



## ODR approval guidelines: cost recovery

This document provides an overview of the costs that Public Health England's Office for Data Release (ODR) will recover (charge) for their products, services and activities.

### Policy statement

It is government policy<sup>1</sup> that (where possible) public sector organisations should charge for publicly provided goods and services based on full economic cost recovery. Full cost recovery means ensuring the full cost of delivering a service, product or project, including the relevant proportion of overhead costs, is recovered.

PHE applies charges on a full economic cost recovery basis for any work to prepare and release PHE data through the ODR. These charges cover the cost of the time it takes to assess each application, to produce the data extract and to run the service. PHE is committed to making sure that the cost of delivering the ODR service is as low as possible, efficient and responsive to prospective applicants.

PHE do not charge for the data itself or for the expert advice we offer to help prospective applicants to submit their application to access PHE data. This pre-application advice service is free of any charges and can provide expert advice to help strengthen any proposed project and help prospective applicants to:

- establish if their project is feasible and the data they need are available
- turn an idea into a robust proposal
- identify potential challenges that could lead to delays in their project
- understand what information will be needed to help support an application and make it successful
- understand asset specific application requirements (such as the need for programme level oversight)
- understand the roles and responsibilities of both the applicant and the ODR

---

<sup>1</sup> HM Treasury, Managing Public Money, Gov.UK website, 2013, retrieved 1 April 2020 from <https://www.gov.uk/government/publications/managing-public-money>

## Charging considerations

All requests to access PHE data will be charged on a project by project basis to reflect that the amount of work required to facilitate access to the data will differ. The cost the ODR will charge will reflect this and be kept as low cost as possible, as we only aim to cover the costs rather than produce a profit.

There are however, a number of situations where charges will be waived. These include:

- subject access request(s)
- data required to answer parliamentary questions
- information supplied under the Freedom of Information (FOI) Act
- data to support direct care<sup>2</sup> activities of health and social care professionals.
- data needed for PHEs own programme of work
- information which PHE makes routinely available to the public
- data made available by PHE under an Open Government Licence
- the effort required to fulfil a request if it would cost less than the minimum charge for this ODR service (see charging base rate)

Service charges will be reviewed annually with due reference to applicable guidance, legislation, and the cost of the services provided.

## Service rate and specific charges

For the 2020/21 financial year, the unit cost per hour for ODR services is set at £415.80 (excluding VAT). Please note that unless a valid exemption applies, VAT will be charged at the prevailing rate at time of invoicing. Service charges are either 'variable' or 'fixed' as detailed below.

Service	Cost
ODR review, contract execution and ongoing administration	£831.60
Amendments to existing extant <sup>3</sup> contracts (inclusive of ODR review and management of contract variations)	£415.80
Data preparation, extraction and quality assurance of the data (applicable to new applications and amendments)	Charges will be quoted based on the complexity of the request and the frequency at which the data will be disseminated and/or bespoke linkage will be applied.
Bespoke data linkage	

<sup>2</sup> Direct care as defined in the Information Governance Review 'Information To Share or Not to Share' [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/192572/290077\\_4\\_InfoGovernance\\_accv2.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/192572/290077_4_InfoGovernance_accv2.pdf)

<sup>3</sup> Where a contract has terminated, applicants are reminded that they are obligated to destroy the data and confirm destruction to the ODR in line with the timescales identified in their contract.

Actual costs will be confirmed at the end of the application process in the ODR conditional approval letter and formally agreed before work commences.

Prospective applicants are discouraged from submitting their application for ODR Approval if funding has not been sought to cover the charges outlined above.

### **Support**

If you need more information on these charges, please contact the [Office for Data Release](#).