

**Nottinghamshire Police and Crime Commissioner**  
**Notice of Decision**



<b>Author:</b>	Tim Wendels
<b>Telephone number:</b>	Extn. 800 2370
<b>E-mail address:</b>	tim.wendels@nottinghamshire.pnn.police.uk
<b>For Decision or Information</b>	For Decision
<b>Date received*:</b>	26.05.15
<b>Ref*:</b>	2015.033

\*to be inserted by Office of PCC

**TITLE: Closure of Holmes House (Mansfield Police Station Open Plan)**

**EXECUTIVE SUMMARY:**

Holmes House is located on the same site as Mansfield Police Station and Phoenix House sharing the same vehicle and pedestrian access. The building is a three storey detached building of brick construction with a steel structural frame under a flat felt covered roof. There is an aerial mast on top of the roof of this building. The condition of the building is generally poor / fair.

Two options have been considered as part of the attached business case;

Option 1: Do nothing with a general refurbishment – Not recommended

Option 2: Create open plan office areas in Mansfield Police Station. Relocate staff and officers from Holmes House to Mansfield Police Station and FHQ. Sell Holmes House – Recommended

By closing Holmes House and due to the changes in Public Protection and Response models, a total of 187 additional officers/staff are to be based at Mansfield Police Station. In order to accommodate the additional numbers, the proposal is to convert Mansfield Police Station into open plan accommodation to a similar standard as Business & Finance and IS at FHQ, where works have recently been undertaken. Work will include but not be limited to:-

- Removal of internal walls (where possible)
- General refurbishment, remodelling and uplift works
- Refurbishment of tea points
- Refurbishment of WCs
- New floor coverings
- Decorations
- Alterations to electrical and mechanical services

In addition, consideration will be given to how and where teams are located in the building.

This option makes better use of our accommodation and is in-line with the Estates Strategy.

**INFORMATION IN SUPPORT OF DECISION: (e.g report or business case)**

Further detail (including timescales) is included in the attached Business Case.

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**FINANCIAL INFORMATION** (please include if is it capital or revenue or both. What the split is and the totals being requested. Is this a virement/ something already budgeted for or something that requires additional funding. Are there any savings that can be offered up/or achieved)

The current provision in the capital programme for works at Mansfield Police Station is:-

- 2016/17 - £600,000
- 2017/18 - £600,000
- 2018/19 - £600,000

However after further consideration the budget estimate has been revised to £800,000. This cost will include professional fees, furniture etc.

The proposal is to commence the project during 2015/16, therefore early appointment of a consultant to assist in the preparation of a feasibility study (including space planning) and design work is required. This will also assist in confirming the budget allowance in the capital programme. It is anticipated that the phasing of expenditure will be as follows:-

- 2015/16 - £50,000
- 2016/17 - £750,000

Lambert Smith Hampton's market valuation of Holmes House is £430,000.

Signature:

**Chief Finance Officer**



Date:

16<sup>th</sup> June 2015

<b>Is any of the supporting information classified as non public or confidential information**?</b>	Yes		No	X
If yes, please state under which category number from the guidance**				

**DECISION:**

To approve the proposals to:-

- a) create open plan office areas in Mansfield Police Station.
- b) Relocate staff and officers from Holmes House to Mansfield Police Station and FHQ.
- c) Sell Holmes House.

**OFFICER APPROVAL**

I have been consulted about the proposal and confirm that the appropriate advice has 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:

**Chief Executive**

Date:

16/6/15

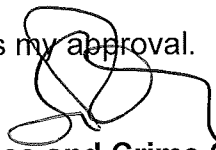
**Nottinghamshire Police and Crime Commissioner**  
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**DECLARATION:**

I confirm that I do not have any disclosable pecuniary interests in this decision and I take the decision in compliance with the Code of Conduct for the Nottinghamshire Office of the Police and Crime Commissioner. Any interests are indicated below:

The above request has my approval.

