

Appendix 1 Drivers Badge 1 year

CRB & DVLA Cost

CRB Fee	36
DVLA	5
Total Cost	41

Licensing Officer Salary @ SCP 31	26,276.00
Hours Per Year	1,929.18
Hourly Rate	13.62
Hourly Rate plus Oncosts	16.85

Employee Costs

Time Taken: **Mins** **Hours** **Hourly Rate** **Cost**

Licensing Support Officer would help with the filling out of forms etc

CRB	20	0.33	12.26	4.09
Drivers Knowledge	30	0.50	12.26	6.13
Processing	70	1.17	12.26	14.30

Team Leader may compile report for Legal Committee and attend. Team Leader overview, advice, planning and monitoring

40	0.66666667	21.58	14.39
----	------------	-------	-------

Licensing Support Officer prepares badge

30	0.5	12.26	6.13
----	-----	-------	------

Annual Leave 10%

0.32	4.50
------	------

3.48	49.54
-------------	--------------

Team Leader salary @ SCP 40	33,661.00
Hourly Rate	17.45
Hourly Rate plus Oncosts	21.58

Licensing Assistant Salary @ SCP 21	19,126.00
Hourly Rate	9.91
Hourly Rate plus Oncosts	12.26

Support Services Costs

	Public Protection North	Public Protection Central	Public Protection South	PP Area	Per Person	Hourly
IT Services	39,527.49	35,996.50	42,049.63	117,573.61		1,662.05 0.86
Office Accom	55,120.56	50,196.64	58,637.65	163,954.86		2,317.71 1.20
Legal	11,316.74	11,316.74	11,316.74	33,950.21		479.93 0.25
Personnel & Payroll	12,994.27	11,833.49	13,823.40	38,651.16		546.38 0.28
Corporate Finance	872.20	1,348.03	816.59	3,036.83		42.93 0.02
Exchequer - Sales Ledger	1,648.18	1,994.10	1,729.58	5,371.86		75.94 0.04
Exchequer - Purchase Ledger	917.21	1,417.60	858.73	3,193.53		45.14 0.02
Excheq - Cashiers	1,330.37	1,609.58	1,396.07	4,336.02		61.30 0.03
Audit		6,023.43	6,023.43	12,046.85		170.30 0.09
CSC		517,299.46		517,299.46		7,312.69 3.79
Totals	123,727.03	639,035.56	136,651.79	899,414.39		12,714.37 6.59

FTEs

6TS60	11.41	0.16
6TS61	11.10	0.16
6TS62	8.00	0.11
6TS63	12.38	0.18
6TS65	13.35	0.19
6TS66	4.50	0.06
6TS67	9.73	0.14
	70.47	1.00

Support Service Charge Per Unit **22.96**

Other, Supplies, Services & Management Costs

30.71

Total Cost Per Unit

144.21

Driver's Badge - 3 year

Admin - CRB & DVLA Cost

CRB Fee	36
DVLA	5
Total Admin Cost	41

Employee Costs

Time Taken:	Mins	Hours	Hourly Rate	Cost
<i>Licensing Support Officer would help with the filling out of forms etc</i>				
CRB	20	0.33	12.26	4.09
Processing	70	1.17	12.26	14.30
<i>Team Leader may compile report for Legal Committee and attend. Team Leader overview, advice, planning and monitoring</i>				
	90	1.50	21.58	32.37
<i>Licensing Support Officer prepares badge</i>				
	30	0.50	12.26	6.13
<i>Annual Leave 10%</i>				
		0.35		5.69
		3.85		62.58

Support Services Costs

Support Service Charge Per Unit	25.37
---------------------------------	--------------

Other, Supplies, Services & Management Costs

	30.71
--	--------------

Total Cost Per Unit

	159.66
--	---------------

Hackney Carriage Vehicle

Employee Costs	Time Taken:	Mins	Hours	Hourly Rate	Cost
	<i>Licensing Support Officer would hold initial appointment, check docs, process info, produce plate, inspect vehicle and check meter</i>				
	Initial Appointment	40	0.67	12.26	8.17
	Processing	40	0.67	12.26	8.17
	Plate	10	0.17	12.26	2.04
	Vehicle Inspection	15	0.25	12.26	3.07
	Meter Check	30	0.50	12.26	6.13
	<i>Enforcement</i>				
	Licensing Officer	135	2.25	16.85	37.91
	<i>Team Leader overview, advice, planning and monitoring</i>				
		30	0.5	21.58	10.79
	<i>Plate Cost</i>				
					12.00
	<i>Annual Leave 10%</i>				
			0.50		8.83
			<u>5.50</u>		<u>97.12</u>
Support Services Costs	Support Service Charge Per Unit		<u>36.25</u>		
Other, Supplies, Services & Management Costs			<u>30.71</u>		
Additional taxi rank cost			<u>6.54</u>		
Total Cost Per Unit			<u>170.61</u>		

Private Hire Vehicle

Employee Costs	Time Taken:	Mins	Hours	Hourly Rate	Cost
	<i>Licensing Support Officer would hold initial appointment, check docs, process info, produce plate, inspect vehicle</i>				
	Initial Appointment	40	0.67	12.26	8.17
	Processing	40	0.67	12.26	8.17
	Plate	10	0.17	12.26	2.04
	Vehicle Inspection	15	0.25	12.26	3.07
	<i>Enforcement</i>				
	Licensing Officer	135	2.25	16.85	37.91
	<i>Team Leader overview, advice, planning and monitoring</i>				
		30	0.5	21.58	10.79
	<i>Plate Cost</i>				
					12.00
	<i>Annual Leave 10%</i>				
			0.45		8.22
			<u>4.95</u>		<u>90.37</u>
Support Services Costs	Support Service Charge Per Unit		<u>32.62</u>		
Other, Supplies, Services & Management Costs			<u>30.71</u>		
Total Cost Per Unit			<u>153.71</u>		

Private Hire Operator - First Year

Employee Costs	Time Taken:	Mins	Hours	Hourly Rate	Cost
	Licence Support Officer would have an initial appointment regarding the rules and regulations, then forms processed.				
	Initial Appointment		60	1.00	12.26
	Processing		30	0.50	12.26
	Enforcement				
	Licensing Officer		120	2.00	16.85
	Team Leader overview, advice, planning and monitoring				
			30	0.5	21.58
	Annual Leave 10%				
				0.40	6.29
				4.40	69.17
Support Services Costs	Support Service Charge Per Unit				29.00
Other, Supplies, Services & Management Costs					30.71
Total Cost Per Unit					128.88

Private Hire Operator - 3 Years

Employee Costs	Time Taken:	Mins	Hours	Hourly Rate	Cost
	Licence Support Officer would have an initial appointment regarding the rules and regulations, then forms processed.				
	Initial Appointment		30	0.50	12.26
	Processing		30	0.50	12.26
	Enforcement				
	Licensing Officer		360	6.00	16.85
	Team Leader overview, advice, planning and monitoring				
			75	1.25	21.58
	Annual Leave 10%				
				0.83	14.03
				9.08	154.37
Support Services Costs	Support Service Charge Per Unit				59.81
Other, Supplies, Services & Management Costs					30.71
Total Cost Per Unit					244.89