

Cost Category	Notes
Staff costs	<ul style="list-style-type: none"> • Cost of redundancy per employment contracts. Any retention of key staff payments etc. have not been factored in to these costs • Outplacement for all staff to provide support and training around CVs, interview skills, re-training to assist them in securing new employment • Legal costs associated with termination of employment and redundancy
Accommodation Costs	<ul style="list-style-type: none"> • Rent commitments to the end of the lease in 2019 • Legal and agents fees associated with termination of the lease • Cost of dilapidations in returning the building to its original state, such as removing partition walling etc.
Equipment	<ul style="list-style-type: none"> • Buying out of leases and contract
Case management	<ul style="list-style-type: none"> • Winding up of title, conduct cases and appeals that may have to be concluded
IT Networks	<ul style="list-style-type: none"> • Disposal and secure wiping of equipment • Ceasing maintenance, software and hosting contracts
Office Costs	<ul style="list-style-type: none"> • Removal of office furniture and equipment – assuming that it can't be given to charity • Storage or disposal of documents to ensure legal obligations are met
Loss of Income	<ul style="list-style-type: none"> • Subject to the timing of any closure announcement, fees maybe hard to collect especially around the annual retention fee collection.