

Local Authority Property Search Services

Draft Costing and Charging methodology

Contents

Confidentiality disclaimer	5
Staff costs	6
Direct costs	7
Incurred costs	8
Capital charges	9
Summary	10
Statistics and other information	11

Confidentiality disclaimer

NAME OF LOCAL AUTHORITY

CONTACT DETAILS

Contact Name

Telephone Number

Email Address

Confidentiality

Information provided to the Department for Communities and Local Government or the Ministry of Justice (who will share information received) on this pro-forma may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 1998 (DPA) and the Environmental Information Regulations 2004).

If you want the information that you provide to be treated as confidential, please be aware that, under the FOIA, there is a statutory Code of Practice with which public authorities must comply and which deals, amongst other things, with obligations of confidence. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Ministry.

Staff costs

SEARCHES OF THE REGISTER

Annual number of Official LLC1s	
Annual number of personal searches of the local land charge register ('LLCR')	

Notes

Using prior year actual figures or 2007/08 estimates if this represents a better reflection of likely volumes.

STAFFING INFORMATION

Average number of FTE staff in LLC department	
Average salary costs including employer contributions	
Total Average Salary cost for LLC department	£0
% of time in an average working week someone in the LLC department generally spends on the activities associated with updating and maintaining the LLCR	%
% of time in an average working week someone in the LLC department generally spends on managing 3rd party access to the LLCR	%
% of time in an average working week someone in the LLC department generally spends processing the monies received by 3rd parties to complete a personal search of the Register	%

Input to up to two decimal places. (e.g. 2.25, 2.5, 2 etc)

- Any staff time spent validating the register before a personal search can be included.

- Do not include any LA staff time in compiling an unofficial LLC1 (this could be a LLC1 but not on the official paper or a LLC1 watermarked as "non official") for the personal searcher rather than giving direct access to the register.

- The % can include the administrative time in booking appointments and escorting a party to the data.

- The time spent processing a personal search cheque should not be greater than the time spent processing monies received from other sources.

Calculation part (do not edit)

Salary cost associated with maintaining the register	£0
Total number of searches of register	0
Maintenance cost per search of register	£0.0
Salary cost associated with managing personal searcher access and processing personal searcher fees	£0
Total number of personal searches of register	0
Access and processing costs per personal search	£0.0
Total salary cost per personal search	£0.0

Direct costs

DIRECT COSTS

These are the costs directly attributable to maintaining the register and providing access for a personal search. Note direct capital costs should be included on sheet 4. 'Capital charges'.

Description of cost	Amount £	Reason included
Direct costs specific to maintaining the LLCR		
Sub Total	£0.0	

Notes

Typically these direct costs could include:

- The LLCR software maintenance costs – where it is electronic.
- Any staff travel cost associated with collecting the data to enable the LLCR to be updated.
- Any direct printing costs associated with maintaining the LLCR.
- Staff training costs in using the LLCR software.

Direct costs incurred as a result of a personal search		
Sub Total	£0.0	

Typically these direct costs could include:

- The cost of creating a specific data access point where personal searchers can access data from one point. (This should be a proportionate amount based on the total number of different users of the access point.)
- The banking costs in collecting and banking receipts from the personal searchers (this fee should not be more than the fee for processing other non-personal searcher monies).
- Cost of a specific booking system(s) to manage 3rd party/personal searcher access to data. (This should be a proportionate amount based on all the users of the software).

TOTAL	£0.0
Total direct cost per personal search	

Summary

SUMMARY			
Staff costs per personal search	£ £0.0	See sheet 1. 'Staff Costs'	
Direct costs per personal search		See sheet 2. 'Direct Costs'	
Indirect costs per personal search		See sheet 3. 'Indirect Costs'	
Capital costs per personal search		See sheet 4. 'Capital Charges'	Yes/No <input type="checkbox"/>
Total cost	£0.0	Q. Does this total figure now represent a true reflection of the cost of a personal search of the LLCR? If no, set out why below:	
<div style="border: 1px solid black; height: 400px; width: 100%;"></div>			

