

APPENDIX H

WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 6 SEPTEMBER 2011

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 I 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 further lease of Central Office accommodation to Surrey Police and to vary the existing lease to take into account changes to the parking area. The lease would be on the same general terms as those previously approved with Surrey Police in 2010.

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. There is already in place an accessible reception facility for the Surrey Police service.

Resource/Value for Money implications:

Surrey Police is to be charged the same rate for the accommodation it will occupy as for the existing leased area. The new lease is proposed to be co-terminus with the existing lease with five yearly break clauses, also co-terminus, for both parties. The lease will be subject to five yearly reviews to market value or RPI. The draft Heads of Terms are set out in (Exempt) Annexe 1 attached.

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 is looking to increase the number of staff based at the Council Offices. 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. A plan of the accommodation to be leased to Surrey Police is attached at Annexe 2. This plan also shows the variation required to the existing lease with regard to the parking area.

Operational arrangements

4. As with the existing lease, the Police will provide their own separate IT network and telephone equipment and will not have access to the Council's IT network. The existing Police reception desk will be used by the occupiers of the new leased area.
5. The uniformed Police service will operate from the offices for 24 hours a day and this office area will use the same separate entrance door as the existing leased area. Police staff will have shared use of the Staff Restaurant facility, use of the Borough Hall showers and shared use of the interview rooms in Main Reception as now. The major difference will be in the Police parking. The variation to the existing lease will remove the existing spaces within the main offices car park and re-site them in the car park adjacent to the Annexe Building. Use of that car park will be granted to the Police in the new lease. This will free up three spaces within the existing car park.
6. The Police will be expected to bear the cost of any installations or agreed alterations to the proposed new leased area.

Recommendation

It is recommended that the Executive agree the proposed lease on the terms and conditions as set out in the (Exempt) Annexe which is in line with the lease already granted to Police, with 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.

CONTACT OFFICER:

Name: Roger Standing **Telephone:** 01483 523221
E-mail: roger.standing@waverley.gov.uk