

Independent Licensing Fees Review Panel Analysis Template

PHASE 3

Please return to: fcespanel@culture.gsi.gov.uk By: 15 March 2006

Please direct any queries to: 0207 211 6321 or 6395

RESPONSIBILITIES UNDER THE LICENSING ACT 2003: Income, Cost and Activity Tables

Note: When these tables have been completed and assured they should be verified by your Chief Finance Officer and then submitted to the Independent Licensing Fees Review Panel using the above e-mail address.

Further points to note:

1. This information will be used in setting licensing fees. Accuracy is important to ensure that councils' costs are covered, that fee payers are charged a fair rate and in order to support any decisions about further development of the fee regime.
2. Data may be subject to audit by the Independent Licensing Fees Review Panel. Data may also be required to be released under the Freedom of Information Act.
3. For all tables, income and costs related to the previous licensing regimes must be excluded. All relevant expenditure relating to the Licensing Act 2003 should be included, regardless of which budget it is costed to.
4. Please do not insert or delete any cells, rows or columns in this form. If you wish to add comments that you think will help the interpretation of your data, then please do so in the box provided at the end of the form.

Name of Chief Finance Officer: John Bland Date verified: 26/05/06
(dd/mm/yy)

Name of Completing Officer: John Garforth Date returned: 26/05/06

Name of Authority: Oldham Contact Phone: 0161 911 5026

Table 3(a): Total COSTS by phase (Licensing Authority costs only)ⁱ

		(d)	(e)	(d) + (e)		
	TOTAL COSTS (£k)	2004/05 (actuals)	2005/06 (actuals to 30 Nov)	2005/06 (forecast 1 Dec - 31 Mar)	2005/06 (total)	2006/07 (forecast)
(a)	Set-up costs (pre-transition to 7/2/05)	69,000	---	---	---	---
(b)	Transitional Costs ⁱⁱ (8/2/05 - 31/3/06)	16,000	75,000	50,000	125,000	---
(c)	Ongoing Running Costs ⁱⁱ (25/11/05 onwards)	---	30,000	26,000	56,000	115,000
(a)+(b)+(c)	Total	85,000	105,000	76,000	181,000	115,000

ⁱ A list of activities for which costs should be included is provided at Annex A

ⁱⁱ For the period 25/11/05 to 31/3/06 it is possible that there are both 'transitional' or 'ongoing running' costs. Please do not double count any costs. Please assign any such cost to either 'transitional' or 'ongoing running' using your best judgement.

In the above tables, each field or cell should be completed, and rounded to the nearest £1,000.

Where appropriate, a zero should be inserted rather than a cell left blank.

Table 3(b): Total COSTS by budget head (Licensing Authority costs only)ⁱ

		(f)	(g)	(f) + (g)		
	TOTAL COSTS (£k)	2004/05 (actuals)	2005/06 (actuals to 30 Nov)	2005/06 (forecast 1 Dec - 31 Mar)	2005/06 (total)	2006/07 (forecast)
(a)	Licensing Employees Costs ⁱⁱ	130,000	150,000	75,000	225,000	235,000
(b)	Premises Costs ⁱⁱ	20,000	12,000	8,000	20,000	15,000
(c)	Supplies & Services Costs ⁱⁱ	21,000	18,000	8,000	26,000	28,000
(d)	Support Services Costs ⁱⁱ	8,000	7,000	3,000	10,000	10,000
(e)	Capital Financing Costs ⁱⁱ	10,000	3,000	2,000	5,000	5,000
(a)+(b)+(c)+(d)+(e)	Total	189,000	190,000	96,000	286,00	293,000

ⁱ A list of activities for which costs should be included is provided at Annex A

ⁱⁱ Using Best Value Code of Practice Group descriptions provided by LACORS - see definitions at Annex B at the end of this form

In the above tables, each field or cell should be completed, and rounded to the nearest £1,000.

Where appropriate, a zero should be inserted rather than a cell left blank.

Table 3(c): Total COSTS, by premise type (Licensing Authority costs only)¹

TOTAL COSTS (£k)	Pubs, Clubs & Bars	Registered Members Clubs	Hotels, B&Bs & Restaurants	Sports Clubs	Village & Community Halls	Cinemas & Theatres	Supermarket, Shops & Off-licences	Takeaways	Others	TOTAL
2004/05 (actuals)	50,000	5,000	1,000	0	0	2,000	10,000	1,000	0	69,000
2005/06 (actuals plus forecast)	110,000	8,000	1,000	1,000	0	0	45,000	11,000	5,000	181,000
2006/07 (forecast)	80,000	3,000	1,000	1,000			20,000	5,000	5,000	115,000

¹ A list of activities for which costs should be included is provided at Annex A

Please include licence costs under 1 premise type only. If a licence cost covers more than 1 premise type, please assign using your best judgement

Please note that totals in this table should match those provided earlier in this exercise for Phase 1 Table 1(b). If differences do occur, please provide explanation in the comments box at the end of this form.

