

Worked example

This section sets out a worked example for calculating the unit charges associated with providing the 'data set' on a cost recovery basis.

For the purposes of this example it is assumed that the data is not covered by the Environmental Information Regulations 2004 and the local authority has decided to set a charge for each of the following elements of Con 29 data:

- Planning and building regulations (Q1.1f-h Con29 (R))
- Outstanding Notices (Q3.7 a-f)
- Contravention of building regulations (Q3.8 Con29 (R))
- Notices under the Planning Acts (Q 3.9 a-n)
- Conservation Areas (Q3.10 b)
- Compulsory purchase (Q3.11 Con29 (R))
- Contaminated Land (Q 3.12 c)

Each of the above elements of data will attract a separate fee for which, data compilers will receive all the unrefined information necessary to compile that section of the Con29. This worked example follows the steps set out in section 4.

Step 1 – calculating the staff cost for each activity within a data element

The Council has operated a manual time recording system for a period of four weeks to identify how their relevant staff spend their time on property search related activities. This example is intended to be for illustrative purposes only and circumstances and conditions including staffing levels and deployment will vary from local authority to local authority. There is one person in Department 1 (person A) and one within Department 2 (person B) to manage Con29 data. These two staff have the following unit costs:

Person A (Band 5)

Salary plus NI + Pension	£20627
Number of contracted hours	1924
Hourly cost	£12.67

Person B (part time)(Band 5)

Salary plus NI + Pension	£19765
Number of contracted hours	1560
Hourly cost	£12.67

They have each completed timecards for a four week period as follows:

FW (or equivalent)

			TOTAL	UNIT	TOTAL
		Activity (hours per day)	hours	COST	COST
CON29 Part 1	A – Planning & building regulation (all enquiries Q1.1 - 3.10)	Updating and maintaining data			
		Providing access to data to a third party	1.03	£12.67	£13.05
	G – Compulsory purchase (Q3.11)	Updating and maintaining data	0		£0
		Providing access to data to a third party	0	No data	£0
		TOTAL			

AW (or equivalent)

		Activity (hours per day)	hours	COST	COST
CON29 Part 1	Outstanding notices (Q 3.7.a-f)	Updating and maintaining data			
		Providing access to data to a third party	2.33	£12.67	29.52
	G – Compulsory purchase (Q3.11)	Updating and maintaining data	0		£0
		Providing access to data to a third party	0		£0
	Contaminated Land (Q3.12)		2.25	£12.67	28.50
		TOTAL	6:01	£12.67	£71.07

These timecards have then been amalgamated to give:

	TOTAL	UNIT	TOTAL

		Activity (hours per day)	hours	COST	COST
CON29 Part 1	A – Planning & building regulation (all enquiries Q1.1 - 3.10)	Updating and maintaining data			
		Providing access to data to a third party	1.03	£12.67	£13.05
	G – Compulsory purchase (Q3.11)	Updating and maintaining data	0		£0
		Providing access to data to a third party	0	£12.67	No data
Outstanding notices (Q 3.7.a-f)	Updating and maintaining data				
	Providing access to data to a third party	2.33	£12.67	29.52	
Contaminated Land (Q3.12)	Updating and maintaining data	0			
	Providing access to data to a third party	2.25	£12.67	28.50	

NB: Totals in tables may not agree due to effects of rounding.

Step 3 – calculating the unit charges

The predicted activity levels for access to the 'data set' are then estimated (based on expected volumes for the following year) to give an initial price for each data element. In this example the total price of the 'data set' is £39.70.

	A – Planning & building regulation (all enquiries Q1.1 - 3.10)		G – Compulsory purchase (Q3.11)		Outstanding notices (Q 3.7.a-f)		Contaminated Land (Q3.12)		
	Update	Access	Update	Access	Update	Access	Update	Access	
Total Costs		1104		Equal to Q1.1 a - e		2209		1792	
No. of times data accessed (third party only)		582		582		582		582	
No. of times Data accessed (All parties)									
UNIT CHARGES		1.90		1.90		3.79		3.08	

Land Charges component

Total Costs = 82520

% for personal searches (from time sheets) =10%

Proportionate costs = 8252 no personal searches 08/09: 582

Cost per question = 295

Question no	Land Charges (inc overheads)	Reg Services (inc overheads)	Annual cost	Activity level	Unit costs	Charge
1a						N/A*
1b						N/A
1c						N/A*
1d						N/A*
1e						N/A*
1f	295	1104	1399	1206	1.16	1.16

1g	295	1104	1399	1206	1.16	1.16
1h	295	1104	1399	1206	1.16	1.16
1.2	Information publicly available (Local Plan)					N/A
2	Information available from Leicestershire County Council					
3.1	295	1104	1399	1206	1.16	1.16
3.2	Information available from Leicestershire County Council					
3.3a	Information available from Severn Trent Water					
3.3b						N/A*
3.4	Information available from Leicestershire County Council					
3.5	Information available from Leicestershire County Council					
3.6	Information available from Leicestershire County Council					
3.7a	295	2209	2504	1206	2.08	2.08
3.7b	295	2209	2504	1206	2.08	2.08
3.7c	295	2209	2504	1206	2.08	2.08
3.7d	295	2209	2504	1206	2.08	2.08
3.7e	Information available from Leicestershire County Council					
3.7f	295	2209	2504	1206	2.08	2.08
3.8	295	1104	1399	1206	2.08	2.08
3.9a	295	1104	1399	1206	2.08	2.08
3.9b						2.08
3.9c						2.08
3.9d						2.08
3.9e						2.08
3.9f						2.08
3.9g						2.08
3.9h						2.08
3.9i						2.08
3.9j						2.08
3.9l						2.08
3.9m						2.08
3.9n						2.08
3.10b	295	1104	1399	1206	2.08	2.08
3.11	295	1104	1399	1206	2.08	2.08
3.12b (i)	295	1972	2267	1206	1.88	1.88
3.12c	295	1972	2267	1206	1.88	1.88

* : Provided as part of Standard Personal Search, free of charge