

NOTTINGHAM CITY COUNCIL SUMMONS & LIABILITY ORDER COSTS - DETAILED BREAKDOWN

STAFF COSTS	
TOTAL COUNCIL TAX SALARY COST 2014/15 INCLUDING ON COSTS	£2,000,000
SYSTEMS SUPPORT COSTS	£35,000
TOTAL FTE HOURS 2014/15	75,113
HOURLY COST	£27.09
SUMMONSES INCURRING COSTS AVG 2010/11 TO 2014/15	
ALL SUMMONSES ISSUED AVG 2010 /11 TO 2014/15	26,000
SUMMONS CANCELLED PRIOR TO LIABILITY ORDER COURT AVG 2010/11 to 2014/15	3,635
SUMMONS CANCELLED POST COURT AVE 2010/11 to 2014/15	2,523
20% NON RECOVERY	3,968
RECOVERY SUMMONSES INCURRING COSTS	15,874
PROPORTION OF RECHARGES	
IT RECHARGES 2015/16	£265,000
ACCOMMODATION AND SUPPORT CHARGES 2015 /16	£587,000
RECEIVING PAYMENT RECHARGE	£76,000
HR RECHARGES	£191,000
FINANCE RECHARGES	£210,000
BUSINESS SUPPORT RECHARGES	£58,000
PENSION RECHARGES	£275,000
LEGAL RECHARGES	£15,000
TOTAL STAFF HOURS ON RECHARGEABLE SUMMONS WORK	19,789
PROPORTION OF TOTAL COUNCIL TAX FTE HOURS FOR SUMMONS WORK	26.3%
REMINDERS LEADING TO SUMMONS	
ALL REMINDERS / FINALS ISSUED 2014/15	95,387
REMINDERS RESULTING IN SUMMONS	26,000
PROPORTION OF REMINDERS RESULTING IN SUMMONS	27.3%
TOTAL PHONE CALLS IN RESPONSE TO REMINDER	35,690
AVERAGE CALL AND WORK TIME (MINS)	12
TOTAL FTE HOURS ON PHONE CALLS FOR REMINDERS LEADING TO A SUMMONS	1,946
TOTAL LETTERS AND EMAILS IN RESPONSE TO REMINDER	17,462
AVERAGE WORK TIME (MINS)	15
TOTAL FTE HOURS ON LETTERS AND EMAILS FOR REMINDERS LEADING TO A SUMMONS	1,190
TOTAL COUNTER ENQUIRIES HANDLED FOR REMINDERS	4,033
AVERAGE HANDLING TIME (MINS)	30
TOTAL FTE HOURS ON COUNTER ENQUIRIES FOR REMINDERS LEADING TO A SUMMONS	550
TOTAL FTE HOURS	3,685
TOTAL HOURLY STAFF COST	£27.09
TOTAL COST RECHARGE	£99,843
RECOVERY SUMMONSES INCURRING COSTS	15,874
TOTAL COST RECHARGE PER SUMMONS	£6.29

SUMMONS ADMINISTRATION	
TOTAL PHONE CALLS IN RESPONSE TO SUMMONS	23,793
AVERAGE CALL AND WORK TIME (MINS)	25
TOTAL FTE HOURS ON PHONE CALLS FOR SUMMONSES	9,914
TOTAL LETTERS AND EMAILS IN RESPONSE TO A SUMMONS	11,641
AVERAGE WORK TIME (MINS)	25
TOTAL FTE HOURS ON LETTERS AND EMAILS FOR SUMMONSES	4,850
TOTAL COUNTER ENQUIRIES HANDLED FOR SUMMONSES	2,689
AVERAGE HANDLING TIME	25
TOTAL FTE HOURS ON COUNTER ENQUIRIES SUMMONSES	1,120
TOTAL FTE HOURS	15,885
TOTAL HOURLY STAFF COST	£27.09
TOTAL COST RECHARGE	£430,354
RECOVERY SUMMONSES INCURRING COSTS	15,874
TOTAL COST RECHARGE PER SUMMONS	£27.11
COURT OFFICER AND STAFF ATTENDING COURT	
ANNUAL SALARY INC ON COSTS OF COURT OFFICER	£40,000
CORPORATE MANAGEMENT OVERHEADS (30% of hourly staff cost)	£12,000
COST OF NON-RECOVERY	£0
COURT OFFICER COST	£52,000
FTE HOURS FOR STAFF ATTENDING COURT 2014/15	219
HOURLY STAFF COST	£27.09
STAFF COSTS	£5,933.24
TOTAL COST OF STAFF ATTENDING COURT	£57,933
RECOVERY SUMMONSES INCURRING COSTS	15,874
TOTAL COST RECHARGE PER SUMMONS	£3.65
PROPORTION OF RECHARGES	
IT RECHARGES	£69,815
ACCOMMODATION AND SUPPORT CHARGES	£154,648
RECEIVING PAYMENT RECHARGE	£20,023
HR RECHARGES	£50,320
FINANCE RECHARGES	£55,325
PENSION RECHARGES	£15,280
LEGAL RECHARGES	£72,450
TOTAL RECHARGES	£437,862
RECOVERY SUMMONSES INCURRING COSTS	15,874
TOTAL COST RECHARGE PER SUMMONS	£27.58
COURT FEES	
SUMMONS COURT FEES LEVIED	£78,001
RECOVERY SUMMONSES INCURRING COSTS	15,874
TOTAL COST RECHARGE PER SUMMONS	£4.91
PRINTING AND POSTAGE	
POSTAGE AND PRINTING COST PER REMINDER	£0.68
POSTAGE AND PRINTING COST PER SUMMONS	£0.75
TOTAL COST RECHARGE PER SUMMONS	£1.43
TOTAL COST RECHARGE PER SUMMONS	£70.98