



Service Policy: FINPOL01 Charging Policy

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Document Control:

Active date	Review date	Author	Editor	Publisher
01.03.2021	01.04.2025			

Amendment History:

Version	Date	Author	Reasons for Change
1.0	APRIL 2021		New Policy
1.1	01/03/22		Annual Review – No Change
1.2	01/03/23		Annual Review – No Change
1.3	01/03/24		Annual Review – No Change

Equalities Impact Assessment:

Initial	Full	Date	Reviewed by	Comments
	x		ED&I Team	Held on portal

Civil Contingencies Impact Assessment:

Date	Reviewed by	Comments
		Not applicable

Related Documents:

Doc. Type	Ref No.	Title	Location
Policy	PREPOL07	Spate Conditions	MFRS Portal/Ops Preparedness
SI	0773	Charging for Services of the Fire Authority	MFRS Portal/Service Instructions
SI	0881	Consultation and Engagement Framework	MFRS Portal/Service Instructions
SI	0803	Special Service Incidents	MFRS Portal/Service Instructions

Distribution List:

Name	Position	I/R

Sign-Off List:

Name	Position
	Treasurer

Target audience:

All MFRS	Principal Officers	Senior Officers	Operational Crews	Fire Safety	Community Fire Safety	Support Staff
X						

Ownership:

FOI exemption required?	Yes	URL
	No	X Reason

Legislation:

Title
Fire & Rescue Services (England) Order 2004
The Localism Act 2011

Contact:

Department	Email	Telephone ext.
██████████	████████████████████	██████████

FINPOL01 – CHARGING POLICY:**1. Policy Introduction and Background:**

- Fire Authorities are entitled to recover income from a range of discretionary fees and charges. This is in accordance with the schedule of authorised charges issued under the Fire & Rescue Services (England) Order 2004. The Authority may only charge for services as permitted by this Order.
- The Localism Act 2011 amended the Fire and Rescue Services Act 2004 by allowing the Authority to charge a person or organisation for any action taken by the Authority on a cost recovery basis only.
- The Service raises approximately 1,000 sales invoices per year for fees, charges, contributions and rent. This equates to income of approximately £2.5m and helps balance the annual budget. Any loss or reduction in the amount of budgeted income would require compensatory savings to be made elsewhere in order to balance the budget.
- Consistent with its strategy for prudent financial management, the Authority will continue to recover income from the permitted range of discretionary fees and charges.
- This policy formalises those arrangements, provides details about the fees and charges and how they are calculated, and sets out the treatment of Chargeable Special Services at operational incidents.
- There is an obligation to ensure that discretionary fees and charges are recovered to prevent the Authority becoming the 'supplier of choice' due to providing some services 'free of charge,' in direct competition with businesses providing similar services. This results both in the loss of business for such organisations and for the Authority a loss of revenue to HMRC due to the lack of VAT collected.

2. Policy Explanation:

- As part of its Medium-Term Financial Plan to deliver a balanced budget (and in accordance with Financial Regulations), the Authority will seek to ensure that all income is recovered from discretionary fees and charges, based on the principle of cost recovery.
- The charges and their calculation will be both proportionate and transparent and so the charges that can be levied are applied consistently and equitably across all service users.
- Details about the 'Charging Policy' will be published on the Authority's website and service users signposted to that where appropriate.

- The Authority currently charges for:
 - Commercial Training
 - Conference Facilities
 - Special Services
 - Incident Reports \ Interviews (Videos \ Photographs)
 - Private Hydrants \ Dry Riser Tests
 - Fire Safety Equipment
 - Explosive Licences \ Amendments
 - Petrol Certificates
 - Cadet Uniforms
 - Automatic Fire Alarms
 - Reinforcing Moves
 - Events
- Where new charges are proposed, there is a requirement to consult with any persons considered appropriate. Advice about who to consult with and how consultation should be undertaken will be provided by Strategy & Performance. No new charge will be made without prior consultation as required.

3. Policy Implementation:

- The Authority will continue to collect discretionary fees and charges in those areas it does currently.
- The methodology for calculating discretionary fees and charges is set out in SI0773 (Charging for Services of the Fire & Rescue Authority). This also includes details about how rates are uplifted annually, where appropriate.
- The charges include those for 'Special Services'. Fire services attend both emergency and non-emergency incidents. They cannot charge for attendance at emergency incidents but they do have discretion to charge for attendance at some types of non-emergency incidents. These non-emergency incidents are referred to as 'Special Services' and only a limited range of these are permitted to be 'Chargeable Special Services' as defined by the Fire and Rescue Services (England) Order 2004.
- Details about attending 'Special Services' and the treatment of those that are deemed chargeable are set out in SI0803 (Special Service Incidents).
- For other services (i.e. Commercial Training and Automatic Fire Alarms) formal contracts and licence agreements are in place that explain the contractual arrangements under which fees and charges are made. The basis of those charges is consistent with the principals set out in SI0773.

All Policies can be found on the [Website](#)