

COST CALCULATION

Searching

Rigorous and robust searches of our electronic information filing system, which included filters to refine the number of results, were undertaken using the names and email addresses of the members of the National Qualifications Group. 2,453 results were found.

Case handler searches using key words/files known to hold information requested took 120 minutes.

Total time for searches = 120 minutes (a)

Searches identified 2,453 results (documents and emails).

Estimate 1 minute per document to check scope and copy information into the draft Index of Enclosures if in scope.

$$1 \times 2,453 = 2,453 \text{ minutes} = 41 \text{ hours}$$

Total time for sift = 2,453 minutes (b)

Calculations have been done to outline possible time for redactions.

If 5% of documents were in scope:

$$5\% \text{ of } 2,453 = 122.65 = 123$$

$$\text{at } 1 \text{ min per document to redact} = 123 \text{ mins (2h)}$$

$$\text{at } 2 \text{ min per document to redact} = 246 \text{ mins (4h)}$$

If 10% of documents were in scope:

$$10\% \text{ of } 2,453 = 245.3 = 245$$

$$\text{at } 1 \text{ min per document to redact} = 245 \text{ mins (4.1h)}$$

$$\text{at } 2 \text{ min per document to redact} = 490 \text{ mins (8.2h)}$$

If 25% of documents were in scope:

$$25\% \text{ of } 2,453 = 613.25 = 613$$

$$\text{at } 1 \text{ min per document to redact} = 613 \text{ mins (10.2h)}$$

$$\text{at } 2 \text{ min per document to redact} = 1126 \text{ mins (20.4h)}$$

Total time for redactions = minutes (c)

$$\text{Total resource time} = (a) + (b) + (c)$$

$$120 + 2,453 = 2,573 \text{ minutes}$$

Assuming the minimum of only 5% being in scope, taking 1 min to redact, this would add 123 minutes to the calculation.

120 + 2,453 + 123 = 2,696 minutes = **44.99 hours = 45 hours**

£15 per hour (B Band pay grade and above) x 45 hours = £675.