

	Process	Estimated time (mins) used in Wales - see notes on 'guidance' worksheet.	Officer responsible from calculations used in Wales) - see notes on 'guidance' worksheet.	Indicate TIME estimates in minutes used for your local authority	Indicate OFFICER responsible for each process in your local authority	Cost estimated for you local authority
a	Initial Enquiry and supply of forms/advice	15	Business Support Officer			
b	Receipt of fee and checking of applications.	10	Business Support Officer			
c	Enter onto LA database	5	Business Support Officer			
d	Pre-inspection file checks	20	Environmental Health Practitioner			
e	Travel to and from business (average)	45	Environmental Health Practitioner			
f	Rescore visit (full inspection)	150	Environmental Health Practitioner			
g	Completion of inspection report	60	Environmental Health Practitioner			
h	Printing/completion of stickers and inspection letter	5	Environmental Health Practitioner			
i	Input onto LA database	5	Business Support Officer			
	TOTAL (a - i) - do not enter details as this will automatically calculate	315		0		£0.00

Additional costs (insert any additional processes/costs identified not included in a - i above)						
	Process			Indicate TIME estimates in minutes used for your local authority	Indicate OFFICER responsible for each process in your local authority	Cost estimated for you local authority
j						
k						
l						
m						
n						
o						
	TOTAL (j - o) - do not enter details as this will automatically calculate			0		£0.00
p	GRAND TOTAL (a - o) - do not enter details as this will automatically calculate			0		£0.00

Costs used	
q	Environmental Health Practitioner (hourly rate)
r	Business support officer (hourly rate)
s	
t	

For guidance on completing this form please refer to the worksheet 'Guidance'

Question	Answer		Comments
Local authority name (select from drop-down list)	Select LA name		
For what period are you providing information?	Start date	End Date	
On what date was cost recovery implemented?	Start date		
What charge was levied for cost recovery? Please indicate the basis for your calculation on the separate workbook 'Cost calculation'			
Did you require payment of the fee for cost recovery prior to the re-visit being undertaken (select from drop-down list)			
How many requests for FHRS revisits did your local authority receive between 1st April 2015 and 31st March 2016?			
What ratings were issued during the pilot for which cost recovery was operated?			
Number of businesses rated 5			
Number of businesses rated 4			
Number of businesses rated 3			
Number of businesses rated 2			
Number of businesses rated 1			
Number of businesses rated 0			
How many requests for FHRS revisits did you receive during the period for which			
Number of requests from businesses rated 4			
Number of requests from businesses rated 3			
Number of requests from businesses rated 2			
Number of requests from businesses rated 1			
Number of requests from businesses rated 0			
What was the general reaction from businesses? Please add any specific feedback received to the comments box.	Select from list		
What was the general reaction from colleagues? Please add any specific feedback received to the comments box.	Select from list		

What was the general reaction from elected members? Please add any specific feedback received to the comments box.	Select from list	
Were there any practical issues setting up the processes to enable the operation of cost recovery? Please give details in comments box.	Select from list	
Please include any additional comments about the pilot that would be useful e.g. any information you would have found useful before starting the pilot, any issues which arose during the pilot etc		

**For guidance on completing this form
please refer to the worksheet
'Guidance'**

Cost calculation

a - i	<p>Enter the details for completing each of the processes for your local authority for one request.</p> <ul style="list-style-type: none"> - In cells E2 - E10 enter the time estimate for your LA for each process in minutes e.g. 2 hours would be 120 - In cells F2 - F10 indicate the officer who would normally deal with this process - In cells G2 - G10 indicate the total cost of completing this process for one request. - If you consider that the process in column B of the row is not applicable just enter 0 in columns E and G and N/A in column F.
j - o	<p>Enter any additional costs considered in your estimate not included in the Welsh example.</p> <ul style="list-style-type: none"> - Indicate the nature of the process in cells B15 - B20. - Enter the associated time estimate in cells E15 - E20. - Enter the officer responsible for completing each of these processes in cells F15 - F20 - Enter the cost of completing the process for one requested revisit in cells G15 - G20
q - r	<ul style="list-style-type: none"> - In cell C26 indicate the hourly rate used for EHP costs - In cell C27 enter the hourly rate used for business support officer costs
s - u	<p>Enter costs for any other staff involved in the processes</p> <ul style="list-style-type: none"> - In cells B28 - B30 enter the job titles of additional staff involved in the processes - In cells C28 - C30 enter the hourly rate used in the calculation for these additional staff involved in the processes
<p>NB: you should enter information in the yellow cells only. The estimates used by Welsh LAs are shown for illustrative purposes only. You should enter the basis for the cost calculation for you LA. The time estimates should be round to the nearest 5 minutes. For processes for which the time will vary e.g. travel time, you should use an overall average time.</p>	

Feedback questionnaire

1	Local authority name: select from the drop-down list. If submitting the feedback for a number of authorities in a shared service arrangement, please select the LA name of your local authority and indicate the local authorities covered by the feedback in the comments box for this question
2	Indicate the period (start and end date) for which you are providing information. This start date should indicate when you started the preparatory work to introduce cost recovery for requested re-inspections.
3	Indicate the date on which cost recovery was implemented. If cost recovery has not yet been implemented, leave the dates blank and indicate your progress in the comments box.in column E
4	Enter the fee charged for requested revisits. You should also detail the basis for the fee on the worksheet 'Cost calculation'.
5	Indicate whether or not your LA required payment of the fee before the re-visit would be undertaken. If no, please give details of approach used in comments box.
6	Indicate the number of requests for FHRS re-visits received in the year 1st April 2015 - 30th April 2016 (inclusive)
7	Indicate the ratings given during the pilot period for all businesses inspected during the period for which cost recovery was implemented. Do not include requested revisits received during the pilot (these will be entered against question 8). If cost recovery has not yet been implemented, leave the blank and indicate your progress in the comments box in column E
8	Indicate the number of requests for FHRS re-visits received during the period for which cost recovery was implemented. These should be recorded by the rating of the business prior to the requested re-visit being undertaken. If cost recovery has not yet been implemented, leave the blank and indicate your progress in the comments box in column E
9	Indicate the general response from business to the introduction of cost recovery (select from drop-down list). Please enter any specific feedback in the comments box.
10	Indicate the general response from colleagues in your LA to the introduction of cost recovery (select from drop-down list). Please enter any specific feedback in the comments box.
11	Indicate the general response from elected members to the introduction of cost recovery (select from drop-down list). Please enter any specific feedback in the comments box.
12	Select 'yes' or 'no' from drop-down to indicate whether or not there were any practical issues setting up the necessary processes for cost recovery. Please give details in the comments box.
13	Please add any additional comments in the comments box e.g. were there any lessons learned, things you would have done differently or information/guidance you would have found useful?

