

Appendix 1- Time allocations and overall breakdown of costs

Activity	Offi	Private Hire Vehicle - Chang	Hackney Carriage Vehicle - Chang	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 - Renew	Hackney Carriage Vehicle - Renew	Private Hire Vehicle - Transf	Hackney Carriage Vehicle - Transf	Private Hire Drivers - Renewal 1 badge	Hackney Carriage Drivers - Renewal 1 badge	Drivers - Renewal 2 badges	Operators - Gra	Operators - Renewal	Private Hire Drivers - Second badge after initial grant	Hackney Carriage Drivers - Second badge after initial grant
<b>Fixed Costs based on time allocation</b>																			
<b>Administration</b>																			
Receipt & verification of application	CST	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
Initial check of vehicle	LLEO	0.75	0.75				0.75	0.75											
Assessment of medical exam	LLEO			0.25	0.25	0.25													
Indexing document	TT	0.25	0.25				0.25	0.25	0.25	0.25						0.25	0.25		
Confirmation from garage	TT	0.25	0.25				0.25	0.25	0.25	0.25									
Process application	TT	0.75	0.75				1.00	1.00	0.50	0.50	0.75	0.75							
Receipt and verification of application	TT			2.50	2.50	3.00													
Refer medicals to PPO	TT			0.25	0.25	0.25													
Knowledge test appointment	TT			1.50	1.50	1.50													
Receipt of DBS	TT			0.25	0.25	0.25													
Issuing of licence	TT			1.00	1.00	1.75													
Monthly reminder letters	TT								0.25	0.25			0.25	0.25	0.25				
License	TT															0.75	0.75		
<b>Variable costs based on number of licences issued</b>																			
<b>Licensing and Public Safety Committee - RSM</b>																			
Creating and Verifying the report	RSM	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
Attendance at Committee inc Chairs Briefing	RSM	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
Processing Committee Decision	RSM	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
<b>Licensing and Public Safety Committee - Legal</b>																			
Reviewing & commenting on draft report	Legal	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
Attendance at committee	Legal	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
Commenting on draft decision & draft minutes	Legal	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
<b>Licensing and Public Safety Committee - Democratic Services</b>																			
Co-ordination & distribution of agendas/meetings	Dem	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
Attendance at committee	Dem	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
Production of minutes to publication status	Dem	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
<b>General Licensing Sub Committee - LLEO</b>																			
Interview individual/record notes	LLEO	0.01		0.31	0.09		0.01		0.01		0.01		0.31	0.09				0.31	0.09
Creating & verifying report	LLEO	0.01		0.61	0.18		0.01		0.01		0.01		0.61	0.18				0.61	0.18
Attendance at Committee inc Chairs Briefing	LLEO	0.01		0.32	0.09		0.01		0.01		0.01		0.32	0.09				0.32	0.09
Processing Committee decision	LLEO	0.00		0.21	0.06		0.00		0.00		0.00		0.21	0.06				0.21	0.06
<b>General Licensing Sub Committee - Legal</b>																			
Reviewing & commenting on draft report	Legal	0.00		0.15	0.04		0.00		0.00		0.00		0.15	0.04				0.15	0.04
Attendance at committee	Legal	0.01		0.26	0.08		0.01		0.01		0.01		0.26	0.08				0.26	0.08
Commenting on draft decision & draft minutes	Legal	0.00		0.05	0.02		0.00		0.00		0.00		0.05	0.02				0.05	0.02
<b>General Licensing Sub Committee - Democratic Services</b>																			
Co-ordination & distribution of agendas/meetings	Dem	0.01		0.38	0.11		0.01		0.01		0.01		0.38	0.11				0.38	0.11
Attendance at committee	Dem	0.01		0.26	0.08		0.01		0.01		0.01		0.26	0.08				0.26	0.08
Production of decision notice	Dem	0.01		0.32	0.09		0.01		0.01		0.01		0.32	0.09				0.32	0.09
Production of minutes	Dem	0.00		0.08	0.02		0.00		0.00		0.00		0.08	0.02				0.08	0.02
<b>Licensing Liaison Panel Meetings</b>																			
Preparation and Agenda Setting	RSM	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
Attendance at Meetings	RSM	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
Follow up Work	RSM	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
<b>Inspections/Compliance</b>																			
ANPR - Attendance	LLEO	0.08	0.08				0.08	0.08	0.08	0.08	0.08	0.08							
ANPR - Compliance Work	LLEO			0.23	0.23	0.23							0.23	0.23	0.23			0.23	0.23
Hackney Rank Inspections	LLEO		0.50					0.50				0.50							
Operators - compliance check & complaints	LLEO															4.00	4.00		
<b>Complaints/Service Requests</b>																			
Vehicles	LLEO	0.39	0.39				0.39	0.39	0.39	0.39	0.39	0.39							
Drivers	LLEO			1.26	1.26	1.26							1.26	1.26	1.26			1.26	1.26
Vehicle Inspections (following accident)	LLEO	0.21	0.21				0.21	0.21	0.21	0.21	0.21	0.21							
Medical Referrals (Officer Time Only)	RSM			0.13	0.13	0.13							0.13	0.13	0.13			0.13	0.13
		3.46	3.90	5.75	5.75	7.00	3.71	4.15	2.71	3.15	2.21	2.65	6.29	4.17	4.07	5.71	5.71	5.79	3.67
<b>Staff Costs</b>																			
	Hourly Rate																		
Lead Licensing & Enforcement Officer (LLEO) Costs	£28.34	£41.62	£55.06	£90.17	£60.90	£49.12	£41.62	£55.06	£20.37	£33.80	£20.37	£33.80	£83.08	£53.81	£42.03	£113.37	£113.37	£83.08	£53.81
Customer Services Team (CST) Costs	£22.12	£11.06	£11.06	£0.00	£0.00	£0.00	£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
Transactional Team (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	£0.00	£0.00
Regulatory Services Manager (RSM) Costs	£36.22	£4.61	£4.61	£9.40	£9.40	£9.40	£4.61	£4.61	£4.61	£4.61	£4.61	£4.61	£9.40	£9.40	£9.40	£4.61	£4.61	£9.40	£9.40
Legal Team Costs	£35.96	£1.29	£0.93	£17.87	£5.79	£0.93	£1.29	£0.93	£1.29	£0.93	£1.29	£0.93	£17.87	£5.79	£0.93	£0.93	£0.93	£17.87	£5.79
Democratic Services (Dem) Costs	£28.08	£2.17	£1.55	£30.90	£9.97	£1.55	£2.17	£1.55	£2.17	£1.55	£2.17	£1.55	£30.90	£9.97	£1.55	£1.55	£1.55	£30.90	£9.97
Member Time		£7.25	£7.25	£7.25	£7.25	£7.25	£7.25	£7.25	£7.25	£7.25	£7.25	£7.25	£7.25	£7.25	£7.25	£7.25	£7.25	£7.25	£7.25
<b>Direct Costs</b>																			
DVLA Mandate	£7.25			£7.25	£7.25	£7.25													
Medical Referrals	£50.00			£3.30	£3.30	£3.30							£3.30	£3.30	£3.30			£3.30	£3.30
Cost of licence		£92.82	£105.27	£275.32	£213.04	£212.80	£97.78	£110.24	£71.56	£84.02	£61.64	£74.09	£184.42	£122.13	£113.67	£158.63	£158.63	£173.92	£111.64
Average annual number of applications over two year period		16	11	26	13	0	33	2	191	72	11	3	27	19	0	3	15	16	5