

ANNEXE 3

Fees and charges for delivery of Primary Authority

This example of a cost estimate is for illustration purposes only. Actual cost estimates may vary and should be specific to each partner business.

Item	Service	Hours (pa)	Officers' fixed rate	Sub total	Comments
1	Initial set-up & maintenance actions including: - initial discussions/ general approach - preparation, revision (if necessary) and signing of PA agreement - familiarisation with company - establish & maintain information systems - instructing minimum 2 officers	36	£60	£2160	Does not include legal costs to WBC
2	Development of inspection plan - drafting of inspection plan- making available to other local authorities	36	£60	£2160	What are the objectives / risks to be reduced
3	Liaising with enforcement authorities. Perform a co-ordination function for the receipt and handling of enquiries from: - local authorities. Communicate with/ respond to other local authorities with respect to: - how they should exercise their relevant functions - proposed enforcement action	40	£60	£2400	Is this presently recorded ? Any current enforcement action?
4	On going strategic support. Provide comprehensive advice and guidance to the business to ensure any future developments to its systems represent the best possible solution from a legal, practical and commercial position, including: - maintaining a record of this advice and guidance - holding/attending meetings with the partner business once per month	40	£60	£2400	Advice to clearly distinguish between compliance and best practice. Meetings to report on achievements, developments and review costs.
5	Primary Authority development activity. - Relevant officer training	10	£60	£600	Maintain competence in defined area e.g. PPO course. Cost may be reduced by attending client training.
6	Suggested additional contingency fund	20	£60	£1200	
Note: Costs will be subject to review after 3 months of signing the PA agreement					
Optional (electives)					
7	Review management systems-entire system review e.g. Safety policy, risk assessments.	0	£60	£0.00	No of hours to be determined on the basis of the size and complexity of systems.