

APPENDIX U

WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 2 FEBRUARY 2010

Title:

CENTRAL OFFICES SHARED ACCOMMODATION – SURREY POLICE

**[Portfolio Holder: Cllr Mike Band]
[Wards Affected: N/A]**

Note pursuant to Section 100B(5) of the Local Government Act 1972

An annexe to this report contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 3 of the revised Part 1 of Schedule 12A to the Local Government Act 1972, namely:-

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Summary and purpose:

The Executive is being asked to approve arrangements for the lease of Central Office accommodation to Surrey Police.

How this report relates to the Council's Corporate Priorities:

Waverley is actively looking to share office accommodation and premises with partner organisations whenever this provides cost and service benefits to Waverley's communities.

Equality and Diversity Implications:

There are no immediate equality and diversity implications arising from this report but there is an agreed aim in the near future for the operation of a shared reception facility for Waverley and the local Godalming Police service. As part of this development an Equality Impact Assessment will be undertaken.

Resource/Value for Money implications:

Surrey Police would be charged at a market rate for the accommodation it would occupy. An inclusive annual lease cost of £35,500 is proposed for a 20 year lease with five yearly break clauses for both parties. The lease would be subject to five yearly reviews to market value or RPI. The draft Heads of Terms are set out in (Exempt) Annexe 1.

Legal Implications:

The Council's legal services team will be involved in drawing up the necessary legal documents involved in the lease with Surrey Police.

Background

1. A programmed review of Central Offices accommodation has been underway and this has resulted in a rationalisation of the use of office space and a move to more open plan working. One of the benefits of this approach is that the Council are now able to consider sharing office space with partner organisations where this is beneficial to both parties.
2. The Surrey Police authority are looking to rationalise their accommodation requirements and to relocate their operations from the existing Godalming Police Station building. The opportunity to share the Council Offices would be beneficial to both organisations and from a customer point of view provides improved access to service. The sharing of facilities also provides improved scope for the joint working between our two organisations which is becoming increasingly important particularly when resources are scarce.
3. Initially it is proposed that the Police would operate a separate public reception desk using the unused Cashier Counter in the Main Reception area but the aim will be for both organisations to operate from a single reception desk as part of plans for an improved Main Reception facility. A plan of the accommodation to be leased to Surrey Police will follow as Annexe 2.

Operational arrangements

4. The Police will provide their own separate IT network and telephone equipment and will not have access to the Council's IT network. The Police will initially provide a Customer Desk (ex Cashiers Desk) which will operate Monday – Friday mirroring Waverley opening hours.
5. The uniformed Police service will operate from the offices for 24 hours a day and this office area will have a separate entrance door. Police staff would have shared use of the Staff Restaurant facility, use of the Borough Hall showers and shared use of the interview rooms in Main Reception. Two allocated parking bays have been included in the proposed lease agreement.
6. Officers are investigating providing separate heating for the area to be occupied by the Police so that out of hours heating can be controlled and contained to the designated office area.

Recommendation

It is recommended that the Executive agree the proposed lease on the terms and conditions as set out in the Exempt Annexe, any other terms and conditions to be agreed by the Estates and Valuation Manager.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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Comms/exec/2009-10/020210/012