

PFCC Decision Report

Report reference number: PFCC/010/23

Classification OFFICIAL

Title of report: Stage C Capital Bid - Harlow Rest Area Refurbishment

Area of county / stakeholders affected: District of Harlow – Officers and Staff

Report by: Patrick Duffy – Head of Estates

Chief Officer: DCC Andy Prophet

Date of report: 25th January 2023

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1. Executive Summary

This decision report seeks approval for £400,000 of capital investment into upgrading the staff and officer rest area at Harlow Police Station.

2. Recommendations

The recommendation to the PFCC is to approve the investment of £400,000 of capital funding for the refurbishment of the Harlow Police Station rest area and locker rooms, including £6,500 of one-off revenue consequences and £1,500 of recurring revenue consequences. Therefore, a total investment for year one of £408,000.

3. Background to the Proposal

This decision report requests capital funding for the refurbishment of the Harlow Police Station rest area, locker rooms and the creation of changing and shower facilities near to the main locker room.

The main locker facilities at the station are located in the disused kitchen area and have no changing or shower facilities. This proposal will create changing and shower facilities that ensure appropriate levels of privacy and welfare for officers and staff.

The current locker room layouts do not conform to space planning regulations and cannot be expanded to account for force growth. The refurbishment of the three areas will provide for all new and additional lockers, to account for force growth and a more appropriate environment for officers to use, whilst conforming to space planning requirements.

The station rest area is in poor condition and requires a complete refurbishment to bring it up to a more appealing and acceptable standard for officers and staff to use.

4. Proposal and Associated Benefits

The proposal is to refurbish the Harlow Police Station rest area, locker rooms and create changing and shower facilities near to the main locker room.

The benefits of this project include providing shower and changing facilities where there are none currently, as well as improved rest area facilities and fit for purpose locker rooms that comply to space planning regulations.

If this project is not undertaken, office space may be required to accommodate additional lockers required due to force growth. Health and safety issues may also arise due to non-compliance with space planning regulations.

The risk of a delayed start date should not be a reason not to proceed with the project. Developing a robust design prior to tender will mitigate the risk of having an undefined brief prior to works starting on site.

Operational benefits include improved officer and staff wellbeing due to upgraded locker and change facilities as well as a refurbished, fit for purpose rest area.

The preferred option is to refurbish the following areas of Harlow Police Station:

- Rest area on the ground floor
- Locker room in the basement
- Locker room on the ground floor
- Locker room on the 1st floor
- Creation of changing and shower facilities near to the main locker room on the ground floor.

5. Options Analysis

Do nothing – Doing nothing is not an option. The existing locker room and rest area accommodation is substandard and does not comply with any space or building regulations and the force is currently at risk in the event of an incident.

Proceed with the main area – Undertaking the project to the main rest area and leaving the smaller locker areas leaves the force at risk. The existing smaller locker rooms are substandard and do not comply with any space or building regulations and the force is currently at risk in the event of an incident. They have been created in an ad hoc manor and require addressing.

Proceed with the full project- Preferred option. Undertaking the project will ensure compliance with space and building regulations including the Health and Safety at Work Act.

6. Consultation and Engagement

Consultation has been undertaken with the local command team at Harlow Police Station and, once funding is approved and detailed design is underway, staff associations, Health and Safety and the relevant support networks will be consulted with.

7. Strategic Links

One of the policing priorities in the Police and Crime Plan 2021-2024 is to 'Support our officers and staff'. Providing fit for purpose accommodation and improved rest areas within our estate will support this priority.

By upgrading and making better use of the space available we are minimising the space required to accommodate growth, complying with regulatory requirements and improving officer / staff changing and rest facilities.

Furthermore, this application reflects the ambition within the PFCC's 'Essex Police Estates Strategy' to transform the estate, which states:

- Our Estates Strategy for the next five years, 2018 -2023, details how we will continue to improve our estate.
- Using the proceeds from the disposal programme, investing to improve our existing portfolio of police buildings. We will start with those buildings with the greatest need and which will deliver the best value and benefit for both the public and our police officers, staff and volunteers.
- This will deliver projects based on the sound priorities we have outlined above. It will include business as usual i.e. capitalised maintenance projects for urgent building repairs and replacements, including general health and safety works.
- To start addressing our backlog maintenance, we will allocate a sum each year for capitalised maintenance to undertake major repairs and replacements at retained sites in accordance with the priorities highlighted within our condition surveys.

