Email from Caitlin Lee

From: Caitlin Lee

To: Peter Stanbridge

Date: 5 June 2023

Subject: BlueLine's operating costs

Hi Peter,

As part of preparing for the expiry of BlueLine's contract you have requested a lot of detailed financial and operating information to help you "plan/budget for the transfer of employees in July 2024".

I contacted head office about your request. They told me it would be OK to give you aggregated information now but we are unwilling to give data for each employee individually until much nearer the date of transfer.

The information I am able to share at the moment is enclosed.

Best Regards

Caitlin Lee

Partnership Director

BlueLine Services

BlueLine forecast operating expenses 2023

	£'000
Salaries: permanent employees	5,216
Salaries: temporary employees	655
Employer's pension contribution	219
National Social Insurance contribution	763
Training expenses	25
Premises expenses	-
Transport and travel	107
Contracts	2,743
Head Office support charges	417
Total expenses	**10,145**

BlueLine Services Employee Pension Scheme

The company offers all employees on permanent contracts of employment the opportunity to join its defined contribution pension scheme. BlueLine contributes 6 per cent of the employee's salary.

This pension is in addition to any benefits that employees are entitled to receive under the National Social Insurance scheme.