Signature:



Date:

17/6/15

**Nottinghamshire Police and Crime Commissioner**

\*\* See guidance on non public information

<b>For Decision</b>	
<b>Public</b>	<b>Yes</b>
<b>Report to:</b>	<b>Force Executive Board</b>
<b>Date of Meeting:</b>	<b>26 May, 2015</b>
<b>Report of:</b>	<b>Tim Wendels, Head of Assets</b>
<b>Report Author:</b>	<b>Phil Ellis, Estates Manager</b>
<b>E-mail:</b>	<b>Phil.ellis@nottinghamshire.pnn.police.uk</b>
<b>Other Contacts:</b>	
<b>Agenda Item:</b>	<b>3</b>

\*If Non Public, please state under which category number from the guidance in the space provided.

## **Closure of Holmes House (Mansfield Police Station Open Plan)**

### **1. Purpose of the Report**

- 1.1 This report seeks approval from FEB to relocate staff and officers from Holmes House to Mansfield Police Station and FHQ. Holmes House will then be sold.

### **2. Recommendations**

- 2.1 Option 2: Create open plan office areas in Mansfield Police Station. Relocate staff and officers from Holmes House to Mansfield Police Station and FHQ. Sell Holmes House.

### **3. Reasons for Recommendations**

- 3.1 The review of Holmes House is part of the Estates Rationalisation Phase 3 work stream to provide a fit for purpose, flexible and sustainable estate enabling savings to be delivered of £2.4m over 3 years.
- 3.2 Due to the proposed moves of DIU, FIB and the Covert Bureau to FHQ, the majority of the first floor will become vacant with no plans to back fill. Having vacant, unused accommodation is not in-line with the Estates Strategy and an opportunity exists to reduce the ongoing running costs of the estate by selling Holmes House if the remaining staff are moved to other parts of the estate.

### **4. Summary of Key Points (this should include background information and options appraisal if applicable)**

- 4.1 Holmes House is located on the same site as Mansfield Police Station and Phoenix House sharing the same vehicle and pedestrian access. The building is a three storey detached building of brick construction with a steel structural frame under a flat felt covered roof. There is an aerial mast on top of the roof of this building.

The condition of the building is generally poor / fair.

- 4.2 Two options have been considered as part of the attached business case;

**Option 1: Do nothing with a general refurbishment – Not recommended**

**Option 2: Create open plan office areas in Mansfield Police Station. Relocate staff and officers from Holmes House to Mansfield Police Station and FHQ. Sell Holmes House – Recommended**

4.3 By closing Holmes House and due to the changes in Public Protection and Response models, a total of **187** additional officers/staff are to be based at Mansfield Police Station.

4.4 In order to accommodate the additional numbers, the proposal is to convert Mansfield Police Station into open plan accommodation to a similar standard as Business & Finance and IS at FHQ. Work will include but not limited to;

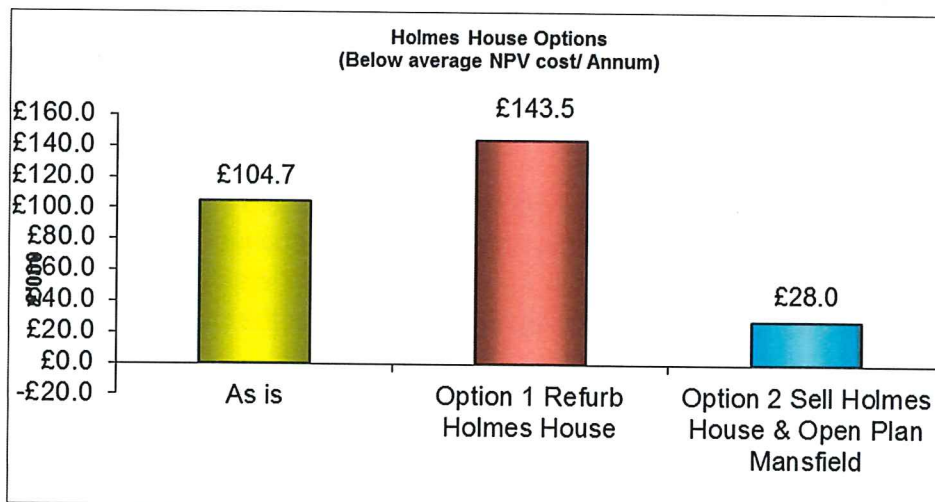
- Removal of internal walls (where possible)
- General refurbishment, remodelling and uplift works
- Refurbishment of tea points
- Refurbishment of WC's
- New floor coverings
- Decorations
- Alterations to electrical and mechanical services
- In addition, consideration will be given to how and where teams are located in the building.
- Professional fees – consultants will be appointed to assist in preparation of the feasibility study, space planning, design & managing of the construction works.
- Furniture

