

OCLF Expenditure in the 6th Senedd

July 2024

This paper provides a summary of Office and Constituent Liaison Fund (OCLF) expenditure during the Sixth Senedd. It forms part of the evidence base for the Independent Remuneration Board's Ways of Working thematic review. This thematic review will inform the Board's decisions for a Determination for the Seventh Senedd.

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1. Introduction

As part of its thematic review programme, the Senedd's Independent Remuneration Board (the Board) is considering how the Office and Constituency Liaison Fund (OCLF) may need to change for the Seventh Senedd in light of a number of significant changes, including evolving ways of working and Senedd reform.

To inform this review, analysis of current OCLF expenditure has been carried out to understand how the needs of Members may be changing, and identify any areas where action may be needed to ensure Members are effectively supported to fulfil their duties in a reformed Senedd. This paper presents a summary of this analysis.

The analysis is based on Members expenditure data provided by the Commission, which is also routinely published on the Senedd website. Data has been provided for three full financial years of the Sixth Senedd – 2021-22, 2022-23 and 2023-24.

Approach to Analysis and Limitations

Expenditure has been grouped into a number of categories to aid the analysis. These are as follows:

- Rent
- Facilities
- ICT
- Communications and Engagement
- Legal Costs
- Research
- Utilities
- Security
- Staffing/ HR

A detailed list of how expenditure lines have been organised into these categories is included at [Annex A](#).

There are some limitations to this approach that should be kept in mind when reviewing the findings:

- Grouping into categories has to some extent been based on best judgement. Expenditure descriptions in the source data do not always sit neatly into a single category. For example, some photocopying and postage expenditure is clearly for communication and engagement purposes, whereas some would fall into general office costs. The categorisation of expenditure has therefore been based upon the description provided against individual expenditure lines in the source data and the judgement call of the Board's secretariat.
- The first year of a Senedd term is unlikely to be representative of a "normal" year given new Members are setting up offices. In addition, 2021-22 still saw some Covid-19 related restrictions in operation and concerns about the virus are likely to have impacted on ways of working. As such, determining any long term trends from the current data should be done cautiously.
- The source data included spend on non-staffing costs by party group leaders. These have been separated for the main analysis, as this is funded through PPSA and not OCLF. Some specific group leader analysis has been included for research, given the ability to vire into Group offices for policy and research costs.
- Source data on office start-up allowance and office refresh allowance are coded differently to main OCLF expenditure. Expenditure descriptions in the start-up and refresh allowance are simply coded as the relevant allowance. Therefore, categorisation has been based on the description provided against individual expenditure lines.

Given these limitations, the analysis presented in this paper can therefore provide an **indicative** picture of OCLF expenditure since 2021-22, which can inform decisions by the Board about the sufficiency of OCLF and how usage may differ among the current 60 Members of the Senedd. This analysis should be considered alongside other evidence for a fuller understanding of current OCLF usage and potential future needs.

2. Analysis: OCLF Expenditure

This section of the paper considers overall OCLF expenditure and patterns of OCLF expenditure among Members, before looking specifically at a number of categories of spend within the OCLF allowance (excluding start-up and refresh allowance, which are analysed in Section 3).

Overall OCLF Spend

In 2021-22 a total of £860,975 was spent by Members, this increased to £1,102,235 in 2022-23 and £1,127,375 in 2023-24. This represents 72%, 79% and 73% of the total available OCLF budget based on all 60 Members claiming their full entitlement.¹ In 2023-24, 55% of Members spent under 75% of their OCLF budget and 13% of Members spent over 90% of their available OCLF budget.

Maximum, Minimum and Average Spend by Members²

OCLF expenditure varies significantly by Member. Whether a Member is a constituency or regional representative does not seem to be a significant factor in this variation.

