

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 | | |
| | Complete SOW | standard property) | 3.00 PSEO | £86.31 |
| | Case review | 45 mins | 0.75 PSEO, EHO, PSLO | £174.15 |
| | | 90 mins - 30mins | | |
| Enforcement | 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 include

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|-------------|-------------------------------------|--------------------------|-----------------|-------|
| 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) | | |
| | 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 |
| | | 30 mins (not tested yet) | | |
| | Outcome of panel notes | yet) | 1 EHO | 164 |
| | Action from panel | Not tested yet | 82 EHO | 13442 |

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|--------------|-----------------------------------|---------|------------|----|
| 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 |