Appendix 1

Standard Hourly Rates																				
PPO		PHV	HCV	PHD	HCD	BOTH D	PHV	HCV	PHV	HCV	PHV	HCV	PHD	HCD	BOTH D	PHO	PHO	PHD	HCD	
CST																278.00	278.00			
TT																329.00	329.00			
Cost		48.00	48.00	166.00	166.00	228.00	134.00	231.00	122.00	122.00	48.00	48.00	145.00	145.00	208.00	390.00	390.00	135.00	135.00	
No. Applications 2012/13		16.00	6.00	18.00	8.00		30.00	1.00	198.00	67.00	5.00	2.00		0.00		2.00	15.00	17.00	5.00	
		Private Hire Vehicle - Change	Hackney Carriage Vehicle - Change	Private Hire Drivers Grant - 1 badge	Hackney Carriage Drivers Grant - 1 badge	Drivers Grant - 2 badges	Private Hire Vehicle Grant	Hackney Carriage Vehicle Grant	Private Hire Vehicle - Renewal	Hackney Carriage Vehicle - Renewal	Private Hire Vehicle - Transfer	Hackney Carriage Vehicle - Transfer	Private Hire Drivers - Renewal 1 badge	Hackney Carriage Drivers - Renewal 1 badge	Drivers - Renewal 2 badges	Operators - Grant	Operators - Renewal	Private Hire Drivers - Second badge after initial grant	Hackney Carriage Drivers - Second badge after initial grant	**Total Time**
Initial check of vehicle		0.75	0.75				0.75	0.75												**3.00**
Receipt & verification of application		0.50	0.50				0.50	0.50	0.50	0.50	0.50	0.50	1.25	1.25	2.00	0.50	0.50	1.00	1.00	**11.50**
Indexing document		0.25	0.25				0.25	0.25	0.25	0.25						0.25	0.25			**2.00**
Confirmation from garage		0.25	0.25				0.25	0.25	0.25	0.25										**1.50**
Process application		0.75	0.75				1.00	1.00	0.50	0.50	0.75	0.75								**6.00**
Receipt and verification of application				2.50	2.50	3.00														**8.00**
Refer medicals to PPO				0.25	0.25	0.25														**0.75**
Assessment of medical exam				0.25	0.25	0.25														**0.75**
Knowledge test appointment				1.50	1.50	1.50														**4.50**
Receipt of DBS				0.25	0.25	0.25														**0.75**
Issuing of licence				1.00	1.00	1.75														**3.75**
Monthly reminder letters									0.25	0.25			0.25	0.25	0.25					**1.25**
Licence																0.75	0.75			**1.50**
Licensing and Public Safety Committee - PPC																				
Creating and Verifying the report		0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	**0.55**
Attendance at Committee inc Chairs Briefing		0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	**0.42**
Processing Committee Decision		0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	**0.28**
Licensing and Public Safety Committee - Legal																				
Reviewing & commenting on draft report		0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	**0.14**
Attendance at committee		0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	**0.35**
Commenting on draft decision & draft minutes		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.07**
Licensing and Public Safety Committee - Democratic Services																				
Co-ordination & distribution of agendas/meetings		0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	**0.28**
Attendance at committee		0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	**0.35**
Production of minutes to publication status		0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	**0.55**
General Licensing Sub Committee - PPO																				
Interview individual/record notes		0.01		0.60	0.25		0.01		0.01		0.01		0.60	0.25				0.60	0.25	**2.59**
Creating & verifying report		0.01		1.21	0.50		0.01		0.01		0.01		1.21	0.50				1.21	0.50	**5.17**
Attendance at Committee inc Chairs Briefing		0.01		0.63	0.26		0.01		0.01		0.01		0.63	0.26				0.63	0.26	**2.69**
Processing Committee decision		0.00		0.42	0.17		0.00		0.00		0.00		0.42	0.17				0.42	0.17	**1.79**
General Licensing Sub Committee - Legal																				
Reviewing & commenting on draft report		0.00		0.30	0.13		0.00		0.00		0.00		0.30	0.13				0.30	0.13	**1.29**
Attendance at committee		0.01		0.52	0.22		0.01		0.01		0.01		0.52	0.22				0.52	0.22	**2.24**
Commenting on draft decision & draft minutes		0.00		0.10	0.04		0.00		0.00		0.00		0.10	0.04				0.10	0.04	**0.45**