Table 1: Maximum, minimum and average OCLF spend

All Members					
Year	OCLF Budget ³	Minimum	Maximum	Average (Mean)	Median
2021-22	£20,060/£6,712	£104	£27,290	£14,350	£14,528
2022-23	£23,260/£9,500	£1,132	£34,884	£18,371	£17,530
2023-24	£25,610/£10,460	£1,718	£31,636	£18,771	£18,532
Constituency Members					
Year	OCLF Budget	Minimum	Maximum	Average (Mean)	Median
2021-22	£20,060/£6,712	£2,952	£27,290	£14,973	£14,779
2022-23	£23,260/£9,500	£9,631	£32,110	£18,168	£17,268
2023-24	£25,610/£10,460	£8,021	£31,636	£18,791	£18,727

¹ NB: this calculation does not take account of any viring of OCLF funds by individual Members into their Group office for the purposes of policy and research activity or viring between OCLF and staffing expenditure allowance. Virement will be explored through a semi-structured interview with MBS.

² Both the mean and median figures are presented as given the mean can be skewed in ranges where there are outliers at either extreme (minimum or maximum.)

³The lower OCLF figure is available to those Members who undertake constituency or regional duties exclusively from the office facilities in Tŷ Hywel, Cardiff Bay. This figure applies to a single regional Member.

Regional Members					
Year	OCLF Budget	Minimum⁴	Maximum	Average (Mean)	Median
2021-22	£20,060/£6,712	£104	£23,033	£13,102	£14,398
2022-23	£23,260/£9,500	£1,132	£34,884	£18,775	£18,149
2023-24	£25,610/£10,460	£1,718	£30,700	£18,732	£17,359

Analysis was also carried out with the expenditure by the regional Member without an office removed, as this does significantly impact the average figure. Without this expenditure included, average spend by Regional Members was £13,787 in 2021-22, £19,704 in 2022-23 and £19,678 in 2023-24.

Table 2: Members spending over 100% of OCLF

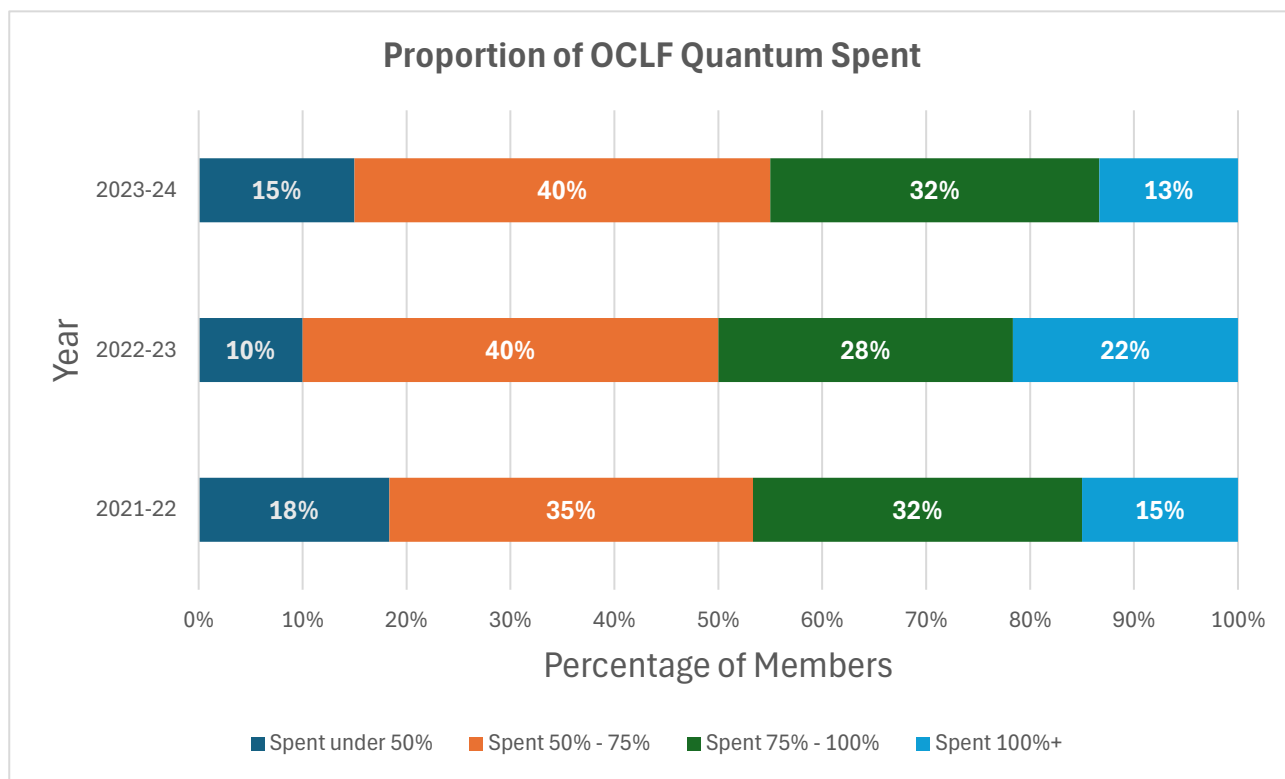
Year	Number of Members	Percentage of Members
2021-22	9	15%
2022-23	13	22%
2023-24	8	13%

