



Local Authority Property Search Services – Costing and Charging Guidance



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Communities and Local Government
Eland House
Bressenden Place
London
SW1E 5DU
Telephone: 020 7944 4400
Website: www.communities.gov.uk

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Communities and Local Government Publications
PO Box 236
Wetherby
West Yorkshire
LS23 7NB
Tel: 0300 123 1124
Fax: 0300 123 1125
Email: communities@capita.co.uk
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Section 1

Introduction

This guidance sets out a methodology for local authorities to charge for access to property search records. In setting costs for property search services, authorities must comply with the Local Authorities (Charges for Property Searches) Regulations 2008 which should be read in conjunction with this document.

The guidance establishes a framework setting out what a local authority can charge for and what it cannot. Using that framework it provides definitions of the type and maturity of data to which the guidance applies. The costing principles on which it is based are consistent with existing local authority accounting arrangements eg BVACoP.

1.1 Structure of guidance

This guidance document is structured as follows:

- section 2 – defining property search data
- section 3 – The Charging Model & the Local Authorities (Charges for Property Searches) Regulations 2008
- section 4 – costing and charging methodology for unrefined data; and
- section 5 – process for securing transparency over the setting of charges

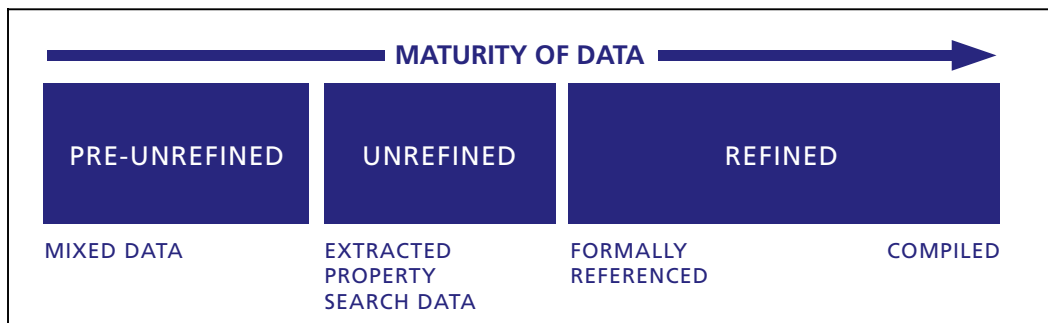
The guidance is supported by a number of appendices as follows:

- appendix A – The Environmental Information Regulations 2004
- appendix B – example forms for capturing staff time and cost for property search related activities; and
- appendix C – a worked example

Section 2

Defining property search data

This guidance uses the following data definitions:



2.1 Pre-unrefined data

“Pre-unrefined data” is used to describe data that cannot be made publicly available as access would not comply with the Data Protection Act (‘DPA’) or pass a Freedom of Information (‘FOI’) test eg a planning enforcement complaint that has developed into a full enforcement notice, where the local authority case file (ie the pre-unrefined data) contains both personal complainant details (DPA protected) and the enforcement notice (publicly accessible). Only the local authority can access the case file to view or extract the enforcement notice.

Pre-unrefined data can only be converted into unrefined data by the local authority.

2.2 Unrefined data

“Unrefined data” is used to describe data that would pass a DPA/FOI test (ie it may have been extracted from other sensitive data). Unrefined data is the first point at which data is accessible to a third party and where any further refinement of that data could equally be undertaken by a third party or the local authority.

A local authority can charge for providing unrefined data in accordance with the Local Authorities (Charges for Property Searches) Regulations 2008 unless the information is ‘free statutory information’ within the meaning of the Regulations.

For avoidance of doubt this means that a local authority must charge the same amount to all those requesting the data, irrespective of whether they are internal or external to the authority and must not over-recover costs through the provision of unrefined data.

Section 4 below sets out a methodology that would enable a local authority to identify the costs of making unrefined property search data available.

