

Nottinghamshire Police and Crime Commissioner
Notice of Decision



Author:	Tim Wendels
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For Decision or Information	Decision
Date received*:	11.10.16
Ref*:	2016.048

*to be inserted by Office of PCC

TITLE: Replacement Front Counter for Carlton Police Station

EXECUTIVE SUMMARY:

Following the proposed closure of Carlton Police Station in April 2017, alternative arrangements will be required for Front Counter provision. At the FEB Meeting on 18th July, 2017, it was agreed to set up a joint Front Counter with Gedling Borough Council at St George's Centre, Victoria Road, Netherfield. Unfortunately, Gedling Borough Council have decided not to proceed with the proposals and therefore an alternative solution is now required for the Police.

It is proposed that the Neighbourhood Team from Carlton be relocated to the Carlton Ambulance Station on Manor Road when Carlton Police Station closes. However, due to the amount of available space, it would be difficult and costly to create a Front Counter at this location.

The main reason for the decision to set up a Front Counter at St George's Centre, was the proposed partnership with Gedling Borough Council and the benefits of working together. St George's Centre was the Council's strongly preferred location. The Police's share of the capital costs of providing suitable facilities at this location was £25,000, together with £5,000 annual rental. It may be possible to reduce the scale of the capital works if the Police were to work alone at this location, but the withdrawal of the Council from the project has brought about a review of options for the Police.

Carlton Fire Station was previously considered for the replacement Front Counter. This is an excellent modern building situated on the corner of Manor Road and Station Road and only separated from the new base for the Neighbourhood Team at the Ambulance Station by a Health Centre and a Library. It is much closer to the Ambulance Station than the St. George's Centre option which is 0.6 miles away. The Fire Service had previously only offered the use of the Front Counter and it was anticipated that if a private discussion or meeting with a member of the public were to be required, this would have to take place at the Ambulance Station where suitable interview room facilities are being created. However, the Fire Service have now offered use of a meeting/interview room adjacent to the Front Counter in addition to use of toilet and kitchen facilities for our Front Counter staff. It should also be noted that there are no building works required as the Front Counter facility is already in place and is fit for purpose. The only set up costs anticipated are the cost of bringing Police IT connections into the building and appropriate signage etc. which are estimated at approximately £3,000.

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

Please see FEB Report 10th October, 2016.

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FINANCIAL INFORMATION (please include if it is 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 initial set up cost of the recommended option is approximately £3,000, together with approximately £2,000 annual rental and running costs. These costs will be met from savings in running costs following the closure of the current Carlton Police Station.

The current annual running costs of Carlton Police Station are estimated at £171k, the annual running costs of the Ambulance Station £21k and Fire Station £2k total £23k, will create an annual saving of £148k.

Signature: 
Chief Finance Officer

Date: 3rd November 2016

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

DECISION:

- To agree to take a Licence Agreement to occupy the Front Counter at Carlton Fire Station, Manor Road, Carlton, on the basis of the terms outlined above and in the attached FEB Report.

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



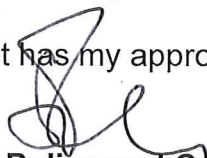
Date: 17/11/16

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:
Nottinghamshire Police and Crime Commissioner



Date: 18/11/16

** See guidance on non public information

For Decision	
Public/Non Public*	Non Public
Report to:	Force Executive Board
Date of Meeting:	10th October 2016
Approval of PCC required?	Yes
Report of:	Tim Wendels, Head of Estates and Facilities Management
Report Author:	Tim Wendels, Head of Estates and Facilities Management
E-mail:	tim.wendels@nottinghamshire.pnn.police.uk
Other Contacts:	
Agenda Item:	

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

Replacement Front Counter for Carlton Police Station

1. Purpose of the Report

- 1.1 Following the withdrawal of Gedling Borough Council from the proposed joint Front Counter at St George's Centre, Netherfield, to seek approval for a new Front Counter at the Carlton Fire Station.

2. Recommendations

- 2.1 To agree to take a Licence Agreement to occupy the Front Counter at Carlton Fire Station, Manor Road, Carlton, on the basis of the terms outlined in the report.

3. Reasons for Recommendations

- 3.1 To ensure that a replacement Front Counter service is provided in the area following the proposed closure of Carlton Police Station in April 2017.

