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**WEST YORKSHIRE
POLICE**

Information Management

PO Box 9
Wakefield
WF1 3QS

Information Management

Tel: 01924 296006

20 May 2020

Dear Sir or Madam,

RE: Changes to the fees from 1st June 2020 for Private Family Law Disclosure Requests

I write to inform you of the changes to the cost recovery fees for Private Family Law disclosure requests with effect from 1st June 2020.

The charging structure will be aligned to the National Policing Guidelines on Charging for Police Services. You can find further information on the charging structure and the disclosure process via West Yorkshire website, <https://www.westyorkshire.police.uk/advice/our-services/information-requests/family-court-proceedings/family-court-proceedings>.

This will mean that the initial fee will increase from £142.50 to £146.30. This will cover the request for information (up to 2 hours of work), the provision of a summary report of Police held information and PNC records if requested in the Court Order.

Should the request exceed 2 hours work or further documents are required, additional cost recovery fees will apply. The additional cost recovery fees as per the 2020/2021 pricing structure are as follows:

- £30.60 per hour for work undertaken above the initial 2 hours
- £28.70 for the first photograph (£3.20 per subsequent photograph)
- £20.90 per digital interview
- £43.30 per witness statement (i.e. MG11)
- No fee for Police Statements
- £57.50 per paper interview record (i.e. MG15)
- £18.50 per paper call log
- £36.50 for an MG5 Case Summary
- £23.90 for a copy of a Pocket Note Book Entry
- £37.20 for an Occurrence Enquiry Log (OEL)
- £57.50 per Peace Notes
- £23.90 per DASH Report
- £36.50 per PNC Record
- £23.90 per Initial Standards Checklist
- £23.90 per Interview Plan
- £145.00 for asking an officer to write a statement or an interview with an officer

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To improve the efficiency in the processing of Police Disclosure within West Yorkshire Care Proceedings, please ensure only relevant incidents/ material are requested for disclosure and that an effective use of Annexes H are utilised in accordance with the West Yorkshire Disclosure Protocol.

Please note WYP will redact the disclosure sought prior to onward disclosure to the Solicitors /parties. The redactions will be undertaken on a case by case basis, however, generally personal information including address details, contact numbers including mobile, email addresses, national insurance numbers, driving licence number etc. will be redacted. If the Local Authority believe information that is generally redacted is required they will inform WYP of this.

If you have any concerns or questions regarding the new fees, please do not hesitate to contact WYP by email via Familylaw@westyorkshire.police.uk.

Kind regards

Rebecca Howcroft
Family Law Liaison Officer