

DECISION MAKING MEETING

25 June 2020, 10:00 - TEAMS

Attendees

David Lloyd (Commissioner)
David Gibson (Deputy Commissioner)
Chris Brace (Chief Executive)
Gavin Miles (Deputy Chief Executive)
Amie Birkhamshaw (Director of Strategy)
Ian Rooney (CFO)

AGENDA

1. Minutes of meeting of 23 June 2020



Minutes - Decision
Making Meeting- 23 J

2. Heads of Terms for Ware Police Station



SLT-ODB Cover Sheet
V6.docx



Proposed
Replacement Ware SN

DECISION MAKING MEETING

23 June 2020, 16:00 - TEAMS

Attendees

David Lloyd (Commissioner)
David Gibson (Deputy Commissioner)
Chris Brace (Chief Executive)
Gavin Miles (Deputy Chief Executive)
Amie Birkhamshaw (Director of Strategy)
Ian Rooney (CFO)

MINUTES

1. Minutes of meeting of 11 June 2020 **Approved. Letter to PICTCo to be amended to request engagement to show value for money before next subscription in 2022.**

2. Extension to Chief Constable Appointment **Chief Constable's appointment to be extended by 3 years.**



HERTFORDSHIRE
CONSTABULARY

Organisational Development Board

Date: 19th June 2020

Title: Ware - Proposed Replacement
SNT Base

Submitted by: Ian Potter – Head of Estates &
Facilities

1. Purpose

The purpose of this paper is to seek ODB approval to the Lease Agreement Heads of Terms negotiated for premises in Ware (contained in Section 3). The purpose of the premises is to provide replacement accommodation for the Ware Safer Neighbourhood Team (SNT) in line with the business case prepared by the LPC.

Subject to approval of ODB, this proposal will subsequently be submitted to the Strategy Executive Board (SEB) for approval.

2. Context

The Ware SNT formerly had a policing base located within premises leased from East Herts District Council (EHDC). This police office in Mead House, Burbage Lane was vacated in November 2018 due to the expiry of the lease and EHDC wishing to offer the accommodation for use by the PCT opposed to renegotiating a further lease arrangement with the Commissioner. Since that time there has been no dedicated space within Ware for the police and no public facing location.

A subsequent formal agreement was made with Hertfordshire Fire and Rescue to use the Ware Fire Station on a short-term basis as a drop-in base. This usage is on a shared basis with the station staff, there being no dedicated space set aside for the

police or storage facilities for equipment. The facilities consist of a single room within the Fire Station used by both Fire and Police. This room is used for training and meals etc.

In addition, there are no access to police ICT systems and no WIFI that is accessible to the police installed within the location.

Whilst officers attend the fire station to use toilet facilities due to its lack of ICT support and storage facilities for equipment makes it an unsuitable location.

As a result, a number of alternative premises have been assessed but none have been suitable due to location, size of premises, security issues or financial viability etc.

However, in late 2019 a premise was identified that was operationally suitable and a business case developed by the local area commander and agreed by the LPC SMT (See Appendix 'A') to progress lease negotiations with the aim of agreeing suitable Heads of Terms for consideration of the SLT and SEB.

Details of the premises, schedule of works and proposed plan are contained at Appendix 'B' and Appendix 'C' respectively.

3. Proposed relocation to - 20, Tudor Square, West Street, Ware, Hertfordshire, SG12 9XF

These premises were formerly occupied by CVS Broxbourne & East Herts (CVSBEH), who have a lease agreement in place with the landlord Network Homes until February 2021.

As the CVSBEH wish to terminate their use of this accommodation they have obtained agreement from the landlord to surrender their current lease at the same time as a new lease is put in place with the Commissioner, the agreement of this mechanism has enabled a new lease agreement to be negotiated by the Constabulary on behalf of the Commissioner with the landlord.

The subsequent Heads of Terms negotiated with landlord may be summarised as follows,

- Rental - £8.5K p.a. The rent would be fixed for the first two years and RPI increases thereafter.
- Term - 10-year lease with mutual breaks at the 3rd and 6th year.
- Utilities – Approx. £5K p.a. (excluding business rates of circa £4K)

The above proposals are in line with the local market (*pre Covid 19 pandemic outbreak, although the relative impact on the rental cost is unlikely to be material*) and has therefore been recommend for approval, by the Estates & Facilities Estates Surveyor.

Commented [TD71]: James comment, I think we need to explain the current and proposed lease /option and annual cost.

Explanation provided as requested.

4. Timescales

Assuming approval of the SLT and SEB is obtained by the end of June 2020 it is anticipated that a Lease Agreement could be concluded by the end of September 2020.

This will enable adaptation works to commence and the required IT links to be ordered, this having a 90-day lead in time. Therefore, the anticipated operational date would be early 2021.