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

- 4.1 Following the proposed closure of Carlton Police Station in April 2017, alternative arrangements will be required for Front Counter provision. At the FEB Meeting on 18th July, 2017, it was agreed to set up a joint Front Counter with Gedling Borough Council at St George's Centre, Victoria Road, Netherfield. Unfortunately, Gedling Borough Council have decided not to proceed with the proposals and therefore an alternative solution is now required for the Police.
- 4.2 It is proposed that the Neighbourhood Team from Carlton be relocated to the Carlton Ambulance Station on Manor Road when Carlton Police Station closes. However, due to the amount of available space, it would be difficult and costly to create a Front Counter at this location.
- 4.3 The main reason for the decision to set up a Front Counter at St George's Centre, was the proposed partnership with Gedling Borough Council and the benefits of working together. St George's Centre was the Council's strongly preferred location. The Police's share of the capital costs of providing suitable facilities at this location was £25,000, together with £5,000 annual rental. It may be possible to reduce the scale of the capital works if the Police were to work alone at this location, but the withdrawal of the Council from the project has brought about a review of options for the Police.
- 4.4 Carlton Fire Station was previously considered for the replacement Front Counter. This is an excellent modern building situated on the corner of Manor Road and Station Road and only separated from the new base for the Neighbourhood Team at

the Ambulance Station by a Health Centre and a Library. It is much closer to the Ambulance Station than the St. George's Centre option which is 0.6 miles away. The Fire Service had previously only offered the use of the Front Counter and it was anticipated that if a private discussion or meeting with a member of the public were to be required, this would have to take place at the Ambulance Station where suitable interview room facilities are being created. However, the Fire Service have now offered use of a meeting/interview room adjacent to the Front Counter in addition to use of toilet and kitchen facilities for our Front Counter staff. It should also be noted that there are no building works required as the Front Counter facility is already in place and is fit for purpose. The only set up costs anticipated are the cost of bringing Police IT connections into the building which are estimated at approximately £1,000, which is the same as would have been incurred at St George's Centre.

- 4.5 Since the withdrawal of Gedling Borough Council, further discussions have taken place with ACC Prior, Ch.Supt. Holland and Ch.Insp. Davies and having considered the options available, it is felt that the Fire Station option is now the preferred option due to its proximity to the new Neighbourhood Team base at the Ambulance Station, the low cost of this option and the enhanced facilities now being offered at this site.
- 4.6 The Fire Service have offered a Licence Agreement, subject to 12 months' notice to terminate by either party, at an initial rent of £1,000 per year, subject to annual rent reviews in accordance with the Consumer Prices Index. In addition, there will be a small service charge (estimated at £350 per year) to cover the Police's share of the building running costs on a pro-rata basis and together with IT revenue costs, the total annual costs are estimated at approximately £2,000 per year.

5. Financial Implications and Budget Provision

- 5.1 The initial set up cost of the recommended option is approximately £1,000, together with approximately £2,000 annual rental and running costs. These costs will be met from savings in running costs following the closure of the current Carlton Police Station.

6. Human Resources Implications

- 6.1 Consultation will take place with affected Officers and staff.

7. Equality Implications

- 7.1 There are no equality implications arising directly from this proposal.

8. Risk Management

- 8.1 The main risk associated with this proposal is having a Front Counter at a different location to the Neighbourhood Team base. In the circumstances, it is considered that the recommended option is the best option available and the location of the Front Counter will be publicised to avoid confusion with the public and the proximity of the proposed Front Counter to the Neighbourhood Team base will mitigate this risk and enable Officers to attend the Front Counter as appropriate.
- 8.2 There is also a risk that the Fire Service may terminate the Agreement at some time in the future. They would have to give 12 months' notice and as the Police set up costs for this facility are minimal, it would simply be necessary to find an alternative location. There would not be any significant wasted capital costs.

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

- 9.1 The proposal seeks to fulfil;
- Priority 1 of the current policing plan "To cut crime and keep you safe"

- Priority 2 of the current policing plan “Spending your money wisely”.
- Priority 3 of the current policing plan “To earn your trust and confidence”

10. Changes in Legislation or other Legal Considerations

10.1 N/A

11. Details of outcome of consultation

11.1 See paragraph 4.5 above.

12. Appendices

12.1 None.