This option makes better use of our accommodation and is in-line with the Estates Strategy.

**5. Financial Implications and Budget Provision**

5.1 Option 2 would deliver reduced annual revenue costs of **£77,951** in addition to a capital receipt from the sale of Holmes House of approximately **£430,000**.

5.2 The graph below shows the Net Present Value of the respective options over a 20 year period.



5.3 The current provision in the capital programme is;

2016/17 - **£600,000**

2017/18 - **£600,000**

2018/19 - **£600,000**

However after further consideration the budget estimates has been revised to **£800,000**. This cost will include professional fees, furniture etc.

5.4 The proposal is to commence the project during 2015/16 therefore early appointment of a consultant to assist in the preparation of a feasibility study (including space planning) and design work is required. This will also assist in confirming the budget allowance in the capital programme.

2015/16 - **£50,000**

2016/17 - **£750,000**

## **6. Human Resources Implications**

6.1 There are a number of HR issues that need to be considered including;

- Confirming staff numbers and roles
- Consultation with unions
- Timing and phasing
- Communication

## **7. Equality Implications**

7.1 There are no equality implications arising directly from this Report.

## **8. Risk Management**

8.1 See Section 9 of the Business Case.

## **9. Policy Implications and links to the Police and Crime Plan Priorities**

9.1 This option has been recommended as it makes the best use of our accommodation as well as improving the quality - in line with Force Priority 2 – spend your money wisely.

## **10. Changes in Legislation or other Legal Considerations**

10.1 N/A

## **11. Details of outcome of consultation**

11.1 Feedback on the business case has been sought and has been included.

11.2 This proposal has been approved by the Estates Board.

## **12. Appendices**

12.1 Business Case attached.

## **13. Background Papers (relevant for Police and Crime Panel Only)**

13. N/A

# Business Case



**Project:** *Closure of Holmes House  
(Mansfield Police Station – Open Plan)*

**Project Lead:** *Tim Wendels*

**Project Manager:** *Phil Ellis*

**Date:** *26 May 2015*

**Author:** *Phil Ellis*

**Approval:** *Force Executive Board*

**Version:** *1.0*

Revision Date	Author	Summary of Changes

*Once approved at the relevant programme board please mark the document as shown here.*

Date	Approvals	Name of Board	Status, i.e. APPROVED
May 2015	Board	Estates Board	Approved
	Board		
	FEB		
	PCC		



## 1. Executive Summary

This business case seeks approval from FEB to relocate staff and officers from Holmes House to Mansfield Police Station and FHQ. Holmes House will then be sold.