2.3 Refined data (including 'compiled data')

Refined data is data where value has been added to the unrefined data whether by the local authority (eg to produce a compiled search) or by a third party (eg the private sector) using the same set of unrefined data.

Section 3

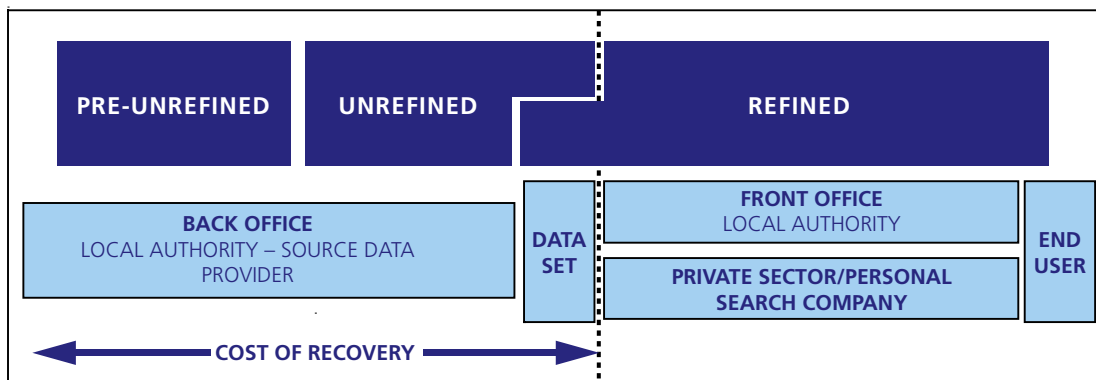
The Charging Model and the Local Authorities (Charges for Property Searches) Regulations 2008 (“the Charges Regulations”)

The Charges Regulations set the legal framework enabling local authorities to make charges for property search services, specifically ‘access to property records’ (defined in reg 2(1) of the Charges Regulations) and ‘answering enquiries about a property’ (reg 8). The model and methodology set out below embody the principles on which the Charges Regulations are based. The Charges Regulations do not apply to the Local Land Charges Register.

The model relies on a clear distinction between the ‘data set’ of unrefined data – which must be made available to all at the same cost (reg 6 (5)) and the subsequent use of that data to create search products and services. This distinction is represented by the dotted line in the diagram below.

The left hand side of the dotted line represents the local authority “back office” function that provides the ‘data set’. This is the unrefined data that must be provided to all parties (ie the local authority front office and the private sector) at the same cost.

A local authority may not be able to make the unrefined information available if it operates an electronic system holding pre-unrefined data. In such circumstances it should make the refined data available to third parties on a cost recovery basis.



The key principles of this model are set out below and explained more fully in section 4.

3.1 Key principles of the model

The key principles on which the charging model is based are that:

- the local authority front office function and other parties (eg a personal search company) have equal access to the ‘data set’
- the cost of the ‘data set’ must be the same for all parties
- the ‘data set’ is provided on a cost recovery basis except where the data is ‘free statutory information’ (as defined by reg 2 (3) of the Charges Regulations)
- no surplus or margin can be included in the charge for the ‘data set’. This includes internal charges between departments or between authorities, eg between the highways department in a County Council and the local land charges department in a District Council
- the price a local authority may charge for unrefined data must be no more than the costs to the authority of granting access (see reg 6 (1) of the Charges Regulations)

NB. This costing and charging methodology covers the back office function only. It does not provide guidance on setting charges for the LLC 1, Con29 (R), Con29 (O) and other refined data activities.

3.2 Practical data examples

As noted above, key to a local authority determining what it can charge (and on what basis), is whether the data is pre-unrefined, unrefined or refined. Generally, distinguishing between these data types and in particular between refined and the others, will be straightforward.

To demonstrate how the distinction would be made in practice, and its effect on the subsequent basis of charging for that data, some examples are set out in the following table (this assumes the data is not free statutory information).

