



Cambridgeshire Quality Panel Charging Schedule

1 Background

- 1.1 This schedule sets out the charging process and fees for the Cambridgeshire Quality Panel (CQP), as agreed at the Cambridgeshire Quality Charter (QCC) Steering Group on 27th November 2018 and which is effective from **1st April 2019**.
- 1.2 These fees supersede those approved in the September 2013 Schedule, which remains current for any Panel sessions taking place on or before 31st March 2019. For the avoidance of doubt, any Panel sessions delayed beyond 1st April 2019 will have not have pay the new charges, if fees have already been agreed against the September 2013 schedule.
- 1.3 All Panel sessions are to be funded in full by applicants.
- 1.4 Fees will be adjusted in line with the RPI Index on the 1st April annually, with the first increase due on 1st April 2020.
- 1.5 Fees will be monitored as a standing item at the annual QCC Steering Group to ensure the CQP remains financially viable.
- 1.6 This Charging Schedule will be published on the Cambridgeshire Insight website and therefore be publicly available to view. It will also be available on request.

2 Fee adjustment

- 2.1 To ensure the CQP covers its costs and maintain a high calibre of panel member the following uplift will be added to the 2013 Schedule of fees, as follows:-
 - Additional £50 per member totalling £250 per panel member per session
 - Uplift of £374.50 for secretariat totalling £674.50 per session (based on 10 hours officer time at £67.45 an hour)
 - £303.50 for local authority fee per session (based on 4.5 hours officer time at £67.45 an hour)
 - Uplift of contingency/panel development by £137 per session



3 Panel fees

- 3.1 The cost of a review which takes a whole day is **£5,900** (excluding VAT), where only 1 report is produced costs:-
- 3.2 This is based on 6 Panel Members (5 Members and 1 Chair) attending and includes the following costs:
- Panel Members Fees = £2,500¹
 - Panel Chair Fees = £600²
 - Panel Members Travel Expenses = £300³
 - Lunch and Refreshments = £100⁴
 - Contingency/Panel Development = £444⁵
 - Administrative and Secretariat Fees = £1,349⁶
 - Local Authority Fee = 607.00⁷
- 3.3 The cost of two schemes being reviewed in one day is **£3,000** (excluding VAT) each.
- 3.4 This is based on 6 Panel Members (5 Members and 1 Chair) attending and includes the following costs:
- Panel Members Fees = £1,250⁸
 - Panel Chair Fees = £350⁹
 - Panel Members Travel Expenses = £150¹⁰
 - Lunch and Refreshments = £50¹¹
 - Panel Development = £222¹²
 - Administrative and Secretariat Fees = £674.50¹³
 - Local Authority Fee = 303.50¹⁴

¹ Quality Panel meeting fee is £500 per day per Panel Member (£500 x 5 = £2,500).

² Chair fees include an additional £100 (£600 for a whole day review = £500 standard fee + £100 additional Chair fee).

³ Average Panel Member travel expenses are £50 per review (£50 x 6 = £300).

⁴ Average cost for lunch/refreshments is £100 per review (it will not cost more than this). This includes lunch and tea/coffee for 6 Panel Members and 2 staff).

⁵ Includes unforeseen over-spend, charges or fees and contribution towards Panels knowledge bank.

⁶ Includes administrative work pre-meeting, during the meeting and after (£1,349 per whole day review).

⁷ Includes officer time to produce briefing note, review panel report and attend panel session (4.5 hrs x £67.45/hr = £303.50).

⁸ Quality Panel meeting fee is £250 per review per Panel Member (£250 x 5 = £1,250).

⁹ Chair fees include an additional £100 per review (£350 for a half day review, £250 standard fee + £100 additional Chair fee).

¹⁰ Average Panel Member travel expenses are £50 per review (£50 x 6 = £300) / 2 for each half day review (£300/2 = £150).

¹¹ Average cost for lunch/refreshments is £100 per review. This includes lunch and tea/coffee for 6 Panel Members and 2 staff / 2 for each half day review (£100/2 = £50).

¹² Divide by 2 for each half day review (£444 / 2 = £222).

¹³ Includes administrative work pre-meeting, during the meeting and after (£1,349 per whole day review) / 2 for each half day review (£1,349/2 = £674.50).

¹⁴ Includes officer time to produce briefing note, review panel report and attend panel session.



- 3.5 The cost per half day review (just one scheme in the day) is **£3,200** (excluding VAT).
- 3.6 This is based on 6 Panel Members (5 Members and 1 Chair) attending and includes the following costs:
- Panel Members Fees = £1,250¹⁵
 - Panel Chair Fees = £350¹⁶
 - Panel Members Travel Expenses = £300¹⁷
 - Lunch and Refreshments = £100¹⁸
 - Panel Development = £222
 - Administrative and Secretariat Fees = £674.50¹⁹
 - Local authority fee = £303.50
- 3.7 Panel sessions to be held at Shire Hall unless otherwise agreed. Any fees associated with external venues to be paid in full by the applicant.
- 3.8 In exceptional circumstances fees will differ from those shown to reflect the proportion of time being spent on the review (e.g. if three schemes are being reviewed in one day). These costs will be provided on a case-by-case basis.
- 3.9 If a meeting has been arranged but is cancelled by the applicant less than 20 working days before the event then the applicant may still be liable for the costs of the meeting.

4 Publicly-led schemes

- 4.1 It is important that the Quality Panel reviews public sector developments (such as schools, community buildings, hospital developments etc.) as well as those from the private sector. The cost of publicly-led schemes being reviewed will need to be covered by the relevant organisation. In the case of Academy schools, the cost of the review is expected to be met by the Academy promoter.

5 Quality Panel meeting preparation and charging arrangements

Action	Responsibility	When
1. Review requested	local authority officers /Developer to inform County	Pre-application or post-application stage (needs to be determined if both required at this stage). County to be informed as soon as possible. Also input by local

¹⁵ Quality Panel meeting fee is £500 per day/£250 per half day per Panel Member (£250 x 5 = £1,250).

¹⁶ Chair fees include an additional £100 per review (£350 for a half day review, £250 standard fee + £100 additional Chair fee).

¹⁷ Average Panel Member travel expenses are £50 per review (£50 x 6 = £300).

¹⁸ Average cost for lunch/refreshments is £100 per review (it will not cost more than this). This includes lunch and tea/coffee for 6 Panel Members and 2 administrative staff.

¹⁹ Includes administrative work pre-meeting, during the meeting and after (£300 per half day review).

		authority officers during Forward Plan reviews.
2. Review date agreed	local authority officers /Developer/ County	As and when appropriate in stage of application discussions by local authority officers
3. Review fee is collected. Local authority to provide the room hire free of charge.	County to invoice and collect payment from Developer.	At least 2 weeks prior to review meeting taking place (if no fee collected then meeting may be cancelled e.g. “no payment, no meeting” principle to apply)
4. Meeting preparation – Developer/ local authority officers to provide background information on development/application to County	Developer and local authority officers	County to receive, and then circulate, information at least two weeks prior to meeting. County to advise local authority if meeting room required at local council offices or will take place at County offices.
5. Review meeting	Developer/County/ local authority officers /Panel Members	On pre-agreed date
6. Report writing & issue of Panel letter	County & Panel Chair (factual check by local authority officers)	Within 10 working days following review meeting

Status: Approved SC 27.11.2018