

PFCC Decision Report

Report reference number: PFCC/135/22

Classification: OFFICIAL

Title of report: Maldon Police Office – Additional Accommodation 1st Floor

Area of county / stakeholders affected: Maldon District

Report by: Patrick Duffy – Head of Estates

Chief Officer: ACO Mark Gilmartin – Director of Support Services

Date of report: 9th August 2022

Enquiries to: Patrick.Duffy@essex.police.uk

1. Executive Summary

This decision report is to request that the Commissioner enters a new lease for additional accommodation comprising locker and changing facilities to allow for expansion at Maldon Police Office, Council Offices, Princes Road, Maldon, CM9 5DL, provided under existing leasehold arrangements with Maldon District Council.

2. Recommendations

As there is already a formal lease in place, the recommendation to the Police, Fire and Crime Commissioner (PFCC) is to seal a new lease for the period 26th September 2022 - 31st March 2027 for first floor accommodation at an initial cost of £14,250 per annum which will be a cost pressure for 2023/24. Rent from lease commencement until the end of the financial year will be met from existing estate budgets, detailed within the financial section. This new lease is attached to this decision report and will be co-terminus with the existing lease and subject to annual rent reviews.

3. Background to the Proposal

The original accommodation on the ground floor at Maldon Council Offices was leased for 10 years commencing 1st April 2017 by the PFCC for the Local Policing Team.

The existing accommodation was refurbished in 2017/18 to provide operational accommodation to allow the decant of the Local Policing Team from the previously owned Maldon Police Station to a new co-located base.

The Local Policing Team identified the need for additional accommodation for locker space, as the existing office had outgrown its current accommodation and operationally needed to expand due to the increase of officers. Local Policing has suffered with insufficient space for storage and lockers for some time, exacerbated by the PUP and additional special constabulary being based there.

The original office accommodation and locker room provision was designed for 30 officers, there are now 55 LPT officers and an additional 10 CPT officers being re-located there from the Chelmsford & Maldon CPT based at Chelmsford Council Offices plus special constables.

The proposal to lease additional space on the first floor of the Council Offices, to create a new locker and storage area, was approved at the Estates Change Board on 2nd February 2022.

This additional space will enable two additional desks to be installed within the office and for the old ground floor locker room to be converted into a briefing / rest area with the first floor accommodating a suitably sized locker and changing facility.

4. Proposal and Associated Benefits

The alteration works will enhance existing accommodation to support the local and community policing activities in the Maldon District, will provide much needed space for locker provision and welfare facilities, and support the officers' wellbeing and working environment.

5. Options Analysis

Do nothing – There is insufficient capacity to accommodate the enhanced activities of the LPT and CPT Team with the current layout of rooms, which in time may affect delivery of local policing, officer wellbeing and morale.

Additional accommodation (first floor) – This will provide much needed locker and changing space, support the enhancement and better usage of the ground floor office space, and allow appropriate provision for LPT and CPT to undertake their duties and improve local morale.

6. Consultation and Engagement

The recommendation has not formally been consulted on with staff associations and is not deemed to be required. Consultation has been undertaken with Health and Safety Colleagues.

7. Strategic Links

This additional leased accommodation will provide suitable space for undertaking both LPT and CPT policing activities, supporting the overall Police and Crime Plan.

8. Police operational implications

There are no operational policing implications arising from entering into this lease. The associated minor alteration work can be undertaken while the building is in operation with no disruption.

9. Financial implications

The cost of the proposed works to accommodate the locker and changing room provision is estimated to be £38,000 and will be funded from the approved capital budget associated to the police officer uplift programme; *CAP3215 Lockers Replacement (Force Growth Programme)* and is being forecast for spend in Q3. The additional rent costs of £14,250 per annum will be met from existing estates revenue budgets for the remainder of the 2022/23 financial year from underspends and proposed for the appropriate budget increase as part of the 2023/24 budget setting process. The lease is subject to annual rent reviews if the landlord requests.

10. Legal implications

The lease, once sealed, will form part of the existing lease and run concurrently. There are no other legal implications arising from the decision report.

11. Staffing implications

There are no staffing implications arising from this requirement.

12. Equality, Diversity and Inclusion implications

There are no equality, diversity and inclusion implications arising from this requirement.

13. Risks and Mitigations

There is a risk on the Risk Register -URN 2596 - *Local policing resources deployed to Maldon and the Dengie have grown over the past 2 years through PUP. Our estate has not grown with this increase despite need to deliver response, community policing from this base.*

Maldon district has lost a number of police buildings. The move to the Maldon District Council site has provided excellent partnership delivery but the footprint is now too small.

Entering into the lease for additional accommodation and undertaking the proposed alterations will mitigate risk 2596. The consequences, however, of not proceeding may be detrimental to the activities of the LPT and CPT policing activities and the ongoing staff welfare.

There are minimal risks associated with proceeding, the additional accommodation requires some minor refurbishment which can be undertaken prior to the officers needing to use it, therefore there will be no operational impact.

The landlord can undertake annual rent reviews of the lease, however these need to be fully evidenced and the additional space is relatively small and associated rents relatively low, therefore any increase would be affordable.

14. Governance Boards

Estates Change Board - 8th February 2022

Estates Change Board – 22nd August 2022

Chief Officer Group – 7th September 2022

Strategic Board – 26th September 2022

15. Links to Future Plans

The proposal will provide fit for purpose accommodation for future activities of LPT and CPT for the Chelmsford and Maldon District.

16. Background Papers and Appendices

Lease for First Floor accommodation – OFFICIAL SENSITIVE (Not for publishing)



Maldon Lease.pdf

Report Approval

The report will be signed off by the PFCC's Chief Executive and Chief Finance Officer prior to review and sign off by the PFCC / DPFCC.

Chief Executive / M.O.

Sign: 

Print: P. Brent-Isherwood

Date: 26 September 2022

Chief Finance Officer

Sign: 

Print: Janet Perry

Date: 06 October 2022

Publication

Is the report for publication? YES NO

If 'NO', please give reasons for non-publication (Where relevant, cite the security classification of the document(s). State 'None' if applicable)

None

If the report is not for publication, the Chief Executive will decide if and how the public can be informed of the decision.

Redaction

If the report is for publication, is redaction required:

1. Of Decision Sheet? YES NO 2. Of Appendix? YES NO

If 'YES', please provide details of required redaction:

The lease is classified as OFFICIAL SENSITIVE and should not be published. The document contains layouts of the accommodation.

Date redaction carried out:

Chief Finance Officer / Chief Executive Sign Off – for Redactions only

If redaction is required, the Treasurer or Chief Executive is to sign off that redaction has been completed.

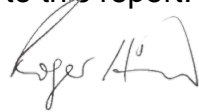
Sign:

Print:

Chief Executive / Chief Finance Officer

Decision and Final Sign Off

I agree the recommendations to this report:

Sign: 

Print: Roger Hirst

PFCC/~~Deputy PFCC~~

Date signed: 10 October 2022

I do not agree the recommendations to this report because:

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Sign:

Print:

PFCC/Deputy PFCC

Date signed: