



UK Service Office Vision

Ad Hoc Committee

UK Region of NA

The UKSO Vision ad-hoc subcommittee will help the UK NA fellowship (1) define what the UK Service Office should provide now and in the future and (2) make key decisions to ensure a sustainable operation.



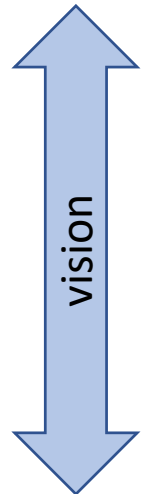
Steps for the Vision Committee to take

1. Agree what the UKSO should provide now and in the future
 - Prioritise them
 - Specify what is needed for each
2. Evaluate each option for each service
3. Recommend an option
4. Ratify with the fellowship

➤ Communicate and allow feedback throughout



What The UKSO Should Provide



Priority	Service	Description of Requirements
10	A financially sustainable operation	A model that will be financially solvent over the long term. 80% of UKSO overhead is wages and rent.
10	Sales and distribution of Literature & Key Rings	Current storage is at capacity with ± 250 sq. ft. for English language literature only. Space is required for Farsi literature and other languages to support growing fellowship.
10	Central postal address	Postal address so that UKSO can be a contact centre the RSC and its subcommittees.
9	Central contact point and administration support for regional activities	Administrative help and support offered to the RSC and its subcommittees. Might include things like newsletters, UK literature, event admin, etc.
7	Archives	Current archive is 40 sq. ft. and will grow with the fellowship
4	Sales and distribution of Merchandise	Ability to provide this in time and as required
3	Meeting space for committees	500 sq. ft.
2	Provide a space for the RSC meeting	1,500 sq. ft. (Cotton Court is approx. 1,200 sq. ft)



What options are being evaluated?

Options	Outline	Comments
Option 1	UKSO moves to a new location providing the same services as it does now.	
Option 2	UKSO moves to a new location, with meeting space for UK subcommittees, Region and Archiving	Locations considered on the basis of (i) Ease of travel and (ii) approx. 4 hours travel time from anywhere in the UK (mainland)
Option 3	Close the UKSO and use the European Service Office in Brussels.	European Service Office
Option 4	UKSO to remain in its current location.	No Change



The ad hoc committee's recommendation is to move the UKSO to the Preston area

- Satisfies all current and future requirements
- Rent is 50%-75% cheaper than London
- Wages are 32% cheaper than London
- On West Coast mainline (less than 4 hours travel from most locations in the mainland)
- 1 hour 15 minutes from Manchester Airport
- Good choice of available property
- Vibrant and growing local NA community



Services and options

Priority	Service	Options 1 & 2					Option 3	Option 4
		Elsewhere in London	Birmingham / Coventry	Preston / Wigan	Leeds	Manchester	European Service Office	No change
10	A financially sustainable operation	3	7	9	6	5	10	3
10	Sales and distribution of Literature & Key Rings	10	10	10	10	10	10	5
10	Central postal address	10	10	10	10	10	0	10
9	Central contact point and administration support for regional activities	1	10	10	10	10	0	1
7	Archives	10	10	10	10	10	0	1
4	Sales and distribution of Merchandise	10	10	10	10	10	5	0
3	Meeting space for committees	5	10	10	10	10	0	0
2	Provide a space for the RSC meeting	5	10	10	10	10	0	0



Option Evaluation for Each Service

Priority	Service	Option evaluation
		No Change
10	A financially sustainable operation	Rent: increases to £21 per sq.ft on October 2020 for 754 sq. ft. Wages: No change
10	Sales and distribution of Literature & Key Rings	Current storage space is about 250 sq. ft. No space for Farsi Literature and expansion
10	Central postal address	OK
9	Central contact point and administration support for regional activities	Not available with current office setup
7	Archives	No current room to provide this facility
4	Sales and distribution of Merchandise	No current room for storage of merchandise
3	Meeting space for committees	No current space for Sub Committee meetings
2	Provide a space for the RSC meeting	No current space for Regional Service meeting



