



COMMUNITY JUSTICE SECURITY

DECISION RECORD

Decision Record Number 28

This document records a decision taken by the Police and Crime Commissioner, together with details of the advice he received prior to taking the decision.

Decision taken

The Police and Crime Commissioner has taken the decision to:

Sign the lease for Warwick House, Northampton to provide accommodation for victim services including Voice, Sunflower Centre and Rape Crisis Centre.

Details of advice taken

Advice was provided by the Head of Estates and Facilities and OPCC staff

Martin Scoble
OPCC Chief Executive
15th December 2017

END



COMMUNITY JUSTICE SECURITY

Northamptonshire Police and Crime Commission

Supporting Report to the Police and Crime Commissioner

Date of Report	15 th December 2017
Subject	Agreeing the Lease on Warwick House, Northampton
Report Author	Paul Bullen, Director for Delivery

1. Purpose of Report

- 1.1 To outline the terms of the lease for Warwick House to provide accommodation for victim services in Northamptonshire.

2. Decision(s) Recommended:

- 2.1 To agree to lease Warwick House, Northampton for a period of 10 years (with a break point at 5 years).
- 2.2 To make Warwick House the location for Voice, DAPIT and Sunflower Centre.
- 2.3 To offer accommodation in the building on a rent free basis to Northamptonshire Rape & Incest Crisis Centre to enable co-location of important victim services to ensure that victims of crime receive the best possible service.

3. Relevant background / Chronology of Key Events:

- 3.1 A previous decision by the PCC meant that the victim and witness service in Northamptonshire is provided via a Teckal organisation set up by the PCC as opposed to a contract arrangement as at present.
- 3.2 There is a requirement for new accommodation to provide a victim hub to include space for Voice, Sunflower Centre and DAPIT.

3.3 In addition, Northamptonshire Rape & Incest Crisis Centre (NRICC) require new accommodation. Warwick House can accommodate them also and this will be provided by the PCC on a rent free basis as his contribution towards the delivery of their services.

3.4 The location of the building needs to be close to Northampton town centre. Warwick House fulfils this, is on a main bus route and is close to the General Hospital.

3.5 The building is currently vacant and being refurbished and offers the opportunity for leasing the entire building as opposed to part of the building, providing a better experience for the victim.

3.6 The length of lease will provide certainty to staff on their location of work over the long term.

3.7 The Head of Estates and Facilities has provided advice which supports Warwick House as being an appropriate location.

4. Consultation:

4.1 Estates and Facilities have been involved throughout the process to provide their professional advice.

4.2 Victims of crime were consulted to inform the business case for Voice. A key requirement was an accessible building, not in a police station.

4.3 Staff in the Sunflower Centre have also been involved in viewing options.

4.4 NRICC have been engaged and have agreed to the tenancy at will which will be necessary to enable them to locate in the building.

5. Compliance Issues:

5.1 Is this a decision of 'significant public interest?'

5.1.1 Yes – the length of contract and therefore value of the contract make this a significant public decision. In addition, as this is to be a public facing building it is significant.

5.2 Is the recommended decision consistent with the priorities set out in the Northamptonshire Police and Crime Plan 2014/17?

5.2.1 Putting victims at the heart of justice is one of the four key 'pillars' in the Police and Crime Plan. Providing services to victims of crime is a statutory responsibility for the PCC.

5.3 What are the financial and procurement implications of this decision?

5.3.1 The following are the terms of the agreement:

Term: 10 Years

Rent: £118,900 (£14.75 psf)

Break: There will be a tenant only break at the end for year 5 subject to 9 months prior notice

Rent Free: Equivalent to 6 months' rent free by way of 3 months and two weeks free from the date of practical completion followed by 6 months at ½ rent.

Additional Rent Free: 3 months at ½ rent if break is not exercised.

Car Parking: 25 car spaces

5.3.2 Procurement have been involved and fit out costs have been negotiated to c. £150k. Rape Crisis Centre will provide £25k. Voice itself will contribute £7k. The remainder will be funded from the Commissioning budget.

5.4 Will further decisions be required?

5.4.1 Not at this stage

5.5 Legal Implications

5.5.1 The formal lease is attached. It has been negotiated by a managing agent, surveyor and external lawyer on behalf of the OPCC.

5.5.2 A tenancy at will is to be drafted to cover the arrangements with NRICC.

5.6 Risk Management

5.6.1 Fit out and IT requirements are already in progress and therefore there is limited risk to this at this stage.

5.7 Has an Equality Impact Assessment been undertaken?

5.7.1 No – however the location is preferred for the accessibility via car, walking and public transport.

6. Evaluation of alternative option(s):

6.1 An agent has been used to help conduct a search. Two main options emerged from this. The previous facility occupied by Voice (Riverside House) and Warwick House.

6.2 Warwick House is considered to have the following benefits:

1. Certainty of costs for the duration of the lease (the alternative was less certain with likely increases in rent over the medium term and potential for the lease having to be curtailed for the owner to make alternative uses of the site)
2. The location of Warwick House is preferable for the services to be delivered
3. There is additional space for potentially another 50 staff
4. Occupancy costs per ft² are lower.
5. The Force Health and Safety adviser states that Warwick House will better comply with Health and Safety requirements as result of exit plans etc

6.3 The disadvantages are:

1. Warwick House is more expensive over 5 years in cash terms (c. £132k) – however this is likely to reduce should Riverside increases rent in later years.
2. The installation costs for communications etc and removal costs, however these are not significant.
3. The need to plot an exit strategy from Riverside House that could pose risks (see above)

6.4 In summary it is therefore considered at Warwick House presents the best option at this time.

7. List of background reports used to compile this report:

8. List of appendices accompanying this report (if any):

Lease for Warwick House

9. Approvals	Date	
Has this report been approved by the author's line manager?		
Has this report been approved by the Chief Executive?		