



Nottinghamshire

POLICE & CRIME COMMISSIONER

From: Tim Wendels
Tel: Extn. 800 2370
Date: 8 February, 2013

DMR Ref:	2013/005
Timing: (please delete as appropriate)	Immediate (it needs to be seen that day)

PART ONE

EXECUTIVE DECISION MAKING REPORT

NOTTINGHAMSHIRE OFFICE OF THE POLICE AND CRIME COMMISSIONER

Integrated Services – Beeston – Lease from Broxtowe Borough Council

CLEARED BY

DECISION:

To approve the attached Heads of Terms for a Lease of accommodation within Broxtowe Civic Centre, Foster Avenue, Beeston.

EXECUTIVE SUMMARY:

The setting up of an Integrated Services Project with Broxtowe Borough Council at Broxtowe Civic Centre was approved by the Police Authority at its meeting on 14 November, 2012 (Report attached). As detailed terms have been developed and agreed, there have been some changes to the terms outlined in the Police Authority Report, principally as set out below:-

- The rent is now £23,000 per annum (£23,400 was the figure in the Police Authority Report).
- We have requested and been given two additional car parking spaces.
- Electricity will be separately metered and paid for by the Police. It was originally

intended that electricity be included within the rent. The Council have insisted upon this as they are concerned that as a 24/7 operation, we will use more electricity than they currently do.

- Annual rent increase simplified to be based on CPI.

The final Heads of Terms are attached.

Nottinghamshire Police and Crime Commissioner

The above request has my approval.

Signature:



Date: 8.2.13

1. How does the proposal address the Police and Crime Plan priorities?

The integrated services proposal will bring about the following operational and financial benefits:-

- improved tasking and co-ordinating of staff
- improved sharing of intelligence and information
- improved public perception of joint working
- increased visibility of service
- improved management of partnership resources
- increased opportunities for joint training
- more reactive service
- improved lines of communication
- better appreciation of each others' roles
- more opportunities for joint working
- access to both police and council systems in the same location for appropriate officers
- cost savings

2. What local needs are you expecting to meet?

The proposal will result in an improved working environment and enable much closer partnership working with Broxtowe Borough Council community safety staff.

3. What outcomes are expected to be achieved?

See paragraph 1 above.

**4. What consultations have taken place with those affected by the proposal?
What did they say?**

Detailed discussions have taken place with the senior management of the County Division and Demand Management in order to ensure that the proposals will meet operational requirements. Discussions have also taken place with Officers of Broxtowe Borough Council and joint working groups have been set up to develop details of how the project will work in practice.

5. Have you considered all reasonable courses of action and options?

The premises of each organisation were considered for the setting up of the integrated services project but the only practical option was the selected option.

6. What will be the impact be on performance and risk?

It is anticipated that the proposals will have a positive impact on performance due to the operational benefits set out at paragraph 1 above.

7. What are the resource implications and will the proposal achieve greater efficiency and value for money?

The capital costs of building alteration works are included within the approved capital programme. There will be ongoing annual revenue cost savings compared to the cost of occupying the existing building and the proposal will enable the existing building to be sold.

8. Provide any supplementary information to support your proposal

Heads of Terms for the lease are attached.

9. Public Access to Information

Information in this form is subject to the Freedom of Information Act 2000 (FOI Act) and other legislation. Part 1 of this form will be made available on the PCC website within 2 working days of approval. Any facts and advice that should not be made automatically available on request should not be included in Part 1, but instead on a separate Part 2 form. Determent is only applicable where release before that date would compromise the

Implementation of the decision being approved.
Is the publication of this approval to be deferred? No

If yes, for what reason:

Until what date:

Is there a Part 2 Form?

10. Any Further Action Required: No

FOR EXAMPLE: Letter or Briefing Note

ORIGINATING OFFICER'S NAME AND CONTACT DETAILS

Tim Wendels – Head of Estates and Facilities – Tel: 101 (Notts) Extn: 800 2370

PART TWO EXECUTIVE DECISION MAKING REPORT

Specialist Advice Consultation Y/N <i>To be completed for all Nottinghamshire Police proposals. If consultation has not taken place you need to say why.</i>		Date Consulted	Comments
Chief Officer (ACPO)	<input type="checkbox"/>	7/2/13	Approved
Head of Legal Services	<input type="checkbox"/>		Not directly consulted.
Assistant Chief Officer Resources :	<input type="checkbox"/>	7/2/13	Approved

Departmental Head	<input type="checkbox"/>	7/2/13	Approved
Other (Chief Finance Officer (OPCC), Head of ICT or Estates. Divisional Commander) Optional as appropriate.	<input type="checkbox"/>		

Officer Approval (Nottinghamshire Office of the Police and Crime Commissioner)

Chief Executive

I have been consulted about the proposal and confirm that the appropriate financial and legal advice have been taken into account in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.