Table 3: Members spending 90%+ of OCLF

Year	Number of Members	Percentage of Members
2021-22	13	22%
2022-23	18	30%
2023-24	11	18%

⁴ It should be noted that the Member who currently does not operate a constituency office is a regional Member, which explains the much lower minimum spend by regional members included here.

Chart 1: Proportion of OCLF Quantum spent by Members



Total spend varies by region. Looking at the collective annual spend by Members in each region shows the lowest annual spend by Members in South Wales West for both financial years. The highest spend is seen in North Wales in 2021-22 and in South Wales Central (by a large margin) in 2022-23, and again in 2023-24. The data would suggest that a significant factor in this increase in spend in South Wales Central relates to communications and engagement spend. While all regions saw an increase in communications spend in 2022-23, this was much higher in South Wales Central with a 104% increase.

Table 4: Annual OCLF spend by region

Total Spend Region	Year		
	2021-22	2022-23	2023-24
Mid and West Wales	£155,434	£203,915	£248,042
North Wales	£196,067	£217,172	£225,779
South Wales Central	£193,706	£272,674	£251,368
South Wales East	£162,694	£214,192	£209,388
South Wales West	£153,073	£194,282	£192,798

Difference between highest and lowest spend by region :	Difference between highest and second highest spend by region
<ul style="list-style-type: none"> ▪ 2021-22 - £42,994 ▪ 2022-23 - £78,393 ▪ 2023-24 - £58,570 	<ul style="list-style-type: none"> ▪ 2021-22 - £2,361 ▪ 2022-23 - £55,502 ▪ 2023-24 - £3,326

Viring

Members may vire into their OCLF budget a maximum of 25% of their OCLF budget either from their Staffing Allowance or from the following year's OCLF budget in exceptional circumstances. This flexibility to vire between budgets to meet Members' changing needs or priorities is not provided for members of the Scottish or UK Parliaments.

Virement has been used by several Members during recent years, it provides for flexibility for Members to meet unexpected costs or use available funding from other allowances that otherwise would not have been spent, rather than indicating an issue of sufficiency with the OCLF budget. In 2023-24:

- four Members vired an average of £1,399 from the next financial year to meet unexpected costs.
- eleven Members vired an average of £5,513 from their Staffing Allowance into their OCLF; this flexibility allows Members to re-allocate and reprioritise funding to communications, policy research or office costs that would otherwise not have been spent on staffing expenditure.
- Seven Members vired an average of £2,035 from their OCLF into their Staffing Allowance to contribute to the costs of staffing.
- Ten Members vired an average of £1,970 from their OCLF into their Group for the purposes of external policy research.

