

From: [Information Officer](#)
To: [Communications;](#)
CC:
Subject: FW: Re: Hastings Borough Council Request for Information Ref: 11/485
Date: Wednesday, November 30, 2011 10:05:37 AM
Attachments:

Start of Request for Information

I received a letter dated 1st November 2011 from the 'Notice Processing' section of your Parking and Highways Service under reference PCN HS91000649.

My request is for the total 'all –up' cost involved in the creation and publication of this letter and the gathering and provision of the information upon which it relied.

For the sake of clarity I define 'all – up' cost as follows:

a). an estimate of the employee time required for the necessary actions determined as a percentage of (hours in the working week x 52) multiplied by the employee's salary cost (ie salary + all additional payments such as NI, Council pension costs etc) *plus*

b) a similar estimate with regard to the time/contribution/discharge of responsibility of the employee's immediately direct management and all upward management to the Chief Executive *plus*

c) a (categorised) estimate of all associated supporting Council costs (eg (but not inclusively) overheads for Human Resources, Legal, Property costs, IT service costs, material purchase, distribution and associated staff costs, Postage and internal distribution etc).

I fully appreciate that an accurate figure would be wholly disproportionately expensive to produce and I am therefore entirely happy to accept an itemised 'back-of-envelope' level estimate provided by appropriate staff.

My estimate would be that it would have taken approximately 20 minutes to deal with and at the current salary level this would equate to £3.80, plus 28p for the postage of the response. The letter contained some standard response paragraphs and some images which would have already been held on the parking system and within our computer software.

Please find attached link to the Council 2011-2012 Budget Book which refers to the overall costs of running the operation

http://www.hastings.gov.uk/decisions_democracy/transparency/budgets_finance/hbc_budget_2012/

[End of Request for Information](#)