Property search data

Data Maturity	Data Definition	Side of model	Charging basis
1 Paper record mixed in with other protected data ie data that would not pass a DPA/FOI enquiry.	Pre-unrefined	Left	N/A
2 A record which is informally referenced but not by a specific property address or parcel of land. This could be in paper format or the equivalent paper format provided electronically such as a scanned image in PDF format or a MS Word document.	Unrefined	Left	The Charges Regulations
3 An electronic system which captures the data but does not specifically index the data spatially, or by parcel of land, or by property address.	Unrefined	Left	The Charges Regulations
4 An electronic record which is either indexed spatially or by parcel of land or by property address.	Refined	Right	The Charges Regulations
5 Electronic record that can be accessed and extracted via the internet by parcel of land in electronic format (eg XML).	Refined	Right	The Charges Regulations

It is important to note that the ‘data set’ should only include refined data if the equivalent unrefined data is not available. If this is the case it should only be charged for on a cost recovery basis.

Section 4

Costing and charging methodology for unrefined data

This costing and charging guidance applies to unrefined data, data used in the creation of the 'data set' and to refined data where this is made available in the place of unavailable unrefined data. In assessing the costs of delivering the data a local authority must comply with the Local Authorities (Charges for Property Searches) Regulations 2008.

To support a charge a local authority will therefore need to demonstrate that it has assessed the cost of making this data available in accordance with the Charges Regulations. However, a local authority retains the option of not charging for data.

The costing and charging methodology is structured as follows:

- costing and charging principles (section 4.1)
- step 1 – identification of the staff time/costs (section 4.2)
- step 2 – allocation of staff and other costs to activities:
 - step 2.1 – allocation of costs to the update and maintenance of the Con29 data (section 4.3)
 - step 2.2 – capturing the costs of making the Con29 data available to third parties (section 4.4)
 - step 2.3 – calculating the total costs by activity (section 4.5)
- step 3 – converting the costs into a unit charge (section 4.6) and
- practical application of the methodology (section 4.7)

4.1 Costing and charging principles

This section sets out the key costing and charging principles applicable to a local authority's 'back office' function. These reflect the requirements of Local Authorities (Charges for Property Searches) Regulations 2008.

4.1.1 Key principles

	Principle
1	<p>The data must be provided:</p> <ul style="list-style-type: none"> • to all parties (eg the local authority front office, personal search companies and individuals) at the same charge • on a cost recovery basis – except where statute specifically sets the fee (eg the regulated personal search fee of the LLCR, or the source data is ‘free statutory information’) • on a cost recovery basis where no surplus is generated in the local authority back office or no margin is made on charges between local authority departments or between a County and District Council
2	<p>The data should be priced based on the costs of providing it for each element of the Con29 (R) and (O). There will be a series of prices for each Con29 data element that together would enable the local authority front office or third party to produce a Con29 (R) or respond to a specific CON29 (O) question.</p>
3	<p>Costs must be based on a reasonable estimate of the likely costs for the financial year (reg 6(2)(a)). The charging structure should be regularly reviewed and adjusted as appropriate (or as necessary to reflect changes in processes or technology).</p>

4.1.2 Con29 data costing & charging principles

	Principle
4	<p>No charge can be made for ‘free statutory information’. This applies to both the local authority front office and third parties.</p>
5	<p>There can be no cross subsidy for the cost of providing ‘free statutory information’ ie any cost incurred in managing access to free data cannot be cross subsidised in charges for other Con29 ‘non free’ data.</p>
6	<p>Charges comprise two elements:</p> <ul style="list-style-type: none"> • costs of data capture and data updating; and • costs of providing access to the data to third parties
7	<p>The charge for data, except free statutory information, can include a proportionate allocation of the net update/maintenance costs of the underlying systems from which the data is derived.</p>
8	<p>If a local authority does not hold unrefined property search data, it should make the equivalent refined data available on a cost recovery basis. This could include a proportionate allocation of system maintenance costs, providing that the allocation is fair, reasonable and transparent.</p>

