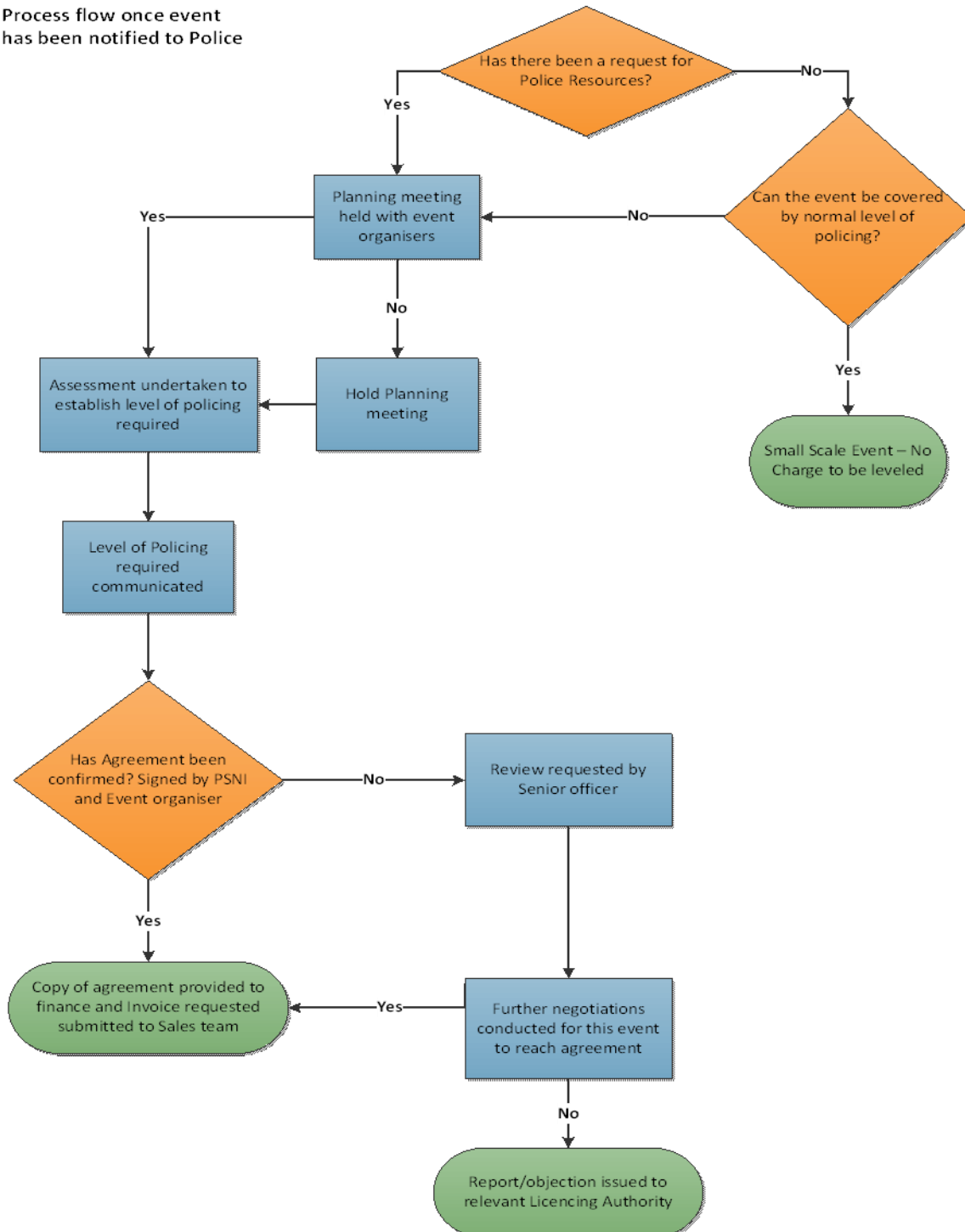
A half yearly return will be published in order to monitor the level and incidents of charging across the service. The return will include details of all events during the period where special police services were provided, whether charges were abated and if so the level of abatement, along with the total amount charged for the services provided.