Spend by Category

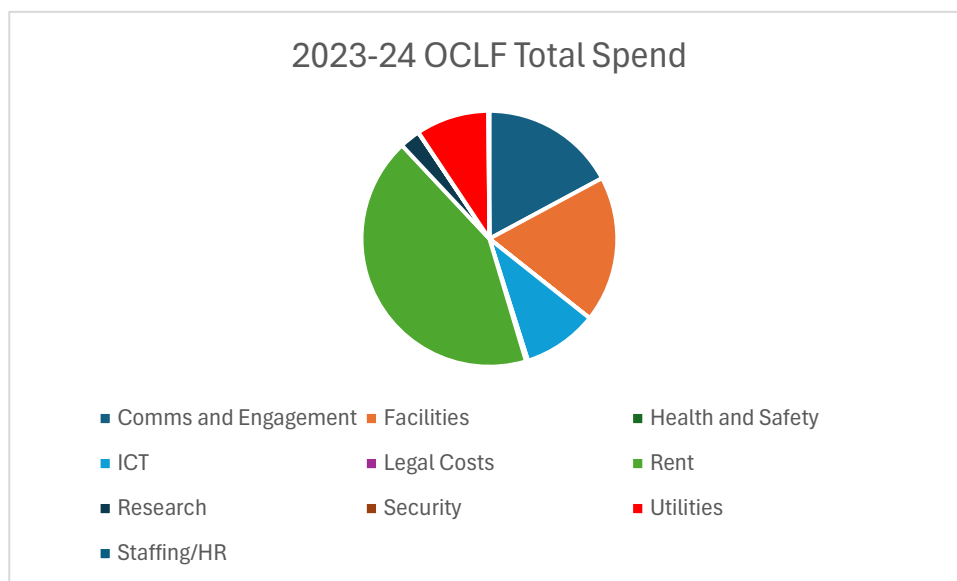
Table 5: OCLF Spend by Category

2021-22		
Category	Total Expenditure	% of total spend
Comms and Engagement	£123,014	14.3%
Facilities	£222,474	25.8%
Health and Safety	£60	0.0%
ICT	£101,909	11.8%
Legal Costs	£15,743	1.8%
Rent	£344,414	40%
Research	£5,691	0.6%
Security	£691	0%
Staffing/ HR	£1,151	0.3%
Utilities	£45,830	5%
Total	£860,975	100%
2022-23		
Category	Total Expenditure	% of total spend
Comms and Engagement	£187,477	17%
Facilities	£252,800	22.9%
Health and Safety	£64	0%
ICT	£102,489	9.3%
Legal Costs	£12,282	1.1%
Rent	£443,528	40.2%
Research	£15,703	1.4%
Staffing/ HR	£2,305	0.2%
Travel	£30	0.0%
Utilities	£85,556	7.8%
Total	£1,102,235	100%
2023-24		
Category	Total Expenditure	% of total spend
Comms and Engagement	£193,301	17.1%
Facilities	£208,717	18.5%
Health and Safety	£85	0.0%
ICT	£106,489	9.4%
Legal Costs	£3,030	0.3%
Rent	£480,688	42.6%
Research	£29,161	2.6%

Security	£384	0.0%
Utilities	£103,860	9.2%
Staffing/HR	£1,660	0.15%
Total	£1,127,375	100%

The three largest spend categories in all financial years are **rent, facilities** and **communications and engagement**.

Chart 2: OCLF Expenditure by Category 2023-24



Rent

Overall, rent accounts for around 41% of total OCLF expenditure. The proportion of total OCLF expenditure on rent increased in 2023-24 to 43%. Rental spend varies significantly by Member, with at least one Member opting to not operate a constituency office. The figures below provide a summary of spend by Members on rent, which includes spend on rent and any office service charges.