Signature: 

Date: 8/2/2013.

EXEMPT OR CONFIDENTIAL INFORMATION

See see separate guidance on what information can be exempt or classified as confidential.

Proposed Heads of Terms for letting space at Civic Centre, Foster Avenue, Beeston.

1	Premises	Ground floor office accommodation within Civic Centre, Foster Avenue, Beeston – approx. 342 square metres, as shown edged in red on the attached plan.
2	Landlord	Broxtowe Borough Council
3	Landlord's Solicitors	In house
4	Tenant	Nottinghamshire Office of the Police and Crime Commissioner
5	Tenant's Solicitors	Malcolm Turner – Deputy Head of Legal Services, Legal Department, Butterley Hall, Ripley, Derbyshire.
6	Term	<p>15 years with a tenant only break option at the end of years 3, 5 and 7, 10 and 12, subject to six months written notice.</p> <p>Should the landlord wish to dispose of the building, during the 15 year term, the landlord will have the right to terminate the Lease subject to 12 months prior written Notice and will compensate the Police for their original capital contribution on a sliding scale over the first 10 years.</p> <p>Year 1 – 100%</p> <p>Year 2 – 90%</p> <p>Year 3 - 80%</p> <p>Year 4 – 70%</p> <p>Year 5 – 60%</p> <p>Year 6 – 50%</p>

		<p>Year 7 – 40%</p> <p>Year 8 – 30%</p> <p>Year 9 – 20%</p> <p>Year 10 – 10%</p>
7	Annual inclusive rent	<p>£23,000 per annum, reviewable annually upwards only. The review to be based on the annual increase of CPI. This figure is the minimum the landlord will accept for the rental of the accommodation and 13 parking spaces.</p> <p>This rent is inclusive of the following:</p> <p>business rates,</p> <p>provision to occupy BBC Communities section – 7 desks and reasonable storage.</p> <p>13 car parking spaces</p> <p>electricity in common areas (electricity in the Police offices will be provided and paid for by the Police by means of a separate supply)</p> <p>heating,</p> <p>water and drainage,</p> <p>building insurance,</p> <p>external and structural building repair and decoration external to the Police area.</p> <p>shared use of reception, designated toilets, showers, kitchen and rest facilities</p> <p>cleaning and maintenance of common parts</p> <p>cleaning within the Police office area subject to all issues regarding Police vetting being resolved.</p>

		<p>This rent does not include:</p> <p>telephone call charges,</p> <p>IT charges and</p> <p>any other charges incurred by the tenant that are not mentioned above.</p>
8	Capital Contribution	<p>The tenant will make a one off capital contribution of £50,000 towards the landlord's costs involved in this project including, inter alia, costs associated with providing shower facilities, and any other building alterations/purchase of equipment/furniture to enable the space to be made available and the building sharing to take place, the specification of works to be agreed. The landlord will not be expected to provide upgraded facilities specifically for the Police.</p> <p>All works have to be undertaken within the £50,000 budget.</p> <p>Shower provision will be 2 unisex showers only.</p> <p>Any reception upgrades will be part of a separate agreement.</p>
9	Business rates	<p>The council will be responsible for business rates at the premises.</p>
10	Shared facilities	<p>The tenant will be permitted to share use of the reception area, designated toilet and shower facilities, kitchen and rest facilities. The landlord is to install shower facilities on the ground floor of the building, which will be available for use by the tenant. There will be two unisex showers.</p> <p>The toilet facilities are the existing facilities and shared with Council staff CAB and other users of the Council Offices, including the public. There is no upgrade proposed for these facilities.</p>

