

**BROADS IDB, EAST SUFFOLK IDB, KING'S LYNN IDB, NORFOLK RIVERS IDB  
AND WAVENEY, LOWER YARE & LOTHINGLAND IDB**

**SCHEDULE OF CHARGE-OUT RATES FOR 2022/23**

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**In-house technical support staff:**

1. Chief Executive Officer: £130/hour.
2. Chief Operating Officer (Deputy Chief Executive): £100/hour.
3. Project Development/Delivery/Area Managers: £90/hour.
4. Project Development/Delivery Engineers/Deputy Area Managers: £75/hour.
5. Project/Operations/MEICA/Sustainable Development Managers & Responsible Financial Officer: £70/hour.
6. Works Supervisors/Senior Sustainable Development/Estates Officers: £55/hour.
7. Sustainable Development/Environmental Officers: £50/hour.
8. Graduate & Trainee Engineers: £40/hour.

**In-house administration staff:**

9. Finance & Rating/Business Support/Information and Communications Technology Staff/GIS Technicians: £50/hour.

**In-house ops delivery staff, and plant & equipment (King's Lynn IDB):**

10. Operatives, including supervision: £29/hour.
11. 360 Excavator with Bucket: £22/hour, plus Operative at £29/hour. Net cost: £51/hour.
12. 14T or 26T 360 Excavator with Weed bucket or Weed basket: £22/hour, plus Operative at £29/hour. Net cost: £51/hour.
13. Tractor: £21/hour, plus Operative at £29/hour. Net cost: £50/hour.
14. Tractor with Herder attachment and Weed basket: £36/hour, plus Operative at £29/hour. Net cost: £65/hour.
15. Tractor and Trailer: £29/hour, plus Operative at £29/hour. Net cost: £58/hour.
16. Reform: £24/hour, plus Operative at £29/hour. Net cost: £53/hour.
17. Spearhead Twiga: £31/hour, plus Operative at £29/hour. Net cost: £60/hour.
18. Specialist attachments (e.g., tree cutters etc.): £12-£14/hour, plus either Tractor (£21/hour) or Excavator (£22/hour) and Operative at £29/hour.
19. Mobile pumps (8 and 12 inch) with trailer: £100/day (plus Operative at £29/hour, when needed).
20. Transportation of plant: up to £500/move (anywhere within Southeast Lincolnshire and West Norfolk).

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**In-house ops delivery staff, and plant & equipment (Broads, East Suffolk, Norfolk Rivers & Waveney, Lower Yare & Lothingland IDBs):**

21. Operatives, including supervision: £29/hour.
22. Mechanical & Electrical Operatives: £37/hour.
23. Tracked Excavator: £18/hour, plus Operative at £29/hour. Net cost: £47/hour.
24. Tractor with Herder attachment and Weed basket: £26/hour, plus Operative at £29/hour. Net cost: £55/hour.
25. Excavator attachments including but not limited to: weedbasket, bucket, hydraulic tree shears, 2-foot towed sheepfoot roller: £POA.
26. Mobile pumps (8 inch) incl. hoses, connectors and bunded fuel cube: £130/day (plus M&E Operative at £37/hour, when needed).
27. Mobile pumps (4 inch) incl. trailer, hoses (maximum 48m), connectors and road ramps (max 2no. as required): £45/day (plus M&E Operative at £37/hour, when needed).
28. Perkins GCB300A Diesel Generator: £300/week (plus M&E Operative @ £37/hour).
29. 6man Towable Welfare Unit: £200/week (1-week minimum hire).
30. Trimble GPS Level Equipment: £55/day (1-day minimum hire) + Technical Officer @ £50/hour.
31. Telehandler: £35/hour (plus M&E Operative @ £37/hour).
32. Transportation of plant: up to £500/move (anywhere within Norfolk and Suffolk).

*Notes:*

*All charge-out rates have been calculated on a full cost recovery basis. No element of profit has been included.*

*All tracked excavator hire includes basic digging / ditching buckets.*

*The working day is generally assumed to be, but not exclusively, 8 hours.*

**Approved contractors:**

33. Local contractors may be utilised where their charge-out rates, together with the IDB's supervision cost of £7/hour and/or technical support staff costs are in total less than or equal to the IDB's In-house cost/hour for doing the same work, or where the IDB's In-house resource is fully committed and in emergency events when capacity is an issue. Local contractors may also be utilised where the Board's In-house ops delivery team doesn't have the necessary expertise or equipment.
34. Contractors will usually be appointed after successfully tendering for the work as set out in the Group's Invitation to Tender documentation, emergencies excepted. Where urgent appointments need to be made, contractors will be selected from the Group's preferred supplier's framework.

