

Enforcement of Not Notifying LA

Area	Task	Time (mintues)	Officer	£
HHSRS ASSESSMENTS	Service request & upload	25 mins	0.42 PSSO	£12.05
	Intinal contact & case alloaction	30 mins	0.50 PSSO	£14.47
	Review case for referral	20 mins	0.33 PSEO	£9.59
	Interrogate systems	60 mins	1.00 PSEO	£28.77
	update systems	30 mins	0.50 PSEO	£14.38
	Letters re visits	30 mins	0.50 PSEO	£14.38
	Check Kit bags	15 mins	0.25 PSEO	£7.19
		130 (10 min per bedroom) 30mins		
	Complete informal HHSRS	travel inc	2.17 2 x PSEO	£124.67
	Write up visit / uploads	60 mins	1.00 PSEO	£28.77
	Complete recommendations and issue	180 mins	3.00 PSEO	
TOTAL - Enforcement				£254.28

NB requested to be removed on 28.11.18

Area	Task	Time (mintues)	Officer	£
HHSRS ASSESSMENTS	schedule reminder 2 wkly	10 mins	0.17 PSEO	£4.79
	Revisit (check recommendations)	60 mins	1.00 2 x PSEO	£57.54
		170 mins (10 min per bedroom)		
	Return and complete formal HHSRS	30mins travel inc	2.83 2 x PSEO	£163.03
	Write up visit and uploads	60 mins	1.00 PSEO	£28.77
	HHRSS - Rating system	180 mins	3.00 PSEO	£86.31
		180 (based on standard property)	3.00 PSEO	£86.31
	Case review	45 mins	0.75 PSEO, EHO, PSLO	£174.15
		90 mins - 30mins		
	Revisiit (Part way through SOW/)	travel inc	1.50 2 x PSEO	£86.31
	Revisit end of SOW - close case	45 mins	0.75 2 x PSEO	£43.15

Not able to

Enforcement	Case review for PACE recommendation	60 mins	1 PSEO & EHO	193
	Handover to EHO	45 mins	0.75 PSEO + EHO	145
	PACE letters	60 mins	1 PSEO + EHO	193
	PACE questions	120 mins	2 PSEO + EHO	385
	PACE set up & Interview	180 mins	3 PSEO + EHO	578
	PACE transcript	not tested - SLA	6 ??	
	PACE case notes	60 mins	1 PSEO + EHO	193
	Review case	30 mins	0.5 EHO	82
		60 mins (not tested yet)	1 EHO	164
	Case referral for Enforcement Panel	30 mins (not tested yet)	1 EHO*	164
	Case heard at Panel	30 mins (not tested yet)	1 EHO	164
	Outcome of panel notes	tested yet	1 EHO	164
	Action from panel	Not tested yet	82 EHO	13442

If suspected	Service request & upload	25 mins	0.417 PSSO	12
HMO no	Intinal contact & case alloaction	30 mins	0.5 PSSO	14
application	Review case for referral	30 mins	0.5 PSEO	14
received	Interrogate systems	60 mins	1 PSEO	29

Code	Title	Hrly Rate
PSSO	Private Sector Support Officer	£28.93
PSEO	Private Sector Enforcement Officer	£28.77
PSLO	Private Sector Lead Officer	£39.50
EHO	Environmental Health Officer	£37.18
GM *	Group Manager	£163.93
AD	Assistant Director	£189.12