		Kitchen facilities are the existing facilities and are to be shared by the CAB and Council staff. There is no upgrade proposed for these facilities.
11	Use of interview rooms and meeting rooms	This will be at the discretion of the landlord and subject to availability through the Council booking system. The landlord may choose to charge for the hire of rooms.
12	Use	The premises will only be used as office premises/police station.
13	Hours of use	<p>24 hour access, 7 days per week.</p> <p>Any requirement for the reception to be opened outside the normal opening hours of the Council, the staffing & other costs required by this will be charged to the Police.</p> <p>It is now expected reception for the Police will be open the following hours inline with the regular Council opening hours as follows:-</p> <p>Monday 8.30am -5.00pm</p> <p>Tuesday 8.30am – 5.00pm</p> <p>Wednesday 8.30am – 5.00pm</p> <p>Thursday 8.30am – 5.00pm</p> <p>Friday 8.30am - 4.30pm</p> <p>Saturday & Sunday – Closed.</p>
14	Building Rules and Use of Council facilities	<p>The tenant will obey the BBC office building rules including those relating to smoking and fire evacuation procedures.</p> <p>The tenant will co-operate with the landlord and with the landlords other tenants to achieve the full benefits of co location and shared service delivery. In particularly the tenant will respect the confidential</p>

		nature of the business undertaken by the CAB.
15	Repair and Insurance	<p>The landlord will be responsible for repairs and insurance for the exterior and structure of the premises and building infrastructure / plant within the Police Office area.</p> <p>The tenant will be responsible for insurance in relation to the carrying out of its business including contents, public liability and employer's liability insurance.</p> <p>The tenant will be permitted to undertake building alteration works to make the layout suitable for the tenant's business. The alterations will be in accordance with plans to be approved in advance by the landlord, such approval not to be unreasonably withheld or delayed.</p> <p>The tenant will be responsible for internal repairs, maintenance and decoration. At the commencement of the lease the Landlord will carry out a photographic schedule of condition. Six months prior to expiry the Landlord will complete a dilapidations survey. The agreed works will be carried out by the tenant before vacation.</p>
16	Alienation	The tenant will not be permitted to assign or sublet the lease.
17	Legal Costs	Each to bear own.
18	Conditions	These Heads of Terms are subject to contract and formal approval.
19	Vetting of Staff	Any vetting of staff required to allow them to work in areas associated with the tenant will be undertaken by the tenant at no charge to the landlord.

Police Authority
14 November 2012
Report of Assistant Chief Officer (Resources)

Integrated Services – Arnold and Beeston

1. PURPOSE OF REPORT

- 1.1 To seek approval to the setting up of integrated services projects with Gedling Borough Council and Broxtowe Borough Council at Arnold and Beeston respectively and to the terms for leases of accommodation within the Councils' premises.

2. RECOMMENDATION

- 2.1 To agree to the setting up of integrated services projects at Arnold and Beeston.
- 2.2 To agree to the terms outlined in the report for leases of accommodation within the Councils' premises.
- 2.3 To agree to the sale of Arnold and Beeston Police Stations following the move to the Councils' premises.

3. REASONS FOR RECOMMENDATIONS

- 3.1 The Force Estates Strategy seeks to set up integrated services projects in each local authority area and integrated services is expected to provide both operational and financial benefits and provide a more co-ordinated service to the public.

4. SUMMARY OF KEY POINTS

- 4.1 Following the success of the West Bridgford integrated services project with Rushcliffe Borough Council, discussions have been taking place with Gedling and Broxtowe Borough Councils regarding the establishment of further projects at Arnold and Beeston.
- 4.2 Unlike the West Bridgford project, which was set up at West Bridgford Police Station, it is proposed that the Police will move into Council premises at Arnold and Beeston.
- 4.3 In each case, the Councils' community safety teams would be directly co-located with the Police to provide a more integrated service.
- 4.4 The benefits of co-locating the Police and the Council's community safety team would be:
- single point of contact for the public
 - improved tasking and co-ordinating of staff
 - improved sharing of intelligence and information
 - improved public perception of joint working
 - increased visibility of service

- improved management of partnership resources
- increased opportunities for joint training
- more reactive service
- improved lines of communication
- better appreciation of each others' roles
- more opportunities for joint working
- access to both police and council systems in the same location for appropriate officers
- cost savings

