

Cost Category	Notes
Accommodation Termination of lease First break clause after 10 years (4 years to go Dec 2019). Legal/Agents costs Dilapidations - Returning the building to original state - removal of partitions etc.	Marketable building Possible sub let Transfer of lease/agents fees Whilst the building is in excellent condition, there is a requirement in the lease to return the building to it original condition
Staff costs Redundancy Outplacement Legal costs	Unlikely that services would transfer to another organisation. Retaining staff during the wind-up will be critical to the closure
Equipment Buying out of lease/contracts	To secure value for money, contracts run over more than 1 year
Case management winding up of PCC/title cases	Subject to timing of wind-up - will still have a duty under the act
IT Networks Disposal and secure wiping of equipment Hosting leases Software agreements	Cost will be kept down as currently considered as part of IT purchases
Office costs Disposal of furniture Storage/disposal of documents - to meet legal obligations	Furniture currently in excellent condition pro-active approach in relation to document storage currently keeping cost down