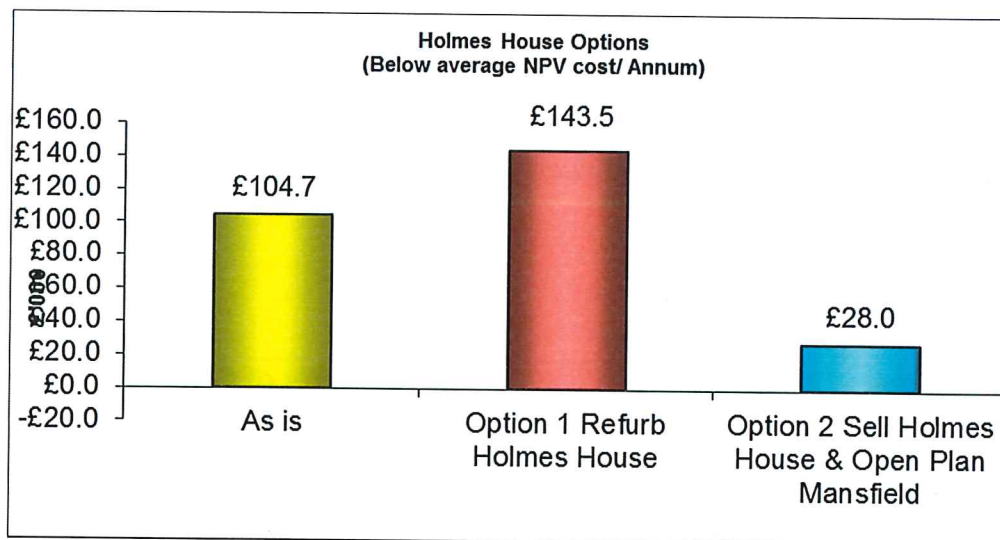
The review of Holmes House is part of the Estates Rationalisation Phase 3 work stream to provide a fit for purpose, flexible and sustainable estate enabling savings to be delivered of £2.4m over 3 years.

As part of the Productivity programme a phase 3 rationalisation of the Estate has been developed to contribute to the delivery of a number of the force's strategic objectives set out in the Policing Plan 2011-15 and to deliver further target savings by reducing the number of buildings, running and maintenance costs. To achieve these savings all buildings within the estate are being reviewed.

Two options have been considered;

**Option 1: Do nothing with a general refurbishment – Not recommended**

**Option 2: Create open plan office areas in Mansfield Police Station. Relocate staff and officers from Holmes House to Mansfield Police Station and FHQ. Sell Holmes House – Recommended**



## 2. Project Overview

The review of Holmes House is part of the Estates Rationalisation Phase 3 work stream to provide a fit for purpose, flexible and sustainable estate enabling savings to be delivered of £2.4m over 3 years.

Holmes House is located on the same site as Mansfield Police Station and Phoenix House sharing the same vehicle and pedestrian access. The building is a three storey detached building of brick construction with a steel structural frame under a flat felt covered roof. There is an aerial mast on top of the roof of this building.

The condition of the building is generally poor / fair.

Teams that are currently located within Holmes House include;

### Ground Floor

- CSI
- Interview Suite
- CMB

### First Floor

- CJ Command
- Digital Investigation Unit
- Force Intelligence Bureau
- Covert Bureau

### Second Floor

- Public Protection
- Fraud and Financial Investigation Unit

Costs associated for Holmes House;

2014/15 Revenue running costs (utilities, rates, maintenance, cleaning etc.) - **£96,508**  
IS - **£0**

Total - **£96,508**

The aerial mast located on the roof provides an income to the Force.

Annual income from the aerial mast;

- Airwave Solutions Ltd - **£11,400**
- Vodafone Ltd - **£7,157**

Total - **£18,557.00**

Therefore the net savings will be **£77,951**.

Lambert Smith Hampton market valuation of Holmes House is **£430,000**

## 3. How does this support Force Objectives/Strategic Objectives?

This option has been recommended as it will save a significant amount of money in terms of running costs, capital receipt and making best use of accommodation - in line with Force Priority 2 – spend your money wisely.

#### 4. Options with costs and risks

##### Option 1: Do nothing with a general refurbishment – Not recommended

By doing nothing the force would continue to operate Holmes House. This would mean that the possible revenue savings of **£77,951** and capital receipt of **£430,000** would not be achieved therefore making it difficult to meet the financial savings target.

However by remaining at Holmes House will mean a refurbishment of the building will be required. This work will include a general refurbishment which will include;

- New flooring
- New ceilings
- New tea points / kitchens
- New decorations (internal & external)
- Window repairs
- Repointing of brickwork
- New WC's and showers
- General mechanical and electrical upgrade.

The budget estimate for these works is **£560,000** (including fees).

Due to the proposed moves of DIU, FIB and the Covert Bureau to FHQ, majority of the first floor will become vacant with no plans to back fill. Having vacant, unused accommodation is not in-line with the Estates Strategy.

##### Option 2: Create open plan office areas in Mansfield Police Station. Relocate staff and officers from Holmes House to Mansfield Police Station and FHQ. Sell Holmes House – Recommended

The proposal is for the teams from Holmes House are to relocate;

From the ground floor

- CSI – **Mansfield Police Station (or other location which will be subject to a separate business case) – 15\***
- Interview Suite – **Mansfield Police Station**
- CMB – **Mansfield Police Station – 29\***

From the first floor

- CJ Command – **FHQ – 3**
- Digital Investigation Unit – **FHQ (separate business case already approved)**
- Force Intelligence Bureau – **FHQ (separate business case already approved)**
- Covert Bureau – **FHQ (separate business case already approved)**

From the second floor

- Public Protection – **Mansfield Police Station – 80\*\***
- Fraud and Financial Investigation Unit – **Mansfield Police Station – 27\***

\* Approximate staff numbers

\*\* Approximate staff numbers expected post October 2015

In addition to the above numbers, **36** Response officers are to relocate to Mansfield Police Station from Sutton Police Station as part of the Delivering the Future proposals.

Therefore a total of **187** additional officers/staff are to be based at Mansfield Police Station.

In order to accommodate the additional numbers, the proposal is to convert Mansfield Police Station into open plan accommodation to a similar standard as Business & Finance and IS at FHQ. Work will include but not limited to;

- Removal of internal walls (where possible)
- General refurbishment, remodelling and uplift works
- Refurbishment of tea points
- Refurbishment of WC's
- New floor coverings
- Decorations
- Alterations to electrical and mechanical services
- In addition, consideration will be given to how and where teams are located in the building.
- Professional fees – consultants will be appointed to assist in preparation of the feasibility study, space planning, design & managing of the construction works.
- Furniture

The works will be phased in order to minimise disruption. The first floor of Holmes House will be vacated by Autumn 2015 when DIU, FIB & Covert Bureau relocate to FHQ. This accommodation will be used as transit accommodation while parts of Mansfield Police Station are being refurbished. Exact phasing, timescales and details are yet to be developed. This option makes better use of our accommodation and is in-line with the Estates Strategy.

The aerial mast will be disposed of as part of the sale of Holmes House.

As part of decommissioning Holmes House, a clear separation between Holmes House and the rest of Mansfield Police Station will be created. The exact area/boundary to be sold is to be developed.

A marketing strategy including informal marketing of Holmes House will commence on approval of the business case.

No works are planned within Mansfield Police Station custody.

## **5. Preferred option**

**Option 2: Create open plan office areas in Mansfield Police Station. Relocate staff and officers from Holmes House to Mansfield Police Station and FHQ. Sell Holmes House – Recommended**

## 6. Costs of the preferred option

The allowance in the capital programme is;

2016/17 - **£600,000**

2017/18 - **£600,000**

2018/19 - **£600,000**

However after further consideration the budget estimates has been revised to **£800,000**.

This cost will include professional fees, furniture etc.

The proposal is to commence the project during 2015/16 therefore early appointment of a consultant to assist in the preparation of a feasibility study (including space planning) and design work is required. This will also assist in confirming the budget allowance in the capital programme.

2015/16 - **£50,000**

2016/17 - **£750,000**

## 7. Benefits of the preferred option

The benefits of the preferred option

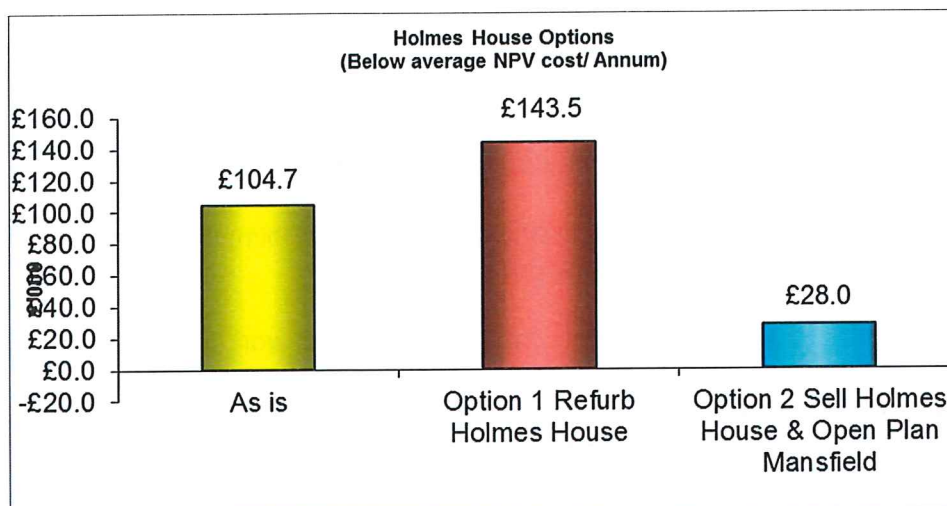
- Making better use of our accommodation.
- Teams working closer together.
- Cost savings as detailed below;

### Benefits and Measurement Plan

Benefit No.	Benefit category	Measurement plan					
		Benefit delivery date	Benefit measure	Data source	Contact for measure	Frequency of measure	Baseline date
1	Capital receipt (existing station)	2016/17	£430K	LSH	Estates	Once	2013/14
2	Reduced revenue costs	2016/17	£77,951	E Fin	HQ Finance		2014/15

NPV Summary	20yrs £'000	Per annum £'000
As is	£2,094.6	£104.7
Option 1 Refurb Holmes House	£2,870.5	£143.5
Option 2 Sell Holmes House & Open Plan Mansfield	£559.8	£28.0

**Payback = 6.5 years**



## 8. Impact of the preferred option

The impact of Option 2;

- Financial Savings – Elouise Pitchford

The financial savings are detailed in Section 7.

- Procurement

EMSCU involvement will be required for consultant and contractor appointments.

- HR – Elaine Herod

There are a number of HR issues that need to be considered including;

- Confirming staff numbers and roles
- Consultation with unions
- Timing and phasing
- Communication

- Crime & Intelligence Command – Supt Pearson

Generally supports the proposals but suitable accommodation for the CJ Command Team needs to be identified at FHQ.

## 9. Risks & Issues associated with the preferred option

- The figures for the building works are budget estimates. Actual figures will be known once the costing process has been completed.
- Sale of the Holmes House is not achieved therefore on-going running costs until sold.
- Assumption that we receive **£430,000** for the sale of Holmes House. This depends on how strong the market is when the building is put up for sale.
- Confirmation of staff and officer numbers that need to work from Mansfield Police Station.
- A full feasibility including space planning is required in order to ensure that all departments can be accommodated within Mansfield Police Station.
- Identifying suitable accommodation for the CJ Command Team at FHQ.
- All property, files and evidence needs to be identified and cleared from the building.
- Further detailed survey work is required in order to understand the issues around the aerial mast and whether it is possible to relocate the services to Mansfield Police Station.

