

Procedure for Calculating Searches Charges (Commercial Rate)

Cambridgeshire County Council calculates its charges for answering requests as follows:

1. Total costs for staff that directly carry out searches related work are calculated, including salary, national insurance contributions and pension cost. Where staff only undertake searches related work for a proportion of their working time, it only charges for the relevant portion of their time spent on searches (i.e. If a member of staff spends 50% of their time working on searches, it would include 50% of their salary costs).
2. Total costs for supporting staff (i.e. both managers and staff who carry out administrative or financial support) are calculated. Again, only the relevant portion of time spent on work related to searches is charged.
3. Overheads related to the time spent on searches are included, and cover direct costs such as travel and training, as well as the relevant proportion of corporate costs such as building maintenance and energy costs. Corporate costs are calculated by Finance in the form of an additional cost per hour that is applied to all staff equally.
4. This total cost is decreased if we received more income than expected in the previous year, or increased to cover a shortfall in income from previous years. Generally this is not needed and we aim to keep costs similar from year-to-year, but we ensure that the searches budget is fully balanced over a three year period.
5. Having now calculated the total cost to the authority in answering searches, the total cost is divided by the number of hours spent on searches (based on the assumptions included in point 1 above), to reach an actual cost per hour. Depending on the nature of the request, we may then charge this cost per hour of officer time spent on the request, or a flat fee where the time to complete the request is known.

Workings on how we arrive at our hourly rate for searches (based on approximated and averaged salaries) are shown below:

	Salary	NI	Pension	% time on searches	Total Cost
A Searches	£32,000	£2,500	£6,000	95%	£38,475
B Searches	£26,000	£2,000	£5,000	95%	£31,350
C Searches	£26,000	£2,000	£5,000	95%	£31,350
D Searches	£26,000	£2,000	£5,000	95%	£31,350
E Searches	£19,000	£1,000	£3,500	95%	£22,325

	Salary	NI	Pension	% time on searches	Total Cost
A Manager	£40,000	£3,000	£7,500	95%	£47,975
B Manager	£58,000	£6,000	£11,000	4.8%	£3,600
A Finance	£32,000	£2,500	£6,000	9.5%	£3,800
B Finance	£24,000	£1,500	£4,500	14%	£4,200
A Admin	£16,000	£1,000	£3,000	9.5%	£1,900
B Admin	£5,000	0	0	9.5%	£475

Total Staff Costs	£216,800
Legal Fees	£9,500
Travel	£1,000
Training	£950
Subscriptions	£1,500
Data administration	£30,000
Corporate Overheads	£120,250
Shortfall from 15/16 budget	£50,000
Total Recoverable Cost	£430,000
Estimated Hours Spent	7000
Cost per Hour	£61.43

Procedure for Calculating EIR rates

Cambridgeshire County Council calculates its charges for answering requests under the Environmental Information Regulations as follows:

1. Total costs for staff that directly carry out EIR related work are calculated, including salary, national insurance contributions and pension cost. Where staff only undertake EIR related work for a proportion of their working time, it only charges for the relevant portion of their time spent on EIR requests (i.e. If a member of staff spends 50% of their time working on EIRs, it would include 50% of their salary costs).
2. Total costs for supporting staff (i.e. both managers and staff who carry out administrative or financial support) are calculated. Again, only the relevant portion of time spent on work related to EIR requests is charged.
3. Overheads related to the time spent on EIRs are included, and cover direct costs such as travel and training, as well as the relevant proportion of corporate costs such as building maintenance and energy costs. Corporate costs are calculated by Finance in the form of an additional cost per hour that is applied to all staff equally. This does not include any overheads associated with maintaining the public records.
4. Having now calculated the total cost to the authority in answering the EIRs, the total cost is divided by the number of hours spent on EIRs (based on the assumptions included in point 1 above), to reach an actual cost per hour. Depending on the nature of the EIR, we may then charge this cost per hour of officer time spent on the request, or a flat fee where the time to complete the request is known.

Workings on how we arrive at our hourly rate for EIRs (based on approximated and averaged salaries) are shown below:

	Salary	NI	Pension	% time on searches	Total Cost
A Searches	£32,000	£2,500	£6,000	5%	£2,025
B Searches	£26,000	£2,000	£5,000	5%	£1,650
C Searches	£26,000	£2,000	£5,000	5%	£1,650
D Searches	£26,000	£2,000	£5,000	5%	£1,650
E Searches	£19,000	£1,000	£3,500	5%	£1,175

	Salary	NI	Pension	% time on searches	Total Cost
A Manager	£40,000	£3,000	£7,500	5%	£2,525
B Manager	£58,000	£6,000	£11,000	0.2%	£150
A Finance	£32,000	£2,500	£6,000	0.5%	£200
B Finance	£24,000	£1,500	£4,500	1%	£300
A Admin	£16,000	£1,000	£3,000	0.5%	£100
B Admin	£5,000	0	0	0.5%	£25

Total Staff Costs	£11,450
Legal Fees	£500
Training	£50
Subscriptions	£100
Corporate Overheads	£6,400
Total Recoverable Cost	£18,500
Estimated Hours Spent	370
Cost per Hour	£50.00