4.1.3 Calculating the 'unit charge' (see reg 6(2) of the Charges Regulations)

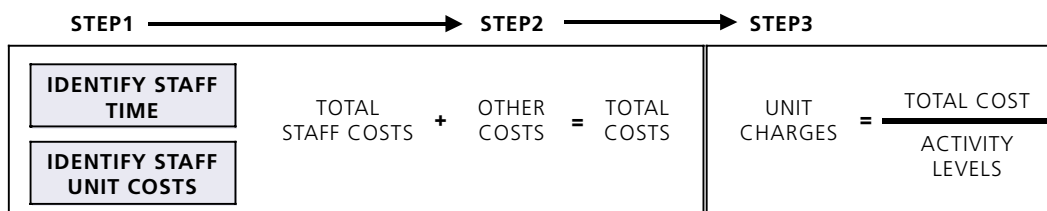
	Principle
9	The unit charge should be assessed by dividing the estimated annual cost of providing an individual data item, by the estimated annual volume of usage of that data. (The estimate should be as accurate as possible to reduce the potential for any over or under recovery and the basis of the estimate of activity must be made publicly available.)
10	The unit charge should be calculated to result in no under/over recovery taking one year with the next. Any such under/over recovery in one year should be taken into account (added /deducted) when determining the unit charges to be applied in the following year.

4.1.4 Transparency principles

	Principle
11	Sufficient documentation should be in place to make the local authority's calculation of its charges transparent and therefore supported by an audit trail (see regulation 9(2) of the Charges Regulations).

Informed by these principles the following guidance sets out some of the key processes necessary to calculate accurately the costs associated with specific activities.

4.2 Step 1 – identification of staff time/costs



The first step is for the local authority to capture the property search related staff costs associated with:

1. updating and maintaining the Con29 data that is chargeable under the Charges Regulations; and
2. providing third parties with access to that data.

Local authorities may already operate a time recording system and, where they do, this may capture time against the activities shown above. If appropriate data already exists then this should be used. Otherwise a local authority should implement a simple manual time recording system over a typical period and then apply these allocations annually.

Two simple forms are included in appendix B to help authorities capture staff time and costs against activities. The first form is a simple timecard to collect staff time associated with the activities. The second is a mechanism for calculating the staff costs by activity, this is based on determining a daily rate for each person involved in these activities based on their gross salary cost (including employers' national insurance and pension contribution), divided by the total annual number of hours they are contracted to work.

Appendix B shows how a local authority could capture the time against specific elements of the Con 29 (R) and (O). This would allow an authority to calculate a separate price for each individual data item of the Con29. This will then allow the data compiler (eg the local authority front office or personal search company) to pay for the necessary Con29 data to produce a full Con29 or respond to a specific question.

Step 2 – allocation of staff and other costs to activities

4.3 Step 2.1 – capturing the costs of updating and maintaining the Con29 data

The use of data for property search services might be incidental to the main use of the data by a local authority ie the data is primarily collected for other purposes . Therefore the following guidance applies only to the small proportion of the costs associated with the update and maintenance of the Con29 data for property search purposes. Consequently the costs allocated to this activity (if any) would be expected to be minimal to reflect any proportionally low usage.

The table below sets out a range of possible costs and income it could be expected to consider in relation to property search services.

