



FINANCE AND PROCUREMENT

CHARGING POLICY

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Version	Change	Who	When
1.0	First version issued	Bruce Hammond, Finance Business Partner	01/04/2016
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SCOTTISH
FIRE AND RESCUE SERVICE

Working together for a safer Scotland

FINANCE AND CONTRACTUAL SERVICES

FINANCE AND PROCUREMENT

CHARGING POLICY

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1. INTRODUCTION

The Scottish Fire and Rescue Service (SFRS) is required to prevent and protect our communities from fire, enforce fire legislation, investigate fire and provide fire and rescue emergency response to our communities. No charges are levied for these services.

Charges may, however, be levied for special services supplied by SFRS in line with the powers set out within the Fire (Scotland) Act 2005, Fire (Charging) (Scotland) Order 2005 and Fire (Additional Functions) (Scotland) Order 2005.

2. CHARGING FOR SERVICES

2.1 Special Services

Examples of special services are (not exhaustive):

- Lift releases;
- Effecting entry to premises;
- Pumping water;
- Clearing spillages of hazardous materials;
- Provision of Fire Cover at major, national and commercial events (e.g. events at Murrayfield/Hampden, music festivals, sporting events);
- Making dangerous structures safe using height appliance;
- Inspection of private hydrants;
- Inspection of dry risers;
- Testing water pumps.

All special services are undertaken subject to emergency commitments and responsibilities of SFRS. If this service is terminated or interrupted due to an

emergency call or other responsibilities confirmed by SFRS at any time, a claim for compensation cannot be made.

2.2 Requests for Information

Charges may be levied for requests of information. These will include:

- Precognition charges in respect of fire service representation at legal hearings;
- Administrative costs of providing copy fire reports and copy investigation reports;
- Administrative costs of responding to Freedom of Information requests where these exceed £100. Where the cost of disclosure is less than £100, there will be no charge;
- Provision of other information not covered by the Freedom of Information (Scotland) Act, e.g. documents, photographs, tape, video or recordings.

2.3 Third Party Use of Premises

SFRS will continue to work collaboratively with other public and third sector organisations to share facilities where there is mutual benefit. A Property Sharing Agreement will formalise the terms of use. SFRS uses an agreed cost recovery model that apportions the operating cost of the building.

SFRS offers parking areas to other emergency vehicles as a tactical response location. Parking and use of facilities for this purpose alone will not incur charges.

SFRS offers local fire stations for community or charitable events and groups. Local and community based organisations which are not for profit in nature will not be charged for incidental use of meeting rooms in fire stations. Any additional costs incurred in providing this service, for example, additional cleaning or refuse collection,

will, however, be re-charged to the relevant group, based on costs incurred.

On request, SFRS may also offer ad hoc venues or facilities for hire to other public bodies, voluntary organisations or private companies. For venue hire, the charge will be based on the size of facility being hired.

2.4 Training and Other Miscellaneous Services

SFRS may offer training on request to other public bodies or private companies. Where this is the case, an amount will be charged commensurate with the actual costs of providing the training.

SFRS will, from time to time, offer ad hoc services to affiliated charities and other organisations by agreement. The charge for providing this service will be on a cost recovery basis.

2.5 Trades Union Commission Fees

SFRS provides a service to trade unions by making deductions from payroll in relation to membership fees. SFRS charges a percentage commission fee of the total payroll deduction.

3. APPLICATION OF CHARGES

All charges levied during a year will be based on the agreed charges for that year and will continue until superseded.

Charges using an hourly rate will be based on a minimum of one hour's charge and increased by a quarter of the hourly charge for each complete or part-complete 15-minute period thereafter.

No discounts can be offered on charges.

Where appropriate, Value Added Tax at the prevailing rate will be added to each published charge at the point of charging.

4. MEASURING AND REVIEW

The charges will be reviewed on an annual basis and increased in line with pay awards over the preceding year and other relevant inflation, e.g. fuel prices.

Current charges will be published on the SFRS website and updated on 1 April each year.

5. ASSOCIATED DOCUMENTS / REFERENCES

SFRS Scale of Charges

[Fire \(Scotland\) Act 2005](#)

[Fire \(Charging\) \(Scotland\) Order 2005](#)

[Fire \(Additional Functions\) \(Scotland\) Order 2005](#)

[Freedom of Information \(Scotland\) Act 2002](#)