Arnold

- 4.5 Gedling Borough Council will be converting the former Stores building on Jubilee Road, Arnold into office accommodation for the Police and their community safety team to co-locate. It is anticipated that the County Council Supporting Families Team will also be based in the building.
- 4.6 A working group has been set up with Gedling Borough Council to develop details of how the integrated services project will work in practice and it is anticipated that the accommodation will be ready for occupation around May 2013.
- 4.7 Whilst the front counter at Arnold Police Station was closed in 2010 due to lack of demand, the Council's existing Reception facility at the Civic Centre will have Police branding added and will provide signposting of Police services for members of the public who require it.
- 4.8 The Police have been offered a 10 year lease of approximately 362 square metres of accommodation at an inclusive rent of £25,000 per annum with a review after 5 years. The rent has been agreed on a partnership basis as a share of the Council's running costs and does not reflect a market rent. The review after 5 years will be based on actual running cost increases. The Police will have a break option at the end of years 5 and 7. The only costs not included within the rent are internal repairs/decoration and IT/telephony charges. Gedling Borough Council will be responsible for the capital costs of converting the building for use by the Police (approximately £400,000). The Police will not be responsible for any contribution towards these costs.
- 4.9 The revenue costs of this proposal are broadly similar to the running costs of the existing Arnold Police Station, but in addition to the operational benefits of integrated services, the proposal will enable the generation of a capital receipt from the sale of Arnold Police Station (approximately £200,000), which will become surplus to requirements. Arnold Police Station is also in need of refurbishment at an estimated cost of £200,000 and the proposals contained within this Report will mean that the expenditure on refurbishment can also be saved.

Beeston

- 4.10 Broxtowe Borough Council has offered to make the Foster Avenue wing of the ground floor of the main Council offices available to the Police, who again will co-locate with the Council's community safety team. The Citizens Advice Bureau and County Contact are already operating from the Council's offices.

- 4.11 As with Arnold, a working group has been set up with Broxtowe Borough Council to develop details of how the integrated services project will work in practice and it is anticipated that the accommodation will be ready for occupation around April 2013, following necessary internal alteration works. The integrated services will include the provision of a front counter service from the Council's current Reception facility.
- 4.12 The Police have been offered a 15 year lease of approximately 342 square metres of accommodation at an inclusive rent of £23,400 per annum. The rent has been agreed on a partnership basis as a share of the Council's running costs and does not reflect a market rent. The costs will be reviewed annually based on actual running cost increases. The Police will have break options at the end of years 3, 5, 7, 10 and 12. The only costs not included within the rent are internal repairs/decoration and IT/telephony charges. The Police will be responsible for the capital costs of internal alterations to make the building suitable for use by the Police (approximately £100,000).
- 4.13 In order to make the required amount of space available, the Council will have to move a number of staff and will have significant costs of doing this and making changes to use the space in the rest of the building more efficiently. In order to facilitate this, the Police will also be responsible for contributing a £50,000 one off capital sum towards Broxtowe Borough Council's costs of making the space available and providing showers on the ground floor of the building for joint use by the Police and Council staff.
- 4.14 These proposals will result in significant annual revenue savings as the revenue costs of running the existing Beeston Police Station are in the region of £53,000 per annum (excluding IT/telephony costs). The proposal will also enable the generation of a capital receipt from the sale of Beeston Police Station, which will become surplus to requirements.

5. FINANCIAL IMPLICATIONS AND BUDGET PROVISION

- 5.1 It is anticipated that these proposals will lead to a reduction in revenue costs for the estate and will generate a capital receipt from the sale of Arnold and Beeston Police Stations.
- 5.2 The capital costs associated with the Beeston project (approximately £150,000), will be met from the existing capital programme provision for integrated services.

6. POLICY IMPLICATIONS AND LINKS TO POLICING PLAN PRIORITIES

- 6.1 It is anticipated that the development of integrated services projects in Arnold and Beeston will contribute to all three Policing Plan priorities through the benefits of partnership working which are set out in the report.

7. DETAILS OF CONSULTATION

- 7.1 Detailed discussions have taken place with the senior management of the County Division and Demand Management in order to ensure that the proposals will meet operational requirements. Discussions have also taken place with Officers of Gedling and Broxtowe Borough Councils and joint working groups have been set up in respect of each project to develop details of how the projects will work in practice.

8. BACKGROUND PAPERS AND RELEVANT PUBLISHED DOCUMENTS

- 8.1 Heads of Terms for a Lease of accommodation at the former Stores building, Jubilee Road, Arnold.
- 8.2 Heads of terms for a Lease of accommodation within the main Council offices, Foster Avenue, Beeston.

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