Option Evaluation for Each Service

Priority	Service	Option evaluation
		Elsewhere in London
10	A financially sustainable operation	Rent: Average £30 per sq.ft Wages: no change – current staff required
10	Sales and distribution of Literature & Key Rings	500 sq. ft
10	Central postal address	OK
9	Central contact point and administration support for regional activities	Not available as current staff required
7	Archives	Possible but expensive
4	Sales and distribution of Merchandise	Possible but expensive
3	Meeting space for committees	Possible but expensive
2	Provide a space for the RSC meeting	Possible but expensive



Option Evaluation for Each Service

Priority	Service	Option evaluation
		Birmingham / Coventry
10	A financially sustainable operation	Rent: £5-£15 per sq. ft. Wages: 17% cheaper than London
10	Sales and distribution of Literature & Key Rings	500 sq. ft.
10	Central postal address	OK
9	Central contact point and administration support for regional activities	Possible with change of job spec and increased office opening hours
7	Archives	Possible
4	Sales and distribution of Merchandise	Possible
3	Meeting space for committees	Yes – Good transport links via the West Coast mainline. Free Parking.
2	Provide a space for the RSC meeting	Yes depending on the space



Option Evaluation for Each Service

Priority	Service	Option evaluation
		Preston / Wigan
10	A financially sustainable operation	Rent: £5 - £10 per sq. ft Wages: 32% cheaper than London
10	Sales and distribution of Literature & Key Rings	500 sq. ft.
10	Central postal address	OK
9	Central contact point and administration support for regional activities	Possible with change of job spec and increased office opening hours
7	Archives	Possible
4	Sales and distribution of Merchandise	Possible
3	Meeting space for committees	Yes – Good transport links via the West Coast mainline. Free Parking.
2	Provide a space for the RSC meeting	Yes depending on the space



Option Evaluation for Each Service

Priority	Service	Option evaluation
		Leeds
10	A financially sustainable operation	Rent: £15-£20 per sq.ft Wages: 20% cheaper than London
10	Sales and distribution of Literature & Key Rings	500 sq. ft.
10	Central postal address	OK
9	Central contact point and administration support for regional activities	Possible with change of job spec and increased office opening hours
7	Archives	Possible
4	Sales and distribution of Merchandise	Possible
3	Meeting space for committees	Yes – Good transport links via the East Coast mainline. Free Parking.
2	Provide a space for the RSC meeting	Yes depending on the space



Option Evaluation for Each Service

Priority	Service	Option evaluation
		Manchester
10	A financially sustainable operation	Rent: £13-28 per sq.ft Wages: 19% cheaper than London
10	Sales and distribution of Literature & Key Rings	500 sq. ft.
10	Central postal address	OK
9	Central contact point and administration support for regional activities	Possible with change of job spec and increased office opening hours
7	Archives	Possible
4	Sales and distribution of Merchandise	Possible
3	Meeting space for committees	Yes – Good transport links via the West Coast mainline. Free Parking.
2	Provide a space for the RSC meeting	Yes depending on the space

