

RIBA Benchmarking Survey 2019

Filling in your Benchmarking Survey – Guidance Notes

When to fill in the Survey

Please complete the survey questionnaire as soon as you can.

The deadline for submission is: **31 July 2019**. Please complete all sections, and 'submit' your return, by this date.

How to fill in the Survey

The survey is to be completed online, via your log-in at the RIBA's Benchmarking website ribabenchmark.com

IMPORTANT. We ask that you provide accurate information, but **please do not spend hours calculating figures.**

Where you don't have easy access to information, for example, the proportion of your practice's work by client type or building type, please provide an estimate or your 'best guess'.

Please complete the questionnaire online. We have split the questions into six themes:

- Your Practice
- Staff
- Practice Revenue and Finances
- Salaries and Earnings
- Business Policy
- Practice Work

As you go through the survey and complete each theme, a tick will appear next to it, on the left-hand panel of the website.

Once all six themes have been completed (and so ticked) you will be invited to submit your survey. It is important that you click the green “submit survey” button.

If you find you have made a mistake, or wish to change something, you will be able to, but only up to the survey closing date, 31 July 2019. You can make changes even if you have ‘submitted’ your survey.

Please enter figures to the nearest pound, ignoring pence.

Please provide financial statistics sourced from your latest Audited Accounts or Management Accounts, whichever you feel is most recent and relevant.

Some figures will be automatically totalled; here the ‘total’ box is shaded in grey on the survey form (e.g. individual items of expenditure; fee revenue from different types of work).

If you are entering percentages that should total 100 per cent, a red warning will flash if the sum is not close to 100%. Please check your entries if you see this.

If you are happy with the information you have entered, you can still ‘submit’ the data and ignore the red warning.

As you go through the questionnaire, notes and definitions can be accessed by clicking the “?” icon.

Most questions are ‘compulsory’; that is, you need to respond (even if the response is “zero” or “no”) before you can ‘complete’ that section. However, the survey learns from the answers you provide to previous questions, so if you say you have zero members of a staff category, you will not be asked about that category again.

Getting Started

You may need to consult the following before starting to complete the survey:

- Tax return – personal or partnership
- Management accounts
- Annual Accounts or Financial Statements prepared by your accountant

- Staff information, including salary
- Practice records on jobs worked on during the year

The Survey Questions

Here is a list of the main questions asked, to show you what information we require. Some practices may wish to circulate this document asking staff to complete certain questions. Please answer these questions using the online survey questionnaire.

Your Practice

- Number of separate offices within the UK
- Number of offices outside the UK, and location by continent
- Legal status of practice
- Registered for VAT

Staff Numbers

- Number of UK staff
- Full-Time Equivalent by role and gender (excluding Freelance and Contract staff)
- Freelance and Contract role staff by gender
- Total Full-Time Equivalent staff by ethnic group or background

Practice Revenue & Finances

(All figures excluding VAT)

- Total revenue
- Net Revenue (and percentage from overseas)
- Net Revenue, percentage by: Type of work, Sector of work, Type of service
- Net Revenue, Expenditure and Profits
- Break-down of expenditure (costs)

For those practices with offices outside the UK, we also ask;

- Net Revenue *earned from UK offices only*
- Percentage of Net Revenue *from UK offices* from work based outside the UK
- Percentage of Net Revenue *from offices based outside the UK*, from

work based outside the UK?
Percentage Revenue by continent

Salaries & Earnings

Average earnings for Partners, Directors and Sole Principals to include share of profit or dividends over 12 months
Average Salary and value of fringe benefits, for each of the staff categories

Business Policy

Yes/no answers to business questions, including business plans, cashflow forecasts, and, by role, keeping of timesheets.
Yes/no answers to elements of your Equality, Diversity and Inclusion Policy
Average hourly charge-out rate for paid work, by role

Practice Work

Number of projects worked on in past year
Number of projects by build cost bands, and *of which*, number on which BIM was used
Number of new projects bid for in past year
Outcome and nature of these bids

Please note that for practices with 100 or more staff, we ask you to complete, then upload, an Excel spreadsheet to cover the questions about the staff role, gender, ethnicity, hours worked and remuneration, instead of completing the online survey. This is in line with feedback we have received from large practices.

Further information

If you require further information or assistance, please contact: bench@riba.org