Rental Costs: All Members

On average Members spend around 45% of their OCLF expenditure on rent. The highest proportion of OCLF expenditure on rent by a Member is 75%. Average rental spend has been increasing since 2021-22, up 34%. It should be noted that expenditure from 2021-22 may not be representative, as the first year in a Senedd term it is a partial year for Members, who are also in the process of setting up offices. Between 2022-23 and 2023-24, average rental expenditure increased by 6.7%.

Table 6: Maximum, Minimum and Average rental spend

All Members				
Year	Minimum	Maximum	Average (Mean)	Median
2021-22	£900	£13,680	£6,042	£6,198
2022-23	£2,393	£13,680	£7,616	£7,800
2023-24	£3,240	£13,775	£8,123	£8,063
Constituency Members				
Year	Minimum	Maximum	Average (Mean)	Median
2021-22	£900	£13,680	£6,511	£6,541
2022-23	£2,393	£13,680	£7,596	£7,543
2023-24	£4,160	£13,775	£8,428	£9,128
Regional Members				
Year	Minimum	Maximum	Average (Mean)	Median
2021-22	£1,123	£9,469	£5,027	£5,142
2022-23	£3,653	£12,960	£7,761	£8,150
2023-24	£3,240	£13,680	£8,024	£8,006

The number of Members paying above the average rental spend varies by year:

- 2021-22: 29 Members
- 2022-23: 31 Members
- 2023-24: 28 Members

Rental Costs by Region

Some minimal variation in average rental costs can be seen by region.

Table 7: Average rental spend by region (All Members)

Region	2021-22	2023-23	2023-24
Mid and West Wales	£4,819	£6,346	£7,983
North Wales	£6,663	£7,368	£7,984
South Wales Central	£5,396	£7,799	£8,032
South Wales East	£6,051	£8,410	£8,605
South Wales West	£5,806	£7,678	£7,400

Rental Costs in reported high cost areas

The below provides a summary of the rental spend in urban areas, where it is often presumed that office rental costs are higher.

Table 8: Annual rental spend in urban areas

Constituency	Rental Spend 2021-22	Rental Spend 2022-23	Rental Spend 2023-24
Cardiff North	£2,595	£3,548	£3,460
Cardiff Central	£7,557	£12,000	£12,000
Cardiff South and Penarth	£9,192	£12,000	£12,000
Cardiff West	£9,900	£9,900	£9,900
Newport East	£6,541	£10,071	£8,304
Newport West	£6,000	£8,662	£10,968
Swansea East	£6,500	£6,500	£6,500
Swansea West	£8,761	£8,769	£6,552
Wrexham	£7,125	£7,125	£7,500
Average Rental Spend	£6,042	£7,616	£8,123

The majority of Members in these constituencies are paying above average rental spend by all Members, however it peaks at around 52% of the total OCLF allowance in 2022-23.

Table 9: Annual rental spend in urban areas as a percentage of total expenditure and OCLF allowance

Constituency	22-23 rental spend as % of Member's OCLF expenditure	22-23 rental spend as % of total OCLF Allowance
Cardiff North	20%	15%
Cardiff Central	46%	52%
Cardiff South and Penarth	70%	52%
Cardiff West	66%	43%
Newport East	75%	43%
Newport West	49%	37%
Swansea East	37%	28%
Swansea West	55%	38%
Wrexham	58%	31%

Utilities

Utilities spend covers gas, electricity and water costs. Overall, utilities costs made up 5.3% of total OCLF spend in 2021-22, rising to 7.7% in 2022-23 and 9.2% in 2023-24.

Table 10: Maximum and average utilities spend

All Members		
Year	Maximum	Average (Mean)
2021-22	£3,879	£975
2022-23	£5,684	£1820
2023-24	£7,160	£2,077

On average, Members spent 6% of their OCLF expenditure on utilities in 2021-22, rising to 9% in 2022-23 and 11% in 2023-24.

Facilities

Facilities encompasses all standard office operating costs from office maintenance and cleaning, to photocopying and postage (where there isn't a clear communications and engagement purpose), non-ICT office equipment and waste collection. In 2021-22 facilities costs accounted for 26% of total OCLF spend, this dropped to 23% in 2022-23 and 19% in 2023-24.

