

### CLSB Budget for 2013

| Expenditure                         | Amount    | Permitted purpose           | Notes   |
|-------------------------------------|-----------|-----------------------------|---|
| <b>OFFICE</b>                       |           | 6(a)(i), (c), (d), (f), (g) |   |
| Phones                              | 720.00    |                             | Mobile & 3G, based on £60.00 pm usage   |
| Equipment                           | 500.00    |                             | Contingency based on laptop being lost or non-functional                                  |
| Postage                             | 2,000.00  |                             | 2013 PC applications, 2013 PC, surveys, board & general correspondence                    |
| Admin                               | 1,500.00  |                             | Envelopes, stationary, printer cartridges, paper etc.                                     |
| Printing                            | 1,000.00  |                             | 2013 PC applications, PC's, diversity survey, business cards, letterheads etc.            |
| Virtual office costs                | 1,800.00  |                             | Includes re-direction of mail & takes into account expected price rise & increase in mail |
| Room hire for meetings              | 1,500.00  |                             | 4 board meeting a year, interviews, Panel Member training                                 |
|                                     |           |                             |   |
| <b>SALARIES</b>                     |           | 6(a)(i), (c), (d), (f), (g) |   |
| Chief Exec                          | 48,666.00 |                             | Includes pension, does not include any provision for cost of living increase for 2013     |
| Chair                               | 6,000.00  |                             | Does not include any provision for cost of living increase for 2013                       |
| Board                               | 3,000.00  |                             | Includes contingency for 1 extra meeting a year   |
| Payroll services                    | 1,000.00  |                             | Payslips, P60's etc.  |
| Private health cover                | 800.00    |                             | For CEO   |
|                                     |           |                             |   |
| <b>EXPENSES (Travel &amp; Subs)</b> |           | 6(a)(i), (c), (d), (f), (g) |   |
| Executive & Board                   | 13,000.00 |                             |   |
| Conduct Committee                   | 2,250.00  |                             | Based on 3 hearings a year with each incurring £250.00 travel & subs costs                |
|                                     |           |                             |   |
| <b>DISCIPLINARY</b>                 |           | 6(a)(i), (c), (d), (f), (g) |   |
| Complaint investigations            | 2,000.00  |                             | Based on 4 at £500.00 each by outside service provider (contract yet to be negotiated)    |
| Conduct hearings                    | 5,000.00  |                             | Based on 3 hearings a year  |
| Training of Panel Members           | 250.00    |                             | For 1 session a year of ACAS agreed course (in event a panel members leaves)              |
|                                     |           |                             |   |
| <b>PROFESSIONAL FEES</b>            |           | 6(a)(i), (c), (d), (f), (g) |   |
| Accountant                          | 1,500.00  |                             | Includes Company Secretarial support  |
| Lawyers                             | 3,000.00  |                             | In event advice & assistance required   |

|                            |                   |                             |  |
|----------------------------|-------------------|-----------------------------|--|
| Education Audit            | 5,000.00          |                             | For independent review of education & training provision |
| <b>STATUTORY FEES</b>      |                   | 6(a)(i), (c), (d), (f), (g) |  |
| Filing annual return       | 15.00             |                             |  |
| Information Commissioner   | 35.00             |                             |  |
| <b>INSURANCE</b>           |                   | 6(a)(i), (c), (d), (f), (g) |  |
| Professional Indemnity     | 1,380.00          |                             | Includes possible increase on 2011/2012 of 15%           |
| D&O                        | 500.00            |                             | Includes possible increase on 2011/2012 of 15%           |
| Entity cover               | 140.00            |                             | Includes possible increase on 2011/2012 of 15%           |
| EL & Computer Eqpt         | 350.00            |                             | Includes possible increase on 2011/2012 of 15%           |
| <b>IT</b>                  |                   | 6(a)(i), (c), (d), (f), (g) |  |
| Website                    | 1,300.00          |                             | For updates  |
| IT Support                 | 500.00            |                             | For likely assistance required on database issues        |
| Anti-virus                 | 100.00            |                             | McAfee for laptop & notebook                             |
| <b>MISC</b>                |                   | 6(a)(i), (c), (d), (f), (g) |  |
| Banking costs (Lloyds TSB) | 1,000.00          |                             | Free banking agreement expired 6 April 2012              |
| Advertising                | 3,000.00          |                             | Board & Panel Members as required                        |
| Contingency                | 5,000.00          |                             | For unforeseen circumstances                             |
| LSB levy                   | 17,000.00         |                             | Payable for Costs Lawyers on register as at 1 April 2013 |
| LeO levy                   | 2,000.00          |                             | Payable for Costs Lawyers on register as at 1 April 2013 |
|                            | <b>132,806.00</b> |                             | <b>TOTAL</b>   |

| Year of budget | Amount      | £ Increase | % Increase | Notes  |
|----------------|-------------|------------|------------|--|
| 2011           | £123,540.00 | -          | -          |  |
| 2012           | £132,806.00 | £9,266     | 6.98%      | Includes provision for general price increases<br>Includes new financial provision for education audit |

