

Doncaster Local Records Centre (DLRC)

Policy Statement – June 2011

CHARGING POLICY

Terminology

Below are definitions of the terminology used in this document:

Term	Definition
DLRC	Doncaster Local Records Centre The Local Records Centre for the Doncaster Borough, who collate, manage and disseminate environmental data on behalf of professional local organisations, and amateur naturalists.
Data Copyright Holder	In most cases these will be amateur naturalists or 'Recorders'. The YHEDN network and its member organisations act as the custodians of environmental data but in most cases the data remains the property of the original recorder and they retain any copyright governing its use.
User	Clients accessing DLRC services, whether this is on a charged or no-charge basis.

Purpose of the Policy

Doncaster Local Record Centre has evolved over the last century thanks to the efforts and expertise of local naturalists in association with the host organisation, Doncaster Council. Over 100 years of biological recording has resulted in DLRC becoming the central point for the collection, validation, interpretation and historical recording of local environmental records. This represents a current total of approximately 300,000 species records, 4000 habitat records and data for over 6000 sites, as well as some earth science and Geodiversity information.

DLRC's key function is to provide services to data recorders and core users. These services include data collection, compilation, validation, management, and provision. In providing these services, DLRC does not seek to make a profit, but to operate in a way that will maintain a sustainable service and develop new services for its users. The basis for DLRC's charging policy is that it will not make a charge for data per se, but will seek a contribution towards meeting the costs associated with providing its services. DLRC does not expect to meet the real costs of providing its services, which are subsidised by Doncaster Council (as the host organisation).

The charging policy set out below seeks to ensure that DLRC generates an income that contributes towards meeting the costs of identified functions and is derived from their true costs to the user. The identified functions that the charges will include;

- the proactive electronic dissemination of data and the;
- further collection of environmental records to enhance the dataset.

The procedures that follow the charging policy state how DLRC will make its charging policy available to potential users and how user rates are calculated and charged.

Policy Statements

1. Doncaster Local Records Centre will apply charges for the supply of data, information or advice, and for the management and continued collection of data, as part of its service in providing access to a current dataset. Data provision will be subject to any conditions imposed on its use by copyright owners. No charges will be made for data as such. Charges will be levied to recover the costs of time spent collecting, compiling, validating, digitising, managing data systems and supplying information, and for any necessary

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expenses incurred as part of an individual enquiry. Charges will generally be levied on a contractual basis from persons or organisations whose use of the Centre has not been agreed to be financed through a Service Level Agreement, or other agreement with DLRC or the Yorkshire and Humber Ecological Data Network.

2. Where DLRC has entered into a Data Transfer agreement with a non-sponsoring authority, government agency or research institution, it may at its discretion, supply data free of charge.
3. The charging policy of DLRC will be agreed by its Steering Committee in the light of relevant legislation, in particular the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIRs). The policy will be reviewed regularly in relation to; changes in legislation; guidance from the Information Commissioner's Office; in response to the development of NBN access principles; in maintaining the provision of DLRC services and in responding to the requirements and legitimate needs of its users.
4. DLRC reserves the right to recoup a proportion of the costs of acquiring and managing data from its users and will maintain charges at a reasonable level and in accordance with current legislation.
5. DLRC endeavours to respect the rights and wishes of its data suppliers in formulating any charging policy, especially in relation to any limitations such a policy may make on the use of data by the public or other potential users, or where the Centre may be perceived as exploiting data freely provided by others.
6. DLRC will provide recorders with access to the data they have supplied free of charge. It may also agree to waive the charge for other related data to these recorders, to support them in their recording work and as a service to its suppliers. These recorders may sometimes receive other data from DLRC, for which they may be charged.
7. Doncaster Council may subsidise charges for particular users if it considers this to be appropriate and bona fide, for example naturalist contributors, wildlife and natural history organisations, learned societies and researchers and those involved in voluntary, charitable conservation work. This will be considered on a case-by-case basis with no assumption that fees will be waived in the future and enquirers may be asked to present their credentials before an enquiry is answered.
8. DLRC may consider waiving or reducing a charge for unsuccessful data searches. This will be considered on a case-by-case basis with no assumption that fees will be waived or reduced in the future.

Charging Procedures

1. The charging policy will be set out in DLRC's '**Data Access and Exchange Policy**'. Any revisions to the charging policy will also require a formal decision to be taken by Doncaster Council to implement the changes.
2. DLRC will produce its '**Data Access and Exchange Policy**' in an accessible format for distribution to its customers, and will make these freely available to enquirers or other interested parties.

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3. In setting its charges, the DLRC will use its core available work hours and overall budget as a basis for establishing its costs, including the costs of managing its operation. Charges will be reviewed on an annual basis, to reflect changes in the cost of providing the Centre's services.

4. DLRC will set up processes within its host organisation for handling monies received from charging, including the provision of receipts, and will ensure that accounting procedures and audits are carried out, according to Doncaster Councils requirements. The income received will be used to support the continued provision of DLRC services; in particular the proactive electronic dissemination of data and further collection of environmental records to enhance the dataset.

Identified costs of operating Doncaster LRC

Indirect fixed costs:	Calculation rationale in establishing total annual costs of operating DLRC
<ul style="list-style-type: none"> • LRC management 	amount of staff time spent on LRC functions and operation.
<ul style="list-style-type: none"> • Premises costs 	amount of premises costs based on LRC staff.
<ul style="list-style-type: none"> • IT system maintenance 	amount of staff time spent on LRC IT system maintenance and establishment.
<ul style="list-style-type: none"> • Support for recording groups and recorders – (training, outreach work etc) 	No cost attributed.
<ul style="list-style-type: none"> • Quality assurance systems 	No cost attributed.
<ul style="list-style-type: none"> • Data collation and management systems 	amount of staff time spent on LRC data collation and management systems.
Direct variable costs:	
<ul style="list-style-type: none"> • Staff time spent in managing queries 	amount of staff time spent on LRC enquiries
<ul style="list-style-type: none"> • Staff time spent in commissioning and preparing datasets and products 	amount of staff time in preparing datasets and products
<ul style="list-style-type: none"> • Data analysis costs 	amount of time spent in analysing data
<ul style="list-style-type: none"> • Material costs 	Material costs per enquiry: Prints/photocopies (see attached table) OS license contribution - No cost attributed.

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Breakdown of real service costs per hour.

Service	Charge	Service provided
Data enquiry	£100.00 +VAT	<u>Standard data search:</u> This will involve the retrieval of data for the specified area of search (as defined by the client) and include protected species data. The data report will include, species, taxon group, locations, grid reference, date, conservation designation of species and sites. There will be a supplementary charge for Local Sites data, chargeable per site within the area of search (see below)
Data enquiry (exceeding 2 hours)	£45.00 + VAT / hour or part.	See above
Data enquiry Unsuccessful	No charge	Confirmation that no data is held for the search parameters.
Provision of Local Wildlife & Local Geological Sites data	£10.00 per site plus VAT	Local Sites data as part of an area or site specific data search. The site citation, including reasons for designation and description as of the last visit, will be included. Site boundary plans are available on the DMBC website. DLRC aims to resurvey all Local sites within the Borough over a 5-10year period, and maintain updated data, citations and maps. If sites have both a Wildlife and Geological designation, both citations will be provided and a charge will be made for each. Charges will only be applied to currently designated sites.
Provision of copies	See below.	