On average, Members spent around 18% of their total OCLF expenditure on facilities costs in 2023-24, with the highest proportion being 52%.

The largest expenditure lines within this category are postage, office equipment, business rates and stationery.

Communications and Engagement

Communications and engagement covers all spend where there is a clear link to communication and engagement activity. As such, the category includes expenditure lines related to advertising, surgery room rental, photocopying, postage, photography, newsletters, business cards, letterheads, websites and some equipment, e.g. tripods, cameras and microphones.

Communications and engagement accounted for 14% of total OCLF spend in 2021-22, and 17% in 2022-23 and 2023-24. On average, Members spent around 16% of their total OCLF expenditure on communications and engagement in 2023-24, with the maximum proportion being 53%. Average spend does not differ significantly between regional and constituency Members.

Table 11: Maximum and average communications and engagement spend

All Members			
Year	Maximum	Average (Mean)	Median
2021-22	£9,063	£2,050	£1,633
2022-23	£14,630	£3,125	£2,155
2023-24	£11,788	£3,222	£2,137
Constituency Members			
Year	Maximum	Average (Mean)	Median
2021-22	£9,063	£2,125	£1,515
2022-23	£14,630	£3,223	£2,155
2023-24	£11,788	£3,259	£2,244
Regional Members			
Year	Maximum	Average (Mean)	Median
2021-22	£5,535	£1,900	£1,892
2022-23	£11,651	£2,928	£2,186
2023-24	£10,871	£2,963	£1,881

Within the communications and engagement category, the largest expenditure line is advertising, followed by photocopying and then postage.

Table 12: Communications and Engagement spend by expenditure line (Total expenditure, all Members)

Expenditure Line	2021-22	2022-23	2023-24
Business Cards	£176	£140	£72
Event Stand	£11	£623	£1,594
Membership Fees	£20	£0	£0
Newsletters	£5,565	£7,049	£905
Office Equipment - Purchase - IT	£525	£2,137	£0
Office Equipment - Purchase - Other	£3,533	£4,262	£636
Office Maintenance	£1,471	£0	£0
Other Advertising	£67,661	£89,846	£116,204
Photocopying	£21,075	£40,163	£29,088
Photography	£1,178	£948	£2,687

Postage	£9,359	£22,585	£19,920
Subscriptions	£0	£25	£20
Surgery Advertising	£2,196	£1,367	£166
Surgery Room Rental	£3,424	£6,766	£7,659
Tickets	£74	£2400	£2,202
Translation	£276	£665	£1,023
Website	£6,472	£6,055	£10,542
Conference Fees	£0	£0	£518
Refreshments	£0	£0	£55

Table 13: Communications and Engagement spend by expenditure line as a proportion of total communications and engagement expenditure (All Members)

Expenditure Line	2021-22	2022-23	2023-24
Business Cards	0.1%	0.1%	0.0%
Event Stand	0.0%	0.3%	0.8%
Membership Fees	0.0%	0.0%	0.0%
Newsletters	4.5%	3.8%	0.5%
Office Equipment - Purchase - IT	0.4%	1.1%	0.0%
Office Equipment - Purchase - Other	2.9%	2.3%	0.3%
Office Maintenance	1.2%	0%	0.0%
Other Advertising	55.0%	47.9%	60.1%
Photocopying	17.1%	21.4%	15.0%
Photography	1.0%	0.5%	1.4%
Postage	7.6%	12%	10.3%
Subscriptions	0%	0%	0.0%
Surgery Advertising	1.8%	0.7%	0.1%
Surgery Room Rental	2.8%	3.6%	4.0%

Tickets	0.1%	1.3%	1.1%
Translation	0.2%	0.4%	0.5%
Website	5.3%	3.2%	5.5%
Conference Fees	0.0%	0.0%	0.3%
Refreshments	0.0%	0.0%	0.0%

Analysis was undertaken of the newsletter, photocopying and postage expenditure lines in particular as these are most likely to be related to more traditional forms of communication such as leaflets and newsletters. Spend in these areas totals 29% of communications and engagement spend in 2021-22, 37% in 2022-23 and 26% in 2023-24.