8. Police operational implications

There will be limited operational implications associated with this decision report to approve funding. The construction work will be phased to ensure operational policing can continue during construction. Alternative arrangements will be put in place for locker provision while the work is undertaken.

9. Financial implications

The proposal requires one-off capital investment of £400,000 to invest in ensuring the accommodation is fit for purpose.

There are £6,500 of one-off revenue consequences and £1,500 of recurring revenue consequences.

This decision report reflects the Stage 1 proposal submitted as part of the 2023/24 budget setting process.

The total capital cost for the project is £400k; This total cost reflects market-related increases in costs for the proposed works, as well as the decision to maximise the benefits by completing all works associated with the preferred way forward, rather than restrict the refurbishment to limited areas within the police station.

It should be noted that £5,000 of one-off revenue consequences is allocated against the 2022/23 one-off revenue consequences budget (in the 'subject to approval' category of the capital programme), but this funding and the additional £1,500 for one-off revenue consequences will be incurred in 2023/24 when the works are proposed to commence.

Therefore, the total year one investment in 2023/24 requested is £408,000.

The above figures exclude the costs associated with borrowing in respect of this project however it should be noted that this will lead to an increase in the force's capital financing requirement (CFR). This will result in charges to the revenue account relating to minimum revenue provision (MRP) and interest payable. For this project these costs will equate to the capital investment value of £400,000 being charged as MRP in instalments over the useful economic life of the related asset. In respect of interest payable for external borrowing it is assumed that the force will incur financing costs of approximately 4.5% for a period of 15 years. On the assumption the principal is not repaid in full until the end of the borrowing term this will result in total charges to the revenue account of proceeding with this project of £0.670m, over 15 years, incorporating both the MRP and interest elements.

It should be noted that the above financing costs are already budgeted in the MTFs as part of the subject to approval capital projects, and these values are being provided for information only in respect of understanding the cost implications to the force of proceeding with this project.

10. Legal implications

There are no legal implications arising from the decision report and approval of funding.

11. Staffing implications

Strategic Change Estate Transformation will support the movement of staff around the building to ensure operational policing is not impacted.

Delivery of the project will be managed by the Estate department in conjunction with our third party delivery partner.

12. Equality, Diversity and Inclusion implications

The recommendations within this decision report do not have any adverse equality, diversity and inclusion implications.

Undertaking the entire scheme will offer additional support to individuals due to the work to lower counter tops, provide accessible toilet facilities and improve ramp access to the building.

13. Risks and Mitigations

Risks associated with not approving the decision report:

- Officer / staff wellbeing may be impacted due to inadequate locker and changing facilities.
- Officer / staff wellbeing may be impacted due to poor and run-down rest facilities
- Due to force growth, current office space may be required to provision additional lockers.
- Health and safety issues may arise due to non-compliance with space planning regulations.

Risks associated with undertaking the project:

- Business risk – Delay to start date due to governance and / or vetting.
- Service risks – Defining the brief before works commence on site. The proposed specification should be developed before tendering.
- External risks – The construction industry market is currently volatile, with a risk of inflation and / or market prices changing from time of tender to contract award.

All of the above risks are dealt with on a daily basis by the Estates team, the procurement and contract award have been factored into the forward plan for the necessary meetings, the appointment of a dedicated estates vetting SPOC has been completed. Engagement with the end users, support networks and staff associations will be undertaken at detailed design stage with the final solution and plans being locked with no client changes. In relation to the market conditions, these will not be fully understood until the procurement process has been completed, but this is a strategic estate risk around construction inflation with ongoing monitoring.

14. Governance Boards

- Estates Change Board – 13th January 2023
- COG – 8th February 2023
- PFCC Strategic Estates Board – 10th February 2023
- PFCC Strategic Board – 1st March 2023

15. Links to Future Plans

This proposal is linked to the long term future of Harlow Police Station being retained as a key operational base / location.

16. Background Papers and Appendices

Appendix A

[Redacted]



[Redacted]

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: 9 February 2023

Chief Financial Officer

Sign 

Print: Janet Perry

Date: 03 March 2023

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 Stage C Template contains sensitive information and internal layouts of police stations – not for publication.

Date redaction carried out: 15th March 2023.....

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: Janet Perry

~~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: 14th March 2023

I do not agree the recommendations to this report because:

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Sign:

Print: