

WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 4 OCTOBER 2011

Title:

HASLEMERE LOCAL OFFICE SHARED ACCOMMODATION – SURREY POLICE

**[Portfolio Holders: Cllrs Mike Band and Stefan Reynolds]
[Wards Affected: All Haslemere Wards]**

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 office space at the Haslemere Local Office, Shottermill 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:

The arrangement for shared accommodation with Surrey Police will enable the Council's existing local office provision to continue to operate from the existing building in Shottermill, Haslemere to provide a face to face surgery/appointment based service for residents in Haslemere.

Environment and Climate Change Implications:

The proposal for shared use of the building with a partner organisation would maximise the use of the Council's property asset.

Resource/Value for Money Implications:

Surrey Police would be charged at a market rate for the accommodation it would occupy. A 10 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 the (Exempt) Annexe 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. The Haslemere Local Office service operates from a stand-alone building at Weyhill, Lion Green, Shottermill (see site plan attached at Annexe 1).
2. In the past the building was used not just as a locality office with dedicated permanent staff but it also served a key role in respect of the Council's car park service. The key role of the office was generally for payment of housing rents and Council Tax bills. However following a review in 2008/09 the Council changed its payment receiving services by providing facilities for payments at Post Offices and All Pay outlets and in November 2009 Waverley's local cash offices were closed.
3. The service currently provided at the Haslemere Local Office is now based around service areas (Benefits, Planning and Housing) providing specialist staff to operate from each location on particular day/half days on an appointment basis for Planning and Benefits and with Housing operating an open surgery facility. This model of service was introduced in June 2010 and further refined following in March 2011.
4. The existing building benefits from good communication links including telephone extensions that operate from the Council's main switchboard and IT network facilities that provide access to the Council's business system applications.
5. It has been recognised that the revised service model now in use does not require the total amount of space that the existing building provides and officers have therefore been reviewing possible opportunities for more suitable office accommodation.
6. An approach from Surrey Police has since been received which proposed a shared office solution with a partner organisation making use of the existing building with Waverley continuing to offer its services from the premises but with the majority of the building being used by the Police. The benefit of this proposal is that Waverley would retain the freehold of the building, receive a rental income from Surrey Police and would continue to run its local office from the existing locally known premises albeit in more appropriate adapted office space (as set out in Annexe 2). The additional benefit is that the

existing investment in communications technology would continue to be utilised.

Recommendation

It is recommended that the Executive agree the proposed lease on the terms and conditions as set out in the (Exempt) Annexe 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.

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