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35. All contractors that are appointed will be recorded in the Board's minutes, which are published on the Group's website. Contractors will need to comply with the Group's [Supplier Performance Policy](#) at all times, which can be viewed and downloaded from our website. All payments to contractors will also be published on the Group's website, in accordance with the Transparency Code for Smaller Authorities and the Transparency Code for Local Authorities. Furthermore, we may need to make certain aspects of the tender analyses and contractual arrangements public, in accordance with the Freedom of Information Act.

**Approved consultants:**

36. Specialist consultants may be utilised where their charge-out rates, together with the IDB's technical support costs for supervising the project are in total less than or equal to the IDB's In-house cost/hour for doing the same work, or where the IDB's In-house resource is fully committed, and in emergency events when capacity is an issue. Specialist consultants may also be utilised where the Board's In-house technical support team doesn't have the necessary expertise.

37. Specialist consultants will usually be appointed after successfully tendering for the work as set out in the Group's Invitation to Tender documentation. Where urgent appointments need to be made, consultants will be selected from the Group's preferred supplier's framework.

38. All consultants that are appointed will be recorded in the Board's minutes, which are published on the Group's website. Consultants will need to comply with the Group's [Supplier Performance Policy](#) at all times, which can be viewed and downloaded from our website. All payments to consultants will also be published on the Group's website, in accordance with the Transparency Code for Smaller Authorities and the Transparency Code for Local Authorities. Furthermore, we may need to make certain aspects of the tender analyses and contractual arrangements public, in accordance with the Freedom of Information Act.

**Calculating the cost of carrying out works and/or providing services:**

1. Where In-house technical support staff are utilised to carry out rechargeable work and/or provide services, their hourly charge-out rates shown above will include the administration staff time overhead, unless otherwise expressly stated in the agreement/study or business case. Therefore, there will not usually be an additional charge for In-house administration staff time.
2. Where In-house administration staff time is to be charged separately to a project or for providing a service, the charge-out rates will be as shown above.

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3. Where approved contractors are utilised, the cost that is charged to a project will be the contractor's charge-out rate(s) plus the IDB's supervision cost. This will be in addition to the cost of any In-house technical support staff required to project manage delivery, as stated above.
4. Where approved consultants are utilised, the cost that is charged to a project will be the consultant's charge-out rate(s) plus any disbursements, in addition to the IDB's project supervision cost.
5. The net charge for each project will also include the cost of all materials used, any specialist plant hired, any compensation payable to landowners and/or land occupiers along with any associated legal and professional fees, and the external cost of specialist consultants appointed.
6. All estimates and quotations provided are subject to Vat at 20%.
7. These charge-out rates will apply to all rechargeable work done/services provided from 01 April 2022 until 31 March 2023.

**Types of projects we undertake and services we provide:**

1. We undertake and provide a variety of rechargeable work and services for and on behalf of riparian owners, flood and coastal erosion risk management authorities, registered charities, community groups, and other third parties. Please check out our [Statement of Capabilities](#) document on our website, which gives some examples of the projects and ops delivery work we do.
2. We also undertake out of hours emergency work and have a robust and experienced team to carryout a number of emergency flood, drainage and civil/MEICA engineering response tasks.
3. Whilst we believe that our hourly charge-out rates are competitive, they may not always be the lowest. However, our price for doing the job is still likely to be competitive because we're able to complete the work more quickly than most, with minimal supervision, and, without causing any damage on-site. Therefore, our unit costs are always very competitive.
4. This is achieved by only ever using experienced operatives and having access to competent technical support staff, consultants and contractors, and utilising the most appropriate equipment for doing the job.

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5. We also provide pre-app advice to developers looking to get a better understanding of what is likely to be acceptable to our Member Boards, before submitting their proposals and seeking formal consent for works that may otherwise adversely impact on our drainage systems or damage the environment. To view all of our charges and fees associated with development, please check out our [Development Control Charges and Fees Policy](#), which can be viewed and downloaded from our website.

**How to get an estimate or quotation:**

1. If you would like us to give you an estimate or a quotation for carrying out work and/or for providing services, please contact the [Area Manager](#), or the [Chief Executive](#) directly, who will be pleased to help. Contact details are accessible from our Organisation webpage.
2. All estimates provided to other Risk Management Authorities as defined in the Flood and Water Management Act will usually be subject to the terms and conditions of one of the following:
  - a. the [Environment Agency's Grant Memorandum 2018](#), or
  - b. a [Public Sector Co-operation Agreement](#) between the parties, or
  - c. a bespoke contract between the parties, which complies with the Public Contracts Regulations.
3. All other estimates and quotations will usually be provided, subject to the Group's [standard terms and conditions for providing consultancy services](#), or to the Group's [standard terms and conditions for carrying out rechargeable works](#). Both documents can be viewed and downloaded from our website.
4. All estimates and quotations will be costed using the charge-out rates and charging methodology set out above, in accordance with the Group's [Rechargeable Works Policy and Staff Plan](#). This policy document can be viewed and downloaded from our website.