Table 14: Newsletters and postage and photocopying for communications and expenditure 2021-22

Category	Total Spend	Maximum Spend	Average Spend
Newsletters	£5,565	£2,520	£1,113
Photocopying	£21,0754	£1,573	£114
Postage	£9,359	£5,040	£1,560

Table 15: Newsletters and postage and photocopying for communications and expenditure 2022-23

Category	Total Spend	Maximum Spend	Average Spend
Newsletters	£7,049	£2,375	£470
Photocopying	£40,163	£3,878	£199
Postage	£22,585	£2,640	£869

Table 16: Newsletters and postage and photocopying for communications and expenditure 2023-24

Category	Total Spend	Maximum Spend	Average Spend
Newsletters	£905	£905	£905
Photocopying	£29,088	£4,410	£198
Postage	£19,920	£4,356	£866

ICT

ICT costs cover all spend related to ICT and telecommunication, so include expenditure on ICT equipment, photocopier and printer leases and mobile and office phones. In 2021-22 ICT costs accounted for 11.8% of total OCLF expenditure, 9.3% in 2022-23 and 9.4% in 2023-24. On average, Members spent 11% of their OCLF expenditure on ICT in 2023-24.

Legal Costs

Legal costs are a specific expenditure line within the source data. It covers costs related to valuation, office lease advice and advice on planning. In total in 2021-22, legal costs accounted for 1.8% of total OCLF expenditure, 1.1% in 2022-23 and 0.3% in 2023-24. On average, individual Members who claimed for legal costs, spent £524.76 on legal costs in 2021-22, £409.40 in 2022-23 and £101 in 2023-24.

A fair amount of legal costs expenditure is covered through the office start-up allowance. Full analysis of start-up allowance is included in [Section 3](#), however, overall expenditure in legal costs under the office start-up allowance was £16,393 in 2021-22, and £2,047 in 2022-23. This means a total expenditure on legal costs of £28,675.08 in 2021-22.

Research

Research costs include any externally commissioned research work and subscriptions to organisations that produce regular policy and research reports such as the Bevan Foundation and Institute of Welsh Affairs.

In 2021-22, research accounted for less than 1% of total OCLF spend. This rose to 1.4% in 2022-23. In 2021-22, there was no spend on commissioned research. Individual Members spent a total of £9,720 on commissioned research and communications support in 2022-23 and £15,000 in 2023-24. In 2023-24, Ten Members vired an average of £1,970 from their OCLF into their Group for the purposes of external policy research.

3. Analysis: Office Start-Up and Refresh Allowance Expenditure

The Determination makes provision for an office start-up and office refresh allowance. This section includes analysis of expenditure under each of these allowances in 2021-22 and 2022-23.

Office Start-Up Allowance

As would be expected, expenditure under the office start-up allowance is significantly higher in 2021-22, following the election of new Members, many of whom would be setting up offices for the first time.

Table 18: Office Start-Up Expenditure by Category

Category	2021-22		2022-23	
	Amount (£)	Percentage of total Spend	Amount (£)	Percentage of total Spend
Comms and Engagement	£4,752.50	7.1%	£0.00	0%
Facilities	£43,059.05	64%	£12,957.57	79.6%
ICT	£449.90	0.7%	£1,266.00	7.8%
Legal Costs	£16,393.12	24.4%	£2,047.20	12.6%
Rent (Bond)	£2,616.67	3.9%	£0.00	0%
Total	£67,271.24		£16,270.77	

The average spend by Members on **legal costs** in 2021-22 was £1170.94, the maximum was £2,340.