Cost Category	Description	Amount £
Add		
<i>Salary Costs</i>	Salary costs, including employer NI and pension contribution, of staff responsible for updating and maintaining the Con29 data.	Use the costs calculated in step 1
<i>Direct Costs</i>	Direct costs associated with maintaining and updating the data e.g. support costs (if a IT based system), paper costs, costs of making the unrefined data available where it might only exist in pre-unrefined format etc.	X
<i>Indirect Costs (eg overheads)</i>	<p>An allocation of department overheads to the update and maintenance of the Con29 data activity. Typical overheads might include an allocation for:</p> <ul style="list-style-type: none"> • premises eg an allocation for fixture & fittings, rents/leases, business rates, water/energy, repairs/ maintenance, cleaning and insurance • transport related costs if they relate to providing services for maintaining the Con29 data • supplies and services eg an allocation for printing, postage, photocopying, stationery, telephones, statutory advertising, computer costs and • support services costs eg an overhead allocation for financial, legal, or IT services <p>The allocation of direct and indirect costs should either be based on the proportion of the total departmental staff time spent of this activity (ie the updating and maintenance of the Con29 data activity), or some other suitable alternative.</p>	X
<i>Capital charges</i>	Charges for any capital investment in electronic Con29 systems. These costs will be in two parts. Firstly, the depreciation charge (the cost of the wearing out of the asset) and secondly, the cost of capital (which represent the opportunity cost of investing in the capital asset).	X
Deduct		
<i>Income</i>	A local authority should deduct any income received for creating the source Con29 data (eg such as the income received from a successful planning application) bearing in mind the proportional usage of the source data by the land charge department.	(X)
	TOTAL	X

4.4 Step 2.2 – capturing the costs of making the Con29 data available to third parties

A local authority should also calculate the total costs associated with making the data available to third parties. The following table sets out a range of potential costs that might be allocated to making the Con29 data available to third parties. The inclusion of these costs is at the discretion of the local authority i.e. they may choose not to allocate them. If they are taken into account, costs must be reasonable, fair and transparent.

Con29 (R) and CON29 (O) data

Cost Category	Description	Amount £
Managing access to the Con29 data	Time cost of local authority staff in managing access to the data eg administrative time in booking appointments and escorting a party to the data.	Use the costs calculated in step 1
Processing the Con29 data	Time cost, where appropriate, of local authority staff in processing the data to allow a third party to access the data.	
Specific booking system	Cost of a specific booking system(s) to manage third party access to data.	X
Cashier cost	The cashier administrative time/bank costs of collecting and banking receipts from third parties. This should be calculated on the same basis as the cost of banking other local authority receipts.	X
	TOTAL	X

4.5 Step 2.3 – calculating the total costs by activity

The next step is to calculate the total costs for each activity by adding up the results from steps 2.1 and 2.2. Authorities should give a menu of charges for access to individual data items.

4.6 Step 3 – converting the costs into a charge

The conversion of the total annual cost by data element into a unit charge is calculated by dividing the estimated total annual cost (step 2.3) by the estimated volume of usage of the data by all parties for property search purposes (reg 6(2)).

For the Con29 source data, a local authority should calculate the unit charge by taking the total annual cost (step 2.3) by data element divided by the total number of estimated times the data is accessed by the local authority (for property search purposes only), personal search companies and other third parties. The estimate should be based on prior year actuals (where this data exists) updated for any known changes in market conditions. For example:

	Con29 Data			
	Data element 1	Data element 2	Data element 3	Data element 4
Total Costs (C)	C_2	C_3	C_4	C_5
Estimated Volumes (V)	V_2	V_3	V_4	V_5
Unit Charge = Cost/Volumes	C_2/V_2	C_3/V_3	C_4/V_4	C_5/V_5

This costing and charging methodology covers the 'back office' function only. It does not provide guidance on setting charges for the LLC 1, Con29 (R), Con29 (O) and other front office activities.

4.7 Practical application of the methodology

The practical application of the methodology is based on local government accounting practice and principles (eg BVACoP) ie calculating the total cost of a specific activity in line with existing practices and then converting that total cost into a unit charge on the basis of estimated levels of activity. This is best illustrated in some examples:

Scenario	Application of methodology
1 A local authority uses a specific system to record all information related to highways. This system is accessed by the local authority highways department when it responds to a Con29 (R) question from the LLC department. How should the unit charge be calculated?	The local authority could either make the originating records available to a third party (ie the records the authority used to update their system, so long as this does not conflict with the DPA/FOI regulations) and calculate the charge based on providing access to these original records, or give access to the electronic system and base the charge on an allocation of the maintenance and update costs of the system.
2 A local authority implements a new electronic register with some of the capital costs allocated to the unit charge for access to the register, but due to problems with the system it is likely to be written off.	The capital asset (ie the new system) has been impaired and should be written down in the local authority accounts. The cost of that impairment, to the extent taken to the consolidated revenue account ('CRA') after taking into account revaluation reserves, will be a legitimate part of the total cost of the activity in the year the system is written off.

Scenario	Application of methodology
<p>3 A local authority has significantly mis-estimated its volume of activity and has either significantly over or under recovered costs.</p>	<p>Activity volumes (ie the usage of data) should be monitored by the authority and adjustments made to charges annually to address any over/under recovery. Any such under/over recovery in one year should be taken into account (added/deducted) when determining the unit charges to be applied in the subsequent year (reg 6(4)).</p>
<p>4 A local authority has two staff in its local land charges department. How should the front office/back office split apply?</p>	<p>The local authority front office/back office split is a concept to separate the authority’s activities that are competed (ie where the local authority competes with a personal search company on providing compiled property search related data (front office) from those activities that can only be undertaken by the authority (back office).</p> <p>To apply the front office/back office concept an authority should calculate the time spent by the two staff and other non LLCD staff on the non statutory/back office activities, along with the direct costs, indirect costs and capital charges that can be allocated to the back office. The unit charges should then be calculated for the back office based on the anticipated activity levels.</p>
<p>5 A local authority operates an integrated system across planning, building control, highways and the local land charges department. Can the implementation cost be included as part of the unit charge?</p>	<p>If a third party benefits from the integrated system, and the equivalent source paper records are not made available, then a local authority can include an element of the capital charges but this must be based on an assessment of the proportional usage of the system. This allocation must clearly take into account of the core purpose of the system and its actual use to support the provision of property search related data to third parties. It is expected that this allocation would be very low as the system (except for the LLCD component) is predominately in place for other purposes within the local authority.</p> <p>For the Con29 part of the integrated system, if the equivalent unrefined data is also made available to third parties at cost (ie a personal search company could refine the data in the same way as the local authority using the unrefined records) then the authority could charge this data as a refined data service and price accordingly.</p>

Section 5

Process for securing transparency over the setting of charges

This section sets out a process for providing transparency over the setting of charges for unrefined data. It should be read in conjunction with regulation 9 of the Local Authorities (Charges for Property Searches) Regulations 2008.

These Regulations require that:

- every local authority must publish an annual statement setting out the estimates of costs and volumes it has used to calculate the charges it proposes to make for access to the unrefined data for the following year. This statement should be a public document (eg published or web based) which is signed off by the person having responsibility for the administration of the financial affairs of the authority (see reg 9(4)(b) of the Charges Regulations);
- after the financial year ending 31 March 2010, local authorities must publish an annual summary (by 30 June of the same year) of the total costs to the authority in granting access to property records, the number of requests for access to which these costs relate and total income from providing access to property records. In addition an authority must also publish a summary of the total income from charges made for answering enquiries about a property under reg 8 of the Charges Regulations. The annual account should be certified by the section 151 officer.

To ensure an efficient and best value service to consumers there needs to be good local co-operation between local authorities and personal searchers. To this end Communities and Local Government's January 2008 best practice guidance on access to search data recommends that local authorities should provide personal searchers with an information note on the authorities' access arrangements. It would be good practice for this note to include a record of charges made by a local authority for access to data.

Section 6

Appendix A – The Environmental Information Regulations 2004 (EIR)

The Local Authorities (Charges for Property Searches) Regulations 2008 have no effect on the operation of the EIR and are designed to complement it, and other statutory charging regimes. It is possible that some of the information required to complete a property search may be 'environmental information' as defined by the EIR, in which case the EIR regime would apply. Considering whether a request falls within the definition depends on the nature of the information in any particular case. A local authority would therefore need to consider the information in question, the EIR definition and the purpose behind any measures or legislation that requires the authority to maintain the information in question.