General Licensing Sub Committee - Democratic Services																				
Co-ordination & distribution of agendas/meetings		0.01		0.75	0.31		0.01		0.01		0.01		0.75	0.31				0.75	0.31	**3.23**
Attendance at committee		0.01		0.52	0.22		0.01		0.01		0.01		0.52	0.22				0.52	0.22	**2.24**
Production of decision notice		0.01		0.63	0.26		0.01		0.01		0.01		0.63	0.26				0.63	0.26	**2.69**
Production of minutes		0.00		0.16	0.06		0.00		0.00		0.00		0.16	0.06				0.16	0.06	**0.67**
Licensing Liaison Panel Meetings																				
Preparation and Agenda Setting		0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	**0.55**
Attendance at Meetings		0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	**0.37**
Follow up Work		0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	**0.55**
ANPR																				
Attendance		0.09	0.09				0.09	0.09	0.09	0.09	0.09	0.09								**0.69**
Compliance Work				0.50	0.50	0.50							0.50	0.50	0.50			0.50	0.50	**4.00**
Hackney Rank Inspections			0.58					0.58		0.58		0.58								**2.34**
Operators - compliance check & complaints																4.24	4.24			**8.47**
Complaints/Service Requests																				
Vehicles		0.41	0.41				0.41	0.41	0.41	0.41	0.41	0.41								**3.28**
Drivers				2.78	2.78	2.78							2.78	2.78	2.78			2.78	2.78	**22.20**
Medical Referrals (Officer Time Only)				0.29	0.29	0.29							0.29	0.29	0.29			0.29	0.29	**2.33**
Vehicle Inspections (following accident)		0.22	0.22				0.22	0.22	0.22	0.22	0.22	0.22								**1.77**
		3.53	**4.05**	**5.75**	**5.75**	**7.00**	**3.78**	**4.30**	**2.78**	**3.30**	**2.28**	**2.80**	**11.16**	**7.73**	**6.06**	**5.98**	**5.98**	**10.66**	**7.23**	**100.13**
PPO Costs	28.34	42.47	41.59	180.84	133.43	99.91	42.47	41.59	21.21	20.34	21.21	20.34	173.75	126.35	92.82	120.04	120.04	173.75	126.35	
CST Costs	22.12	11.06	11.06				11.06	11.06	11.06	11.06	11.06	11.06	27.65	27.65	44.24	11.06	11.06	22.12	22.12	
TT Costs	19.85	24.81	24.81	109.18	109.18	134.00	29.78	29.78	24.81	24.81	14.89	14.89	4.96	4.96	4.96	19.85	19.85			
PPC Costs	36.22	5.48	5.48	16.04	16.04	16.04	5.48	5.48	5.48	5.48	5.48	5.48	16.04	16.04	16.04	5.48	5.48	16.04	16.04	
Legal Costs	35.96	1.47	1.11	34.50	14.94	1.11	1.47	1.11	1.47	1.11	1.47	1.11	34.50	14.94	1.11	1.11	1.11	34.50	14.94	
Democratic Services	28.08	2.46	1.84	59.70	25.80	1.84	2.46	1.84	2.46	1.84	2.46	1.84	59.70	25.80	1.84	1.84	1.84	59.70	25.80	
Member Time		8.61	8.61	8.61	8.61	8.61	8.61	8.61	8.61	8.61	8.61	8.61	8.61	8.61	8.61	8.61	8.61	8.61	8.61	
Direct Costs																				
	6.88																			
Badges	1.12																			
Internal Plates	5.78																			
Licence Plate Set	6.88																			
DVLA Mandate	7.25			7.25	7.25	7.25														
Medical Referrals	50.00			7.29	7.29	7.29							7.29	7.29	7.29			7.29	7.29	
Cost of licence		**96.36**	**94.50**	**423.41**	**322.55**	**276.04**	**101.32**	**99.46**	**75.10**	**73.24**	**65.18**	**63.31**	**332.50**	**231.64**	**176.91**	**167.98**	**167.98**	**322.01**	**221.15**	
(Under)/Over charge per licence		(48.36)	(46.50)	(257.41)	(156.55)	(48.04)	32.68	131.54	46.90	48.76	(17.18)	(15.31)	(187.50)	(86.64)	31.09	222.02	222.02	(187.01)	(86.15)	
(Under)/Over collected		(773.75)	(278.99)	(4,633.42)	(1,252.37)	0.00	980.33	131.54	9,285.79	3,266.90	(85.88)	(30.63)	0.00	0.00	0.00	444.04	3,330.27	(3,179.20)	(430.73)	
																			6,773.89	

			Rationale
Interview Individual/record notes Calculation:	(2*13)	2 hours x 13 reports	Total amount of time spent interviewing/recording
	/(12+2+1+1)	divided by number of licence issues (existing licence holders = 12 PHD, 2 HCD, 1 PHV. Grants = 1 PHD)	To give weighting to the time spent on each category
	*y	where y represents the number in that category, i.e. 13 PHD, 2 HCD, 1 PHV	To give weighting to the time spent on each category
	/($C$5+$H$5+$I$5+	Divided by the total number of licences issued within that category - this example shows the number of PHV	To give the amount of time spent per licence within a category