



FEES TOOLKIT

GUIDANCE NOTE ON DATA COLLECTION

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 headers in the spreadsheet. Nb. These headers need to reflect **your** time monitoring headings.
- **Specific costs** - These costs will include information from your budget sheet and process costs incurred for a particular function after the grant of a licence and any surplus / deficit costs. These costs will be divided amongst the 'total licence holders'.
- **Total licence Holders** – to complete this table you will need to know the total number of licence holders at the end of the previous financial year.
- **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 process.

Non-chargeable – (within normal working hours)

- To complete the Non-chargeable worksheet you will need to know how many **minutes** each of your staff have spent on the headers in the spreadsheet. Nb. These headers need to reflect **your** time monitoring headings.
- **Specific costs** – These costs will include information from your budget sheet e.g. unlicensed out of hours work, where this is not legally recoverable

Materials

- To demonstrate the cost of materials issued you will need your budget sheet and information from your supplier for individual cost of the media used. The unit cost for the materials will need to be inserted manually from this table into the relevant application process.

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.