LAs might reasonably develop working assumptions to apply in the majority of cases where information of a repetitive nature or pattern is held by an LA. This would provide a starting point against which further assessment could be made. An LA might reasonably conclude that certain classes of information will always constitute environmental information and issue instructions accordingly. For example, it is difficult to envisage a scenario where the designation of land as contaminated land would not constitute 'environmental information'.

Authorities are able to make 'reasonable' charges for providing environmental information providing it is not on a publicly accessible register that can be accessed free of charge. Under the EIR an LA needs to be able to justify how it arrived at the charge. It also needs to publish a schedule of charges.

Appendix B – example forms for capturing staff time and cost for property search related activities

Example time card

The following is an example of a time card a local authority could use to capture the time spent on relevant property search related activities. It is suggested that this simple time card is populated over a typical period (eg a month) and then grossed up to calculate an annual allocation to activities.

Name						
Department						
Grade						
Week						
Activity	Mon Hrs	Tues hrs	Wed hrs	Thurs hrs	Fri hrs	Total
<ul style="list-style-type: none"> • Time spent processing data before access provided to a third party 						
<ul style="list-style-type: none"> • Time spent updating and maintaining Con29 data for property search purposes* 						
<ul style="list-style-type: none"> • Time spent providing access to Con29 data to a third party for property search purposes* 						

* It is expected that an authority would capture the time against each individual data item of the Con 29 (R) and CON29 (O) This will allow an authority to calculate a separate charge for access to data for each element of the Con29.

Calculating the total staff time and cost against activities

Once the manual timesheet system has operated for a period, the local authority should calculate the total annual staff cost allocated to these activities. An example of how this could be done is shown below.

Staff name	Cost per hour	Maintain Con29	Access to Con29
• A			
• B			
• Total		X	X

The cost per hour is the gross salary cost including employers' national insurance and pension contribution divided by the total number of hours worked annually. Practically an authority would capture the time against each individual data item of the Con 29 (R) and CON29 (O) to enable a separate charge to be calculated.

Appendix C – 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. **This is for illustrative purposes only.**

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:

- A – D Planning and building regulations (Q1.1e-h Con29 (R))
- E – Roads (Q2 b Con29 (R))
- F – Contravention of building regulations (Q3.8 Con29 (R))
- G – Compulsory purchase (Q3.11 Con29 (R))
- H – Registered common land & town and village green (Q22 Con2 (O))

For the purpose of this example, all other Con29 unrefined data is provided free. 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

In this example the local authority has operated a manual time recording system for a period of four weeks to identify how their two 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

Salary plus NI + Pension	£14,000
Number of contracted hours	1,820
Hourly cost	£7.69

Person B (part time)

Salary plus NI + Pension	£15,000
Number of contracted hours	1,456
Hourly cost	£10.30

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

Person A

Activity (hours per day)	Week 1							Week 2							Week 3							Week 4							TOTAL hours	UNIT COST	TOTAL COST								
	M	T	W	T	F	M	T	M	T	W	T	F	M	T	M	T	W	T	F	M	T	M	T	W	T	F													
A – Planning & building regulations (Q1.1e)	1	1		2																						1											6	£7.69	£46
Providing access to data to a third party	1	1	1					1	1																		1										8	£7.69	£62
B – Planning & building regulations (Q1.1f)	1			1																																6	£7.69	£46	
Providing access to data to a third party	1	1	2																							1										8	£7.69	£62	
C – Planning & building regulations (Q1.1g)	1					1																														5	£7.69	£38	
Providing access to data to a third party	1	1						1	1																	2										7	£7.69	£54	
D – Planning & building regulations (Q1.1h)	1					1																														7	£7.69	£54	
Providing access to data to a third party	1	1	1																							1										8	£7.69	£62	
E – Roads (Q2 b)	2					2	1																													26	£7.69	£200	
Providing access to data to a third party	1					1																														7	£7.69	£54	
F – Contravention of building regulations (Q3.8)	2					2	2																													14	£7.69	£108	
Providing access to data to a third party	2																																			13	£7.69	£100	
G – Compulsory purchase (Q3.11)																																				0	£7.69	£0	
Providing access to data to a third party																																				0	£7.69	£0	
H – Registered common land & town and village green CON29 (O) (Q22)																																				0	£7.69	£0	
Providing access to data to a third party																																				0	£7.69	£0	
TOTAL	6	7	6	6	7	4	6	5	6	6	5	6	6	7	6	6	5	7	6	5	7	6	6	5	6	5	6	5	4	4	5	6	115		£884				

