

Fee Calculations

Officer Salary breakdown

Wage Costs		Admin	Tech	officer	manager
Salary + On-costs full year		£27,355.00	£38,167.00	£50,354.00	£73,132.00
Operational Days in a year		202	202	202	202
Cost per Operational day		£135.42	£188.95	£249.28	£362.04
Chargeable hours per day	6.00	£22.57	£31.49	£41.55	£60.34
Allowance for management support	10%	£2.26	£3.15	£4.15	£6.03
Standard cost to the Council of one hour of working time		£24.83	£34.64	£45.70	£66.37

Recharge Costs

2018/19 RECHARGES TO COST CENTRE 32307	
Internal Health and Safety	0.55
HR Organisational Development	3,808.84
Performance Management	2,812.80
Guildhall	16,968.17
Finance Operations	4,975.57
ICT	14,854.26
Corporate Finance	157.42
Digital Team	2.16
TOTAL	43,579.77
Recharge per FTE	12,451.36
rounded	13,000.00
FTE	7.00
Total Cost	91,000.00

Break down of administrative tasks

	Action	Admin time	Technical time	Officer time	Mgt time
1	Application received and worksheet created on M3	01:35			
2	Check application valid e.g. all compulsory questions completed and correct fee included Examine gas safety and other certificates submitted with licence for validity and consider application	00:25			
3	Duly made application Generate acknowledgement letter and send to applicant. Enter details from application form onto M3 and upload documents	00:30			
3	Return application form for completion of missing details and chase up missing information including writing and sending appropriate letters/ telephone calls etc.	00:15			
4	Get land reg to check details	00:10			
5	Check floor plans for measurements and facilities calculate no of occupants	00:15			
6	Carry out fit and proper person checks with other council services e.g. council tax, housing benefit, and external agencies and link to property	00:25	00:30		
7	pass to officer to assess part 2 conditions	00:05			
8	Officer to assess fire safety, facilities etc for Part 2 conditions			00:40	
9	1 in 20 properties - Visit property to check licence details and determine priority for inspection including travel time and prepare schedule of conditions for processing.			01:15	
8	return to business support with appropriate conditions identified			00:10	
9	Prepare draft licence documents and certificates of service for all interested parties including time for postage	02:00			
10	Check and sign licence documents, send to interested parties licence documents and consider representations, update computer records and serve licence documents	00:15			00:15
11	receive any representations & update M3	00:10			
12	manager to consider any representations				00:20
13	Prepare licence documents and certificates of service for all interested parties inc time for postage	00:45			
	Total	06:50	00:30	02:05	00:35
	<i>Total hours as a Decimal</i>	6.833333333	0.5	2.083333333	0.583333333

Break down on ongoing costs

	Action	Admin time	Technical time	Officer time	Mgt time
1	Admin alert officer that visit required regarding conditions	00:15			
2	Intel carryout background checks on owners and create information package for officers		01:15		
3	Officer to arrange sec 239 notice to all appropriate persons			00:30	
3	Officer to carryout full inspection of property HHSRS & Management			01:30	
4	Officer to undertake HHSRS Assessment			00:45	
5	Preparation of schedules of work			00:45	
6	send letters/notices to all relevant persons			00:15	
7	Housing Enforcement manager to review notices				00:15
8	revisit for compliance			00:40	
9	update M3			00:30	
8	discuss with HEM if non-compliant			00:15	00:15
9	review certificates on annual basis	00:15			
10	send reminders	00:15			00:15
11	consideration of management orders for non-compliant properties	00:15	01:00	00:30	00:45
12	identification of non licensed HMOs	00:20	02:00	01:30	00:20
13	Collation of data	00:45			
	Total	02:05	04:15	07:10	01:50
	<i>Total hours as a Decimal</i>	2.083333333	4.25	7.166666667	1.833333333

Admin	
HMO Licence fee per property based on 2200 anticipated applications	
Admin Hours	6.83
Admin Rate	£24.83
Admin Cost	£169.65
Intel Hours	0.5
Intel Rate	£34.64
Intel Cost	£17.32
Officer Hours	£2.08
Officer rate	£45.70
Officer cost	£95.21
Manager Hours	£0.58
Managers Rate	£66.37
Manager Cost	£38.72
Total Cost at time of calculation	£320.90
	75.00%
Disbursements - overheads	£225.41
To inflation proof costs are to be increased to cover for the median point in applications over the 5 year period = 2% per annum until median point	
Total	£546.31

Enforcement	
HMO Licence fee per property based on 2200 anticipated applications	
Admin Hours	2.08
Admin Rate	£24.83
Admin Cost	£51.72
Intel Hours	4.25
Intel Rate	£34.64
Intel Cost	£147.22
Officer Hours	£7.17
Officer rate	£45.70
Officer cost	£327.52
Manager Hours	£1.83
Managers Rate	£66.37
Manager Cost	£121.69
Total Cost at time of calculation	£648.15
	25.00%
Disbursements - overheads	£75.14
To inflation proof costs are to be increased to cover for the median point in applications over the 5 year period = 2% per annum until median point	
Total	£723.29

Licence fee for a 5 person house	£546
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Licence fee for a 5 person house	£723
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