



**Metropolitan Police Authority**

**Appendix 1**

**DRAFT COST OPTIONS OF LONDON WIDE SECRETARIAT POSITION**

Currently, the Forum has no permanent secretarial support to service the Forum and Executive Committee Meetings. The proposed role is intended to be a pivotal focus for all Groups to improve the quality of work already undertaken and enable them to become more proactive.

Three options are outlined, with salary and office costs for posts at 10 and 16 hours per week. Consideration has also been given to areas such as office accommodation, telephone costs and other costs which need to be met with the appointment of an administrator.

The key decisions highlighted in this paper relate to whether it would be beneficial to locate the position within the MPA offices, in another central London Location or in an alternative London location working either a sixteen or ten hour week.

**Option 1**

MPA Offices

Costs	16 h/p/w based in MPA Office	10 h/p/w based in MPA Office
<b>1) Basic Salary p/a</b>	£9,500	£5,937
<b>2) Accommodation</b>	£456	£285
<b>3) Photocopying</b>	£260	£260
<b>4) Publicity/Advertising (*1)</b>	£0	£0
<b>5) Telephone</b>	£560	£560
<b>6) Postage</b>	£240	£240
<b>7) Travel</b>	£53	£53
<b>8) Other Costs</b>	£10	£10
<b>Total</b>	<b>£11,079</b>	<b>£7,345</b>

(\*1). No Publicity/ Advertising costs have been claimed in the past however it is felt that costs may be incurred in the future.

## Option 2

### Inner London

**NOTE:** Accommodation considered for inner London location is for Camden and Westminster, however as Westminster accommodation is provided free by the council and we are awaiting a break down of associated costs, the costs for Camden alone will be used as it would be unrepresentative and misleading to provide a mean of the two.

(\*1). No Publicity/ Advertising costs have been claimed in the past

Costs	16 h/p/w based in Central London Office	10 h/p/w based in Central London Office
1) Basic Salary p/a	£9,500	£5,937
2) Accommodation	£1,292	£807
3) Photocopying	£260	£260
4) Publicity / Advertising (*1)	£0	£0
5) Telephone	£560	£560
6) Postage	£240	£240
7) Travel	£53	£53
8) Other Costs	£10	£10
<b>Total</b>	<b>£11,915</b>	<b>£7,867</b>

however it is felt that costs may be incurred in the future.

## Option 3

### Alternative London Location

(\*1). No Publicity/ Advertising costs have been claimed in the past

Costs	16 h/p/w based in alternative Location	10 h/p/w based in alternative Location
1) Basic Salary p/a	£9,500	£5,937
2) Accommodation	£656	£410
3) Photocopying	£260	£260
4) Publicity / Advertising (*1)	£0	£0
5) Telephone	£560	£560
6) Postage	£240	£240
7) Travel	£62	£62
8) Other Costs	£10	£10
<b>Total</b>	<b>£ 11,288</b>	<b>£7,479</b>

however it is felt that costs may be incurred in the future.

**NOTE:** Accommodation costs for alternative location is the mean cost of Hackney, Stratford, Barking, Lewisham, Ealing, Harrow, Wembley.

## Detail of Costs

- 1) **Salary** **Cost: Variable**  
 Salary determined at an hourly rate from the ratio of 16 hours p/w at £9,500 p/a. This would produce a rate of £182 p/w or £11.41 p/h. Therefore to offer the same salary rate for 10 h/p/w would create costs of £114.18 p/w or £5,937 p/a

- 2) **Accommodation** **Cost: Variable**  
 Accommodation requirement for each member of staff is approx. 9 sq. m per person.  
 There are three accommodation options, the first consideration would be to locate the position within the MPA offices as this would facilitate communication and information transfer to and from many of the pertinent sources. However due to space constraints already in place in the MPA which are due to be further exacerbated by the current anticipated recruitment this may neither practical or possible.  
 The second option would be a central London location or an outer London location. A central London location has the advantages of being ideally placed to visit key locations such as the MPS, MPA and most meeting sites. Additionally a central London location has the important benefit of reducing travel times which may be essential in a post with limited hours.  
 The third option would be an outer London location which has the advantage of being somewhat cheaper which is an important consideration in a position that has such a limited budget attached.  
 The table below gives broad indications of the costs associated with various locations, additionally as the post will effectively only occupy the space for a limited number of hours the cost has been broken down to 16 and 10 hour increments based on a 36 hour week.

Location of Office	Cost per sq. m	Cost per 9 sq. m	Cost of 16 h/p/w	Cost of 10 h/p/w
Romney House (MPA)	£114	£1,026	£456	£285
Camden	£323	£2,907	£1,292	£807
Hackney	£161	£1,449	£644	£402
Stratford	£145	£1,305	£580	£362
Barking	£129	£1,161	£516	£322
Lewisham	£129	£1,161	£516	£322
Ealing	£221	£1,989	£884	£552
Harrow	£196	£1,764	£784	£490
Wembley	£167	£1,503	£668	£417
Westminster	*	*	*	*

(\*) Currently awaiting additional costs from Westminster as primarily accommodation costs are provided free from council.

- 3) **Photocopying** **Cost: £260**  
Photocopying costs have been previously charged at 3p per side. Based on previous claims with an estimated quantity assigned for the Executive committee meetings with an additional 500 sheets per meeting per annum the combined total is approx £260.
- 4) **Publicity / Advertising** **Cost: £0**  
No Publicity / Advertising has been claimed, however this is felt to be misleading as it is assumed costs will be incurred in the future.
- 5) **Telephone** **Cost: £560**  
Previous claims have estimated telephone costs at approx £10, however this is felt to be a gross underestimate of future telephone expenses. In the report submitted by the Chairs Forum telephone costs were estimated at £560.
- 6) **Postage** **Cost: £240**  
Previous postage claim £185.00, to allow for the extra requirements that the 6 Executive Committee meetings it is considered feasible to increase this by 30% to £240.
- 7) **Travel** **Cost: Variable**  
Assuming a total of 14 meetings p/a, if the position is accommodated within MPA office a LU zone 1-2 return ticket of £3.80 should be sufficient for attendance, where as if the position is accommodated within zone 3 at an alternative location a LU zones 1-3 return of £4.40 may be required.
- 8) **Other costs** **Cost: £10**  
Other costs previously claimed have been the Employers contributions to the staff Superannuation Fund and National Insurance Contributions and Payroll Accountancy charges of £10.00. Again it is assumed that there will be additional unforeseeable additional costs.