CON29 Part 1

Step 2 – calculating the total costs against the Con29 activities

Next the costs for the two departments are allocated (where appropriate) to the two activities (update and access) for each data element of the Con29. Costs that can not be specifically allocated to either of the two activities are apportioned based on the staff cost allocated to the activity (based on time cards) divided by the total staff cost. Department 1 maintains the data for data elements A to F, and department 2 maintains the data for data elements G and H.

DEPT1 Cost heading	£	Data Element A		Data Element B		Data Element C		Data Element D		Data Element E		Data Element F		Data Element G		Data Element H		Total	Allocation
		Update	Access	Update	Access	Update	Access	Update	Access	Update	Access	Update	Access	Update	Access	Update	Access		
Salaries	£444,000																		
NI	£8,000																		
Pension	£50,000																		
Staff Costs	£502,000	£554	£738	£554	£738	£461	£646	£646	£646	£2,399	£646	£1,292	£1,200					£10,520	Allocated based on staff cost
Rent	£15,000																		
Transport	£14,000																		
Office Equipment	£3,400																		
Insurance	£34,000																		
Professional Fees	£7,000																		
Postage	£500																		
Telephones	£900																		
Cashiers charges	£1,500		£125		£125		£150		£100		£550		£450					£1,500	
Computer Maintenance	£14,000																		
System depreciation	£19,000																		
Indirect – Support Services overhead	£120,000	£132	£185	£132	£185	£112	£157	£154	£157	£574	£154	£309	£287					£903	Allocated based on staff cost
Other Costs	£229,300																		
Total Cost	£731,300	£686	£1,092	£686	£1,092	£573	£931	£800	£931	£2,973	£1,350	£1,601	£1,937					£14,653	
INCOME RECEIVED	£45,000	£50	£69	£50	£69	£40	£59	£57	£60	£215	£58	£116	£108					£952	Allocated based on staff cost
NET COST	£686,300	£636	£1,023	£636	£1,023	£533	£872	£743	£871	£2,758	£1,292	£1,485	£1,829					£13,701	

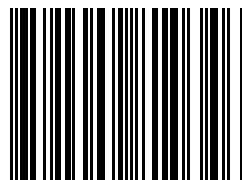
DEPT2 Cost heading	Data Element A		Data Element B		Data Element C		Data Element D		Data Element E		Data Element F		Data Element G		Data Element H		Allocation		
	£	Update	Access	Update	Access	Update	Access	Update	Access	Update	Access	Update	Access	Update	Access	Total			
Salaries	£245,000																		
NI	£10,000																		
Pension	£40,000																		
Staff Costs	<u>£295,000</u>																Allocated based on staff cost		
Rent	£34,000																		
Transport	£15,000																		
Office Equipment	£1,000																		
Insurance	£45,000																		
Professional Fees	£10,000																		
Postage	£5,000																		
Telephones	£850																		
Cashiers charges	£4,000													£1,700		£550	£2,250		
Computer Maintenance	£4,000																		
System depreciation	£25,000																		
Indirect – Support Services overhead	£150,000																		
Other Costs	<u>£293,850</u>																Allocated based on staff cost		
Total Cost	£588,850													£2,102	£5,285	£2,473	£1,984	£11,843	
INCOME RECEIVED	£8,000													£57	£97	£67	£40	£262	Allocated based on staff cost
NET COST	<u>£580,850</u>													£2,045	£5,188	£2,405	£1,943	£11,581	

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.

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