



# THE POLICE & CRIME COMMISSIONER FOR CLEVELAND

## DECISION RECORD FORM

**REQUEST:** Approval for the Fire Brigade Collaboration Project in Thornaby

**Title:** Cleveland Fire Brigade, Thornaby Collaboration

### **Executive Summary:**

Under the Memorandum of Understanding (MoU) between Cleveland Police and Cleveland Fire Brigade the joint Collaborative Development Working Group (CDWG) has been exploring the proposal for the Thornaby neighbourhood policing team to share accommodation with the Fire Brigade with a view to both retaining a local presence and reducing costs.

The Brigade is planning a new Fire Station at Thornaby that will become operational in July 2017 and are currently at contract award stage. They have invited the Force to consider developing this as a joint facility that would replace the existing Thornaby Police Station. There are no proposed changes to the services provided from Thornaby Police Station, this is purely to upgrade the accommodation, save money and work more collaboratively with partners.

This is in line with the approved Estates Blueprint that plans for the closure of Thornaby Police Station in 2017 and the relocation of the neighbourhood policing team to public sector partner accommodation as the current Police Station requires major investment to bring the accommodation up to standard, in line with other Police premises

The proposal is that we co-locate the Thornaby neighbourhood policing team into the new fire station as their permanent base. The design drawings show that there is 70m<sup>2</sup> of accommodation being offered to Cleveland Police.

The design has been reviewed and approved by both senior Police operational command leads and the Information Security Manager.

In terms of Thornaby the collaborative opportunity with the Fire Brigade secures high quality accommodation that is very closely located (0.3 miles) to our existing Police base.

In addition to the allocated office accommodation, Cleveland Fire Brigade have agreed that the neighbourhood policing team would have full access to the canteen/dining area, gymnasium, shower facilities and meeting rooms at no additional charge. Adequate parking for both operational and personal vehicles will also be provided.

The estimated costs per square metre have been validated by the Fire Brigades independent construction consultants and have been subjected to a competitive tender exercise.

Following the re-location of the Thornaby neighbourhood policing team into the proposed new Thornaby Fire Station, Cleveland Police would be able to dispose of Thornaby Police Station valued at £225,000. These premises have a current annual revenue maintenance budget of £35,000 and a maintenance backlog of £60,000, over the next 10 years.

Cleveland Fire Brigade has asked for a one off capital contribution of £139,266 plus an annual percentage of revenue contribution for utilities, cleaning and life cycle costings.

Although the extent of this revenue contribution has yet to be clarified, the size of the new accommodation is approximately 15% of the Police existing station which would, on a pro-rata basis, equate to an annual revenue contribution of £5,250.

Cleveland Police would also need to budget for furniture, fixtures and equipment to cover items such as ICT, desks, chairs, projectors, display screen and lockers. This is estimated to be £15,000

**Decision:**

The PCC is asked to approve a collaborative approach with Cleveland Fire Brigade, for the use of their new Thornaby facility and the subsequent sale of the current Thornaby Police Station. There is no proposed change to the services provided from the move. This will enable the release of Thornaby Police Station from the PCC's estates portfolio, generating savings of :

Estimate Capital Receipt from sale of the Police Station:	£225,000
Revenue maintenance budget savings:	£35,000
Maintenance backlog for Thornaby Police Station for next 10 yrs.:	£60,000

**OPCC Lead Officer:**

Michael Porter

**Contractor Details (if applicable):**

Cleveland Fire Brigade (c/o Ray Khaliq, Director of Technical Services)  
 Training & Admin Hub  
 Endeavour House  
 Queens Meadow Business Park  
 Hartlepool  
 TS25 5TH

**Implications:**

Has consideration been taken of the following:	Yes	No
Financial	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Legal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Equality & Diversity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Human Rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**(If yes please provide further details below)**

## Decision Required – Supporting Information

Financial Implications: (Must include comments of the PCC's Chief Finance Officer where the decision has financial implications)

Following the completion of a full Value For Money assessment by Cleveland Fire Brigade, the total cost to the OPCC for Cleveland will be:

One off capital outlay for new build of £139,266  
One off capital outlay for furniture fixtures and equipment £15,000  
Annual revenue costs of £5,250

No other additional costs will be incurred without the use of a formal change control procedure.

The proposal set out within this decision is expected to generate a surplus capital receipt, after taking into account the proposed investment in the new building, as well as on-going revenue savings and therefore provides an excellent proposal in terms of value for money for the PCC to consider.

Legal Implications: (Must include comments of the Monitoring Officer where the decision has legal implication)

It has been agreed and recorded at the Collaborative Development Working Group that a Licence to occupy will be produced covering a 40 year period.

In the event that Cleveland Police are asked to vacate these premises prior to the Licence end term date, any capital investment made by Cleveland Police will be recovered on a pro-rated basis (circa. £3,500 per annum of remaining term)

Cleveland Fire Brigade have confirmed that their capital programme was subject to a formal public authority tender exercise procedure undertaken by Hartlepool Borough Council, which was overseen by Hartlepool Council's solicitor. This was a two stage exercise (issuing a PQQ and a subsequent ITT).

The Fire Brigade then entered into a framework agreement with the preferred bidder for each project area with a third stage validation being completed by external consultants, BTH Bolton, to check, challenge and validate submitted construction costs. The Terms and Conditions used for the contract are Standard JCT.

## Equality and Diversity Implications

There are no diversity & equal opportunity implications associated specifically with this collaboration agreement. Considerations required under the Equality Act 2010 for construction will be managed as part of the wider procurement project led by Cleveland Fire Brigade.

## Human Rights Implications

There are no Human Rights Act implications associated with this collaboration exercise.

Sustainability Implications

There are no sustainability implications associated with this collaboration exercise.

Risk Management Implications

There are minimal Risk Management implications associated with this collaboration exercise; however they will be mitigated through a strict governance and change control procedure. The Estates and Facilities Development Manager has been invited by the Fire Brigade to be part of the project team which will manage this area day to day, with the OPCC acting as final sign of on any decisions.

**OFFICER APPROVAL**

**Monitoring Officer**

I have been consulted about the decision and confirm that financial, legal, and equalities advice has been taken into account. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.

Signed  Date: 29/11/16

**Police and Crime Commissioner:**

The above request HAS my approval.

Signed  Date: 29/11/16