FEES TOOLKIT

GUIDANCE NOTE ON DATA COLLECTION
SEX ESTABLISHMENTS/ SEV'S

Before you complete the spreadsheets to calculate your fees, you will need to capture data from a number of sources.

Methods of data collection will vary per local authority however the data that needs to be collated will not.

Cost Summary

- To complete the Cost Summary worksheet, you will need your budget paper and information from your Finance Department.

Other Charges (within normal working hours)

- To complete the Other Charges worksheet you will need to know how many **minutes** each of your staff have spent on the following headers:

- Enquiries/complaints – if you do not log enquiries/complaints on a database system currently, you will need to find a way of recording the number of minutes each officer takes carrying out this function.

- Project work;

- General Admin;

- Meetings;

- Training Time;

  Very few local authorities will have systems to record the headers above. Systems may be developed to capture this information in the future but in the interim a basic excel spreadsheet has been developed and is available to use.

- Specific costs - These costs will include information from your budget sheet. These costs will be divided amongst the 'relevant applications'.

- Relevant applications – to complete this table you will need data to show how many **applications** of each type listed you received during the last financial year. **NB not the number of licences but the number of applications received.**

- Total other charges – this will be calculated automatically when you have completed the tables above. You will need to manually input this cost into the relevant worksheets as the last task on the application process.

Post Grant Charges

- Compliance - you will need to record compliance work undertaken during normal working hours and out of hours separately.

- Compliance during normal working hours will need to be time recorded in **minutes** per officer.

- Compliance out of hours will need to be recorded as a cost found on your budget sheet and inserted under 'specific charges'. If you do not currently have software to capture this data, a basic compliance/enforcement log has been developed and is available to use. This will also give you the necessary information to complete the Non chargeable worksheet in the toolkit.

- Relevant applications – to complete this table you will need data to show how many **licences** of each type listed were **granted** during the last financial year.

- Total post grant charges – this will be calculated automatically when you have completed the tables above. You will need to manually input this cost into the relevant worksheets as the last task on the grant process.

Non-chargeable – (within normal working hours)

- FOI and DPA requests will need to be noted and timed. If you do not have the relevant software to collate this you will need to find a manual way to log the minutes spent by each officer.

- Enforcement within normal working hours may be captured using the basic compliance/enforcement log which has been developed unless software is available to record the information.

Application worksheets

- In order to complete any of the application worksheets you will have needed to have timed your processes. Each officer will need to capture the number of **minutes** spent on each application step on the process map.

- To start this process you may wish to develop a template with all the steps that are relevant to your process and instruct staff to place the

time spent on each action on each application they process. It may be
appropriate to capture this information for a number of applications in
order to calculate an average time per task.