

 LDO time split

Allocation of percentage of time (5 FTE)	Activity	Charged to
10%	Providing information on S20 consultations in progress and not yet billed and alterations. Supplying updates about alterations.	PAE Fees (BHs to recover from LBB)
15%	<p>Responding to queries on major works invoices post billing / completion of works. Coordinating and collating information in response queries regarding the works. Preparing and attending FTT cases in relation to major works.</p> <p>Consultation activity for Insurance contract.</p> <p>Over the past three years MW billing activity has reduced due to suspended works during covid and re-procurement of contracts, and due to reprioritising of planned works to allow for essential works. Cyclical and planned works have recommenced so billing activity level should increase. It is therefore expected that queries will be on the increase as billing levels increase.</p> <p>Time spent in undertaking requirements of Building Safety Act?</p>	Management Fee charged as part of ASC
75%	<p>LDO time for carrying out S20 consultations and billing and all activities connected to the consultation process.</p> <p>It is proposed that this fee is changed to <b>13%</b>.  <b>Risk of change:</b> it should be noted that changing to a set percentage formula for calculating the administration cost from the current formula will mean that a reduced administration fee is collected on low value invoices.</p>	Admin Fee charged on MW

The cost to run the Leasehold Development Team at 281k and 75% of this is £210,750 plus 5% of the head of property services salary 85k = £4,250.

Total cost to run the Leasehold Development Team for the admin fee = £210,750 (75% of 218k) + £4,250 (5% of 85k) = £215,000