Returns will be periodically reviewed by an internal panel headed by ACC District policing to ensure that there is a consistent application.

A consolidated return will be made available on the PSNI internet.

9. Process Flow Chart

Process flow once event has been notified to Police



Appendix A Flowchart Process

Consideration must be given to abatement to charges for non-commercial events. In order to provide a transparent approach to decision making the scoring process set out below should be undertaken to determine whether a full, partial or no charge should be made for an event. Templates should be completed to include rationale for any scoring and if requested made available to event organisers to back up the level of policing required

Event Name: _____
 Event Number: _____
 Competed by: _____
 Date: _____

Criteria	Assessment	Range of Scores	Score Applied	Rationale
Identified Promoter	The existence of a promoter clearly identifies a commercial event. This can also be an organiser of a significant non commercial event and can also be implied – e.g. for sports matches.	0 to 5		
Premises Licence / Safety Certificate required	Most large defined events require a Premises Licence or a Safety Certificate to operate. Detail of the event capacity and the licensable activities are strong indicators of a significant event.	0 to 5		
Stewards used	This also characterises a major event –but can also be the basis of a reduction in police input leading to reduced charges.	-5 to 0		
Payment on entry	A key determinant of a commercial event. It can also be a factor of a major noncommercial event.	0 to 10		
Performers paid	Can also underline a commercial event or a major charitable/ non commercial event.	0 to 10		
Trader concessions	A secondary indicator of the size of an event – one anticipating a large number of attendees	0 to 10		
Nature of the event	Commercial for profit, not commercial or a private event / function.	0 to 10		
Proceeds to charity	This is an indicator of possible abatement, depending on other safety issues and the size of the event	-5 to 0		
Detrimental Community Impact	This is how a community will be affected by the holding of the event such as increased traffic flow, disruption and disorder.	0 to 10		
Community Value	This covers the reasons that an event should go ahead. An event that has strong traditions or promotes the values of community cohesion will have added community value.	-10 to 0		
Additional policing	This can give an indication that significantly more policing than the normal	0 to 10		
Normal deployment	This would, in conjunction with the above, give an indication of the level of additional chargeable policing resources provided.	-5 to 0		

Total Score A score of 0-6 would mean no charge, 7-15 would incur a 25% charge, 16-25 would incur a 50% charge, 26-35 a 75% charge, all events with a score of 35+ would be subject to full cost recovery.

Total Score

0	No Charge
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Appendix B Charging Rates for Special Police Services

PSNI will take steps to maximise income through the recovery of costs for special police services when it is in the interests of the PSNI and the community to do so.

The current charges for uniformed officers and frequently requested staff grades are listed below. Costs for other Police Officer and Police Staff grades are available on request.

The figures in Table 1 below include:

- Averages basic Pay and permanent allowances
- Employers Pension liability
- Earnings related national insurance Contributions (ERNI)
- A Service charge for recovery of non-pay and support overheads.
- Overtime premium

Table 1- Hourly rates from 1 February 2017

Uniform and CID	Total Hourly rate £	Support Staff	Total Hourly rate £
Chief Superintendent	108.79	Grade 7	54.36
Superintendent	95.21	Deputy Principal	41.83
Chief Inspector	76.05	Staff Officer	32.69
Inspector	69.82	Executive Officer I	29.31
Sergeant	70.96	Executive Officer II	26.23
Constable	63.24	Administrative Officer	22.81
Part Time Reserve Officer	17.35		

Additional charges may be made to include a Short Notice/Public Holiday premium, if the deployment is on a Public Holiday or PSNI is unable to provide Officers with more than 5 days' notice to perform the requested duties.

Appendix C Contact Us

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Finance

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