

64421 Mixed Tenure Improvement Service (MTIS) – 'Manager Time Charge'

Please provide the cost breakdown or methodology used to calculate the MTIS Manager Time Charge for 2023/24 and 2024/25, including the proportion attributable to:

Direct salary/wage costs.

Employer on-costs (National Insurance, pension contributions, etc.)

Management, administrative, and departmental overheads.

Any allowance for non-chargeable time (e.g. annual leave, sickness absence, training, time between jobs).

Any margin or surplus built in above cost recovery.

MTIS use a business standard methodology to calculate Hour Charge Rate, as below:

Calculate Direct Employment Costs

- Start with the gross annual salary.
- Add employer statutory costs like National Insurance (NI) and workplace pension contributions.

Apportion Business Overheads

- Total your annual business overheads (rent, utilities, software licenses, insurance, etc).
- Divide the total overhead by your number of billable (chargeable) employees to find the share per person.
- Add this overhead share to each employee's direct employment cost.

Determine Realistic Chargeable Hours

- Subtract annual leave, public holidays, sick leave, training, and internal admin time.

Calculate Hourly Rate

- Use the formula:

Hourly Rate = Total Annual Employee Cost + Apportioned Overheads/Realistic Annual Chargeable Hours.

How many individual post-holders' time is currently billed under the MTIS 'Manager' rate?

Whilst zero hours have been billed under the MTIS 'Manager' Rate there are two post holders that the rate would apply to.

What is/are the job title(s) and grade(s) of the post(s) to which this rate applies?

Area Regeneration Building Surveying Manager – Grade 9.

What is the salary range (or actual salary, if there is a single post-holder) for the relevant post(s)?

£56,392 - £67,457.

What are the contracted weekly/annual working hours for the relevant post(s)?

36 hours per week, 1,872 hours per year.

Are the individual(s) whose time is billed at this rate directly employed by the Council, or supplied via an agency, consultancy, or other external contractor/framework arrangement?

Staff are directly employed by the Council.

If externally supplied, please name the supplying organisation(s) and provide the contract value(s) and the rate the Council pays the supplier per hour (as distinct from the £82.95 rate charged to owners).

Not applicable.

If directly employed, please confirm whether the £82.95 hourly charge represents full economic cost recovery, or whether it includes any element of profit/surplus for the Council.

The rate charged is cost recovery only, no profit/surplus is applied.

For each of financial years 2022/23, 2023/24, and 2024/25 (to date), please provide:

The total number of hours billed under the MTIS Manager Time Charge.

Zero.

The total income generated from this charge.

None.

The total staff cost (salary + on-costs) of the post(s) delivering this work, so that income and underlying cost can be compared.

Not applicable.

Please provide the equivalent 'manager' or senior officer hourly time-charge rates for 2023/24 and 2024/25 charged by other Council services involved in property, repairs, or construction project management — including but not limited to the Edinburgh Shared Repairs Service (whose published 'Manager Time Charge on Emergency jobs' is £70.35/hour) and any other cost-recovery or recharge schemes operated by Housing, Property and Facilities Management, or Place directorate services.

Please note we can only provide the hourly time charge rate in respect of ESRS.

Service	2023/24	2024/25	2025/26	2026/27
MTIS - Manager Time Charge on Mixed Tenure Improvement Service projects	£75.00	£79.00	£87.10	N/A
Edinburgh Shared Repairs Service - Manager Time	£63.00	£66.66	£73.87	£86.00

Charge on Emergency jobs				
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Where these rates differ from the MTIS rate, please explain the basis for any difference (e.g. different grade of staff, different overhead allocation, different service model).

Rates differ due to grades of posts, as below:

2023/24 – Emergency Team Leader (Grade 8).

2024/25 – Emergency Team Leader (Grade 8) / Surveying Manager (Grade 9).

2025/26 – Surveying Manager (Grade 9).

2025/26 – Surveying Manager (Grade 9).

Please provide (or provide a link/reference to) any Council report, committee paper, or internal policy setting out the methodology by which MTIS and comparable time-charge rates are set and approved annually.

Fees and charges are approved by Councillors at the annual budget setting committee in February each year.