5. Financial Implications

Based on the Heads of Terms outlined above and the schedule of works attached at Appendix 'B' and Appendix 'C' the associated costs for the proposed premises have been assessed as follows,

Cost Breakdown	£'000
20, Tudor Square, Ware	
Ongoing Revenue Costs	
Annual Rental	£8.5K
Estimates Annual Utility cost (excl's business rates)	£5K
Business Rates	£4K
ICT Network	£3K
Total Annual Revenue Costs Estates	£20.5K
Capital Financing	
Adaptation costs including, <ul style="list-style-type: none">• Office Fit Out• Electrical Alterations• Access Control• CCTV & Panic Alarm• Furniture• Signage• Contingency (10%)	£43.5K
ICT Equipment - Desktop Equipment	£5K
ICT Network - Virgin Network Install	£3K

ICT Network -Year 1 Line rental	£3K
AED - Cardiac Science	£1.5K
Legal Fees	£7K
Total 'One Off' Capital Cost	£63K

It should be noted that the proposed capital costs may be contained within the approved 2020/21 minor works budget and Estates & Facilities revenue budget.

6. Conclusion

In conclusion, the premises identified at Tudor Square in Ware meets the operational requirements setting out in the business case approved by the LPC SMT.

In addition, the Heads of Terms are in line with current market expectations, albeit in the current commercial market there is uncertainty in how the market will perform. However, due to the relatively low value of the lease agreement it is unlikely to make a material difference to the financial viability of the proposal.

7. Recommendations

The recommendations for ODB consideration are:

- 1) To approve Heads of Terms negotiated for the lease of **20, Tudor Square, West Street, Ware, Hertfordshire, SG12 9XF** as summarised in section 3.
- 2) To approve the capital cost of **£63K** to undertake 'one off' adaption works and 'on-going' revenue running costs of **circa £20.5k p.a.** Noting that these proposed costs may be contained with existing Estates & Facilities minor works and revenue budgets.
- 3) To note, that in line with governance arrangements subsequent approval to be obtained from SEB to Heads of Terms prior to instructing solicitors to progress.

8. Appendices

Ref	Title	Document
A	LPC Operational Business Case supporting need for SNT base in Ware	 BUSINESS CASE WARE Draft.docx
B	20, Tudor Court, Ware. Details of proposed premises and details of proposed works to be undertaken	 20 TUDOR SQUARE SPECIFICATION DOC
C	20, Tudor Court, Ware Proposed plan of accommodation.	 20 TUDOR SQUARE PROPOSED DRAWIN

Business Lead Ch. Stuart Orton
 Change Lead Ian Potter – Head of Estates & Facilities
 Project Manager Alan Peat – Head of Estates



Meeting item cover sheet – V5– Please complete concisely so that this fits on one page.

Meeting	ODB		
Date	19th June 2020		
Agenda item title	Proposed Replacement of Ware SNT Base to 20, Tudor Square, Ware, Herts		
Sponsor (Regular meeting attendee)	James Cook/Ian Potter		
Purpose of item	<input type="checkbox"/> For decision <input checked="" type="checkbox"/> For approval <input type="checkbox"/> For input/ discussion <input type="checkbox"/> For information <input type="checkbox"/> Other: _____		
Brief description of what paper is about and why discussed	To approve the lease agreement Heads of Terms and associated costs for replacement SNT premises at 20, Tudor Square, Ware.		
Characteristics (sponsor's judgement, as context for the meeting attendees)	Scale: £63K 'one off' cost plus annual running costs of £20.5K p.a., plus RPI for 3 years (if break clause implemented) These costs to be funded from existing Estates & Facilities Minor Works and revenue budgets. - total impact of agenda item Independence: <input checked="" type="checkbox"/> Independent / <input type="checkbox"/> Dependent on _____ Risk: <input type="checkbox"/> High / <input type="checkbox"/> Medium / <input checked="" type="checkbox"/> Low Urgency: <input type="checkbox"/> requires decision within 2 weeks People it is essential are present in order to make the decision:		
Decision / approval parameters (Only for items for decision / approval)	Question to decide / approve: To consider business case to acquire leasehold interest and to approve negotiated Heads of Terms for premise in Ware to provide accommodation for Ware SNT. Options: As outlined in paper no alternative suitable premises identified Recommendation: 1) To approve Heads of Terms 2) To approve the capital cost of £63K for 'one off' adaption works and 'on-going' revenue running costs of circa £20.5k p.a. 3) To note, subsequent approval to be obtained from SEB to Heads of Terms prior to instructing solicitors to progress		
Previous & planned discussion of item	Meetings at which this item has been discussed previously: ... ODB and SEB Meetings at which this item will be discussed in the future: ... SEB		
Points to note / guidance for discussion	Prior approval in principle has previously been given by Chief Officers and SEB to identify suitable replace premises for Ware SNT to meet operational requirements following the termination of the lease by East Herts District Council.		
Reference documents	Supporting paper / report: ... N/A. Strategy / policy documents: ... Other documents: ...		
Implications. Paper/ proposal checked for:		Y/N	Details of any implications
	Legal	Y	Property solicitor to advise Constabulary/Commissioner.
	Equalities	N	
	FOI	N	

Meeting outcome sheet Completed 'live' in meeting whenever possible, and captured as part of meeting minutes

Meeting outcome (To be completed in meeting at end of discussion)	<input type="checkbox"/> Approved <input type="checkbox"/> Noted <input type="checkbox"/> Not discussed because: _____		
	<input type="checkbox"/> Decision – specify: _____		
	Rationale:		
	Decision made by (name and title):		
	Conditions of decision / approval:		
Ongoing sponsor:			
Ongoing owner:			
Governance body to oversee this item:			
Feedback to sponsor / author	It was useful to have:		
	Would have liked to see:		



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Communication requirements	Internal: External:
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