Table 19: Office Start-Up Average and Maximum Spend

Year	Average	Median	Maximum
2021-22	£3,737	£4354	£5350
2022-23	£1808	£1033	£4134

Office Refresh Allowance

Very small amounts of money have been spent under the office refresh allowance. In 2021-22, a total of £2492 was spent, in 2022-23 £199 was spent.

4. Conclusion

Analysis of OCLF expenditure data provides a number of useful insights to inform the ways of working thematic review:

- OCLF spend by Members varies significantly, further demonstrating the importance of flexibility that enables Members to determine how they can best fulfil their duties as elected Members.
- The data does not suggest any particular issues with the sufficiency of the OCLF, although this should be considered alongside wider evidence to ensure a full understanding of how the OCLF is currently operating, and might need to operate in a reformed Senedd. In 2023-24 18% of Members were spending 90%+ of the total OCLF allowance.
- As would be expected, the largest area of OCLF expenditure is on rent. Members are spending an average of 45% of their OCLF expenditure on rent, although this does range from 10% to 75% and at least one Member has opted not to have a constituency office. Average rental expenditure is increasing; up 6.7% between 2023-23 and 2023-24.
- The next largest areas of overall OCLF expenditure are facilities (19%) and communications and engagement (17%).
- Across spend categories, there is no significant difference in spending patterns between regional and constituency Members.
- Utilities expenditure is increasing year on year, up 21% since 2022-23.
- Communications and engagement expenditure also varies. On average, Members spent 17% of their OCLF expenditure on communications and engagement in 2023-24, although the largest proportion was 53%. The largest area of communication and engagement spend is advertising (60% in 2023-24), followed by photocopying. Spend related to more traditional forms of communication – newsletters, photocopying and postage – accounted for 26% of communication and engagement expenditure in 2023-24.

- Legal costs make up a very small proportion of day-to-day OCLF expenditure, Legal costs are also incurred under the office start-up allowance, accounting for nearly a quarter of office start-up expenditure in 2021-22.
- The majority of spend on commissioned research is being undertaken by group leaders, although spend by individual Members on commissioned research did increase in 2023-24.

5. Annex A: Spend Categories

Category	Expenditure Description
Rent	<ul style="list-style-type: none"> • Office Rent • Office Rent Service Charges
Facilities <i>To include all costs associated with running an office and would normally fall under remit of a facilities dept.</i>	<ul style="list-style-type: none"> • Photocopying • Office TV License • Office Equipment (Non-ICT) • Office Equipment – leased (Non-ICT) • Postage • Office Stationery • Office Cleaning / cleaning materials • Office Business Rates • Waste collection / recycling • Locksmith • Office maintenance • Parking
ICT <i>To include all costs related to digital equipment needed to run an office and employ staff. This covers laptops, phones, printers etc.</i>	<ul style="list-style-type: none"> • Software programme • Office / mobile phone • Office Equipment – ICT • Photocopier leasing and maintenance
Comms and Engagement <i>To include all costs related to engaging with constituents covering surgery room hire costs, newsletter production, delivery of annual reports etc.</i>	<ul style="list-style-type: none"> • Photocopying (where clearly on comms activity such as letter heads, business cards, calling cards, promotional materials) • Other advertising • Surgery room rental • Equipment (where clearly needed for comms activity such as camera, lapel mic etc.) • Photography • Newsletters • Business cards • Postage (where clearly used on comms activity e.g. delivery of annual report) • Website • Translation • Office maintenance (when related to office signage)

Legal Costs	<ul style="list-style-type: none"> • Office legal expenses
<p>Research</p> <p><i>To include spend clearly related to research, covering relevant PRCF spend and subscriptions such as IWA, Bevan Foundation etc.</i></p>	
Utilities	<ul style="list-style-type: none"> • Gas • Electricity • Water
Security	<ul style="list-style-type: none"> • Office Security
Staffing/ HR	<ul style="list-style-type: none"> • Admin Services • Recruitment advertising