## 10. Timescales

*This section should be completed in consultation with the PMO Project Manager to ensure that relevant meeting dates and interdependencies are considered.*

Milestone/Deliverable	Target Date
Approval of the Business Case	May 2015
FEB Approval	May 2015
PCC Approval	June 2015
Approval of Project PID	June 2015
Implementation Phase	June 2015 – October 2016
Develop Benefits Tracker with Business Benefits Officer	June 2015
Project Go Live / Closure	December 2016
Post Implementation Review & Benefits Realisation	December 2016

## 11. Project Team

Project Role	Name of Resource	Responsibilities
Sponsor/Exec	Ronnie Adams	
Senior User (responsible for Benefits Realisation post delivery)	Helen Jebb Helen Chamberlain	Benefits Realisation Delivery post implementation
Senior Supplier	Tim Wendels	
Project Manager	Phil Ellis	
Project Support and Quality assurance	Di Hodgkinson	
Business Experts Finance, HR, Estates, Communications	Tracey Morris Elaine Herod Comms - TBA	Finance HR Comms
Additional Key	Mark Holland	

Approved

Stakeholders	Mark Pollock Adrian Pearson Jo Ashworth	
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**12. Impact**

*This section should be completed in consultation with the PMO Project Manager who will provide advice and guidance on the business areas that maybe impacted upon. This should include any other projects interdependencies.*

<b>Business Area</b>	<b>Impact (High/Medium/Low)</b>	<b>Insert Details/Comments received</b>
HR		
PCC		
Regional Implications		
L & D		
Procurement		
Information Services Richard Hitch Julie Mansfield		
Estates & Facilities		
Finance (Business Partners)		
Information Management		
Information Security Manager		
Research		
Business Benefits		
Corporate Communications		
Operational Support		
County Division		
City Division		
Other projects (please list as necessary)		



**ADMINISTRATION – to be carried out by the Programme Management Office**

<b>Distribution</b>	
<p>This document requires distribution to the business experts as follows. The PMO Project Manager will circulate this business case to all parts of the business that should have sight of and comment on this work and will collate feedback. Feedback will be discussed with the business owner/project manager and any agreed changes will be incorporated into the document prior to submitting it to the relevant programme board. Full consultation needs to have taken place <b>before</b> this business case will be considered ready for submission to the Programme board for approval.</p> <p>All business cases will go to their Business Programme Board for initial approval followed by sign off at FEB and the PCC (if required). <b>PLEASE NOTE this is not an exhaustive list therefore, if relevant please circulate as appropriate.</b></p>	
<b>Name</b>	<b>Business Area</b>
Mark Holland	Supt, Designing the Future Lead
Linda McCarthy	Ch Insp, Designing the Future Programme
Ronnie Adams	Commercial Director
Christine Vallis	Procurement Business Partner
Christi Carson	Head of Information Services
Paul Dudley	Business Benefits
Keiley Freeman	Research
Richard Hitch	Information Services
Julie Mansfield	Information Services
Ian Rushton	Regional IT Business Relationships and Project Manager
Pat Stocker	Information Management and Information Security
Sharon Ault	Head of Human Resources and Organisational Development
Jacky Lloyd	Senior HR Business Partner
Paul Coffee	Head of Corporate Communications
Paul Steeples	Head of Business & Finance
Insert relevant name	Business Partner, Business & Finance
Tim Wendels	Head of Estates
Ak Khan	Ch Supt, County Divisional Commander
Steven Cooper	Ch Supt, City Divisional Commander
Sean West	Supt, Ops Support
Helen Jebb	DCS, Head of Crime and Justice
Pauline Smith	Head of Contact Management
Jane Dean	Head of Criminal Justice
Helen Chamberlain	Head of Public Protection
Ian Waterfield	Prevent Lead
Sally Pratt	Programme Manager
John Posaner	Programme Manager