In the above tables, each field or cell should be completed, and rounded to the nearest £1,000.

Where appropriate, a zero should be inserted rather than a cell left blank.

**Table 3(d): Total COSTS of Responsible Authorities involved in licensing
(i.e. those in Local Authorities only - not fire or police)**

		(f)	(g)	(f) + (g)	
TOTAL COSTS (£k)	2004/05 (actuals)	2005/06 (actuals to 30 Nov)	2005/06 (forecast 1 Dec - 31 Mar)	2005/06 (total)	2006/07 (forecast)
(a) Environmental Protection	1,000	10,000	4,000	14,000	14,000
(b) Trading Standards	1,000	5,000	2,000	7,000	3,000
(c) Planning	1,000	2,000	1,000	3,000	1,000
(d) Health & Safety	1,000	2,000	1,000	3,000	3,000
(e) Child Protection	1,000	18,000	5,000	23,000	2,000
(a)+(b)+(c)+(d)+(e) Total	5,000	37,000	13,000	50,000	23,000

In the above tables, each field or cell should be completed, and rounded to the nearest £1,000.

Where appropriate, a zero should be inserted rather than a cell left blank.

For this table in particular, please be reminded of note 3 at the start of this form

Table 3(e): Total STAFF Deployed (Licensing Authority only)

Staff	2004/05 (actuals)	2005/06 (actuals & forecast)	2006/07 (forecast)
Full-Time Equivalents ⁱ	4	5	5

ⁱ For example, 2 part-time staff working 2.5 days each per week = 1 full time equivalent

Please include employment through contracted out services

In the above table, each field or cell should be completed. Where appropriate, a zero should be inserted rather than a cell left blank.

Phase 3 Additional Comments (please state clearly the Table number to which your comment refers - including row and column reference if possible)

Annex A: List of activities to be included as Licensing Authority Costs

Recruitment
Licensing Software
Call Handling Software
E-Enablement
Licensing Act Training
Enforcement Protocols
Licensing Policy Statements
Awareness Raising

Magistrates Courts Liaison
Project Management
Review of Licensing Policy Statements
Applications
Post Implementation Review
Enforcement
Review of Applications

Annex B: LACORS Best Value Code of Practice Group Descriptions (for use with Table 3b)

BVACOP Group	BVACOP Description	
Group 1 – Employees	This group includes the cost of employee expenses, both direct and indirect, to the authority. It includes: salaries, employers National Insurance contribution, employers superannuation contribution, agency staff, employee expenses.	This group covers costs such as permanent staff costs, payments for agency staff and employee travel expenses.
Group 2 – Premises-Related Expenditure	This group includes expenses directly related to the running of premises and land. It includes: Repairs, alterations and maintenance of buildings, Energy Costs, Rents, Rates, Water services, Fixtures and Fittings, Apportionment of expenses of operational buildings, Cleaning and domestic supplies, Grounds maintenance costs, Premises insurance and contributions to	This group will generally include ongoing maintenance to fixtures & fittings (desks and chairs) and removal costs.
Group 4 – Supplies and Services	This group includes all direct supplies and service expenses to the authority. It includes: Catering, Clothes, uniform and laundry, Printing stationery and general office expenses, Services, Communications and computing, Expenses, Grants and subscriptions, Private Finance Initiative and Public Private Partnership schemes, Contributions to provisions, Miscellaneous	This group covers costs for purchasing a new IT system, software licences and any new hardware (note that some hardware costs may be included in ‘Capital’ costs; please take advise from Finance / Accounts Officers). This group also includes monies paid to conference centres for room bookings.
Group 7- Support Services	This group includes charges for services that support the provision of services to the public. These services include: Finance, IT, Human Resources, Property Management / Office Accommodation, Legal Services, Procurement Services, Corporate Service, Transport Functions (cross departmental	This group covers costs for IT support, HR costs for assistance in recruitment and costs for use of the Council property. Transport costs covered would be where Council owned transport is being used e.g. a Council bus etc.
Capital	LACORS note: BVACOP has 2 Groups which are Group 8, Capital Charges and Group 10, Capital Financing Costs. LACORS has merged these 2 items together for the purposes of this document.	This covers any new capital expenditure, such as buildings, fixtures, fittings, furniture and equipment. Also include the cost of capital charges. Please check with Finance / Accounts Officer.