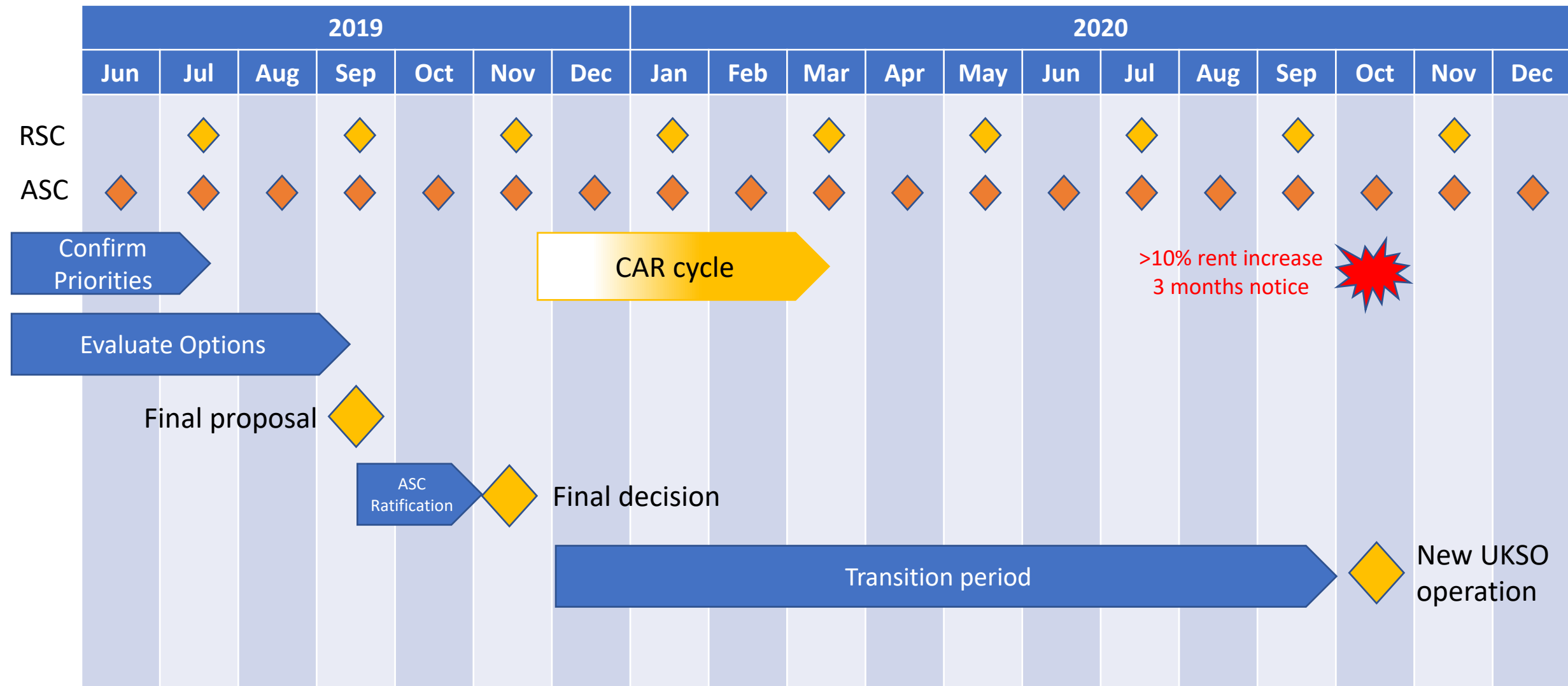


Option Evaluation for Each Service

Priority	Service	Option evaluation
		European Service Office
10	A financially sustainable operation	UKSO would close
10	Sales and distribution of Literature & Key Rings	Yes, through European Service Office
10	Central postal address	No as this is not a UK address
9	Central contact point and administration support for regional activities	No
7	Archives	These are UK archives - No
4	Sales and distribution of Merchandise	No
3	Meeting space for committees	No
2	Provide a space for the RSC meeting	No



Timeline





UKSO Vision Q&A Session

Sunday 13th October at 10am

Topic:

Join Zoom Meeting

<https://zoom.us/j/242596902>

Dial by your location

+44 203 481 5237 United Kingdom

+44 203 966 3809 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

Meeting ID: **242 596 902**

Find your local number: <https://zoom.us/u/arRjsZr3g>



UK Service Office Vision Sub-Committee Members

Name	Representing
Martina S	Yorkshire & Humberside Fellow
Craig K	RSC Vice Resource
Lisa N	North West England & North Wales RCM
Micky C	UKSO Chair
Bonita	UKSO Finance Director
Tracey J	SW London Fellow
Steve C	SW London RCM



Frequently Asked Questions

Please see Vision FAQ document available from your RCM

Any questions, please email vision.ukso@ukna.org

Thank you