

**OFFICE OF THE POLICE AND CRIME COMMISSIONER
FOR HUMBERSIDE
DECISION RECORD**

Decision Record Number **48/2023**

Title **The lease of office space within The Hall, Beverley**

Executive Summary (This will be published):

The central ticket office (CTO) and Safer Roads Humber (SRH) currently occupy office space within The Hall, Beverley.

The expansion of the departments to include Operation Snap and the new red light camera system in Hull will require larger office space as the current space is insufficient.

The proposed lease is to run co-terminus with existing leases, but with a break clause at 12 months which is when a review of the operations will take place. If the operations continue which is very likely, the lease will just run to the end as with the other leases.

Decision of the PCC Approved

Background Report: Open

Police and Crime Commissioner for Humberside

I confirm I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with my code of conduct.

Any such interests are recorded below.

The above decision has my approval.

Signature



Date 04/12/2023

**POLICE AND CRIME COMMISSIONER
FOR HUMBERSIDE**

SUBMISSION FOR: DECISION

OPEN

Title: The lease of office space within The Hall, Beverley

Date: 26/10/2023

1. Executive Summary

The central ticket office (CTO) and Safer Roads Humber (SRH) currently occupy office space within The Hall, Beverley.

The expansion of the departments to include Operation Snap and the new red light camera system in Hull will require larger office space as the current space is insufficient.

The proposed lease is to run co-terminus with existing leases, but with a break clause at 12 months which is when a review of the operations will take place. If the operations continue which is very likely, the lease will just run to the end as with the other leases.

2. Recommendation(s)

It is recommended the lease of the office space within The Hall is agreed on the basis of a 12 month pilot of Operation Snap and ongoing review of requirement (Option 1).

3. Background

The CTO and Safer Roads Humber partnership have occupied office space at The Hall, Beverley for some years. This is a cost-effective option as there are around 80 staff, and space within police buildings would not be able to accommodate. The premises benefits from secure parking for the police vehicles that are used and is completely funded by the partnership with no call on funds from the local authorities or the police.

The partnership has agreed to fully fund a year trial of Operation Snap which requires 4 staff, office space, equipment etc.

Hull City Council are also in the process of setting up a red-light camera system which will increase the demand of the current CTO staff. That increase in demand requires 4 extra partnership clerical staff who also need to be accommodated. Hull City Council do not need to provide clerical staff for the system.

There will be an element of cost recovery from offenders, but the value is unknown until the project is up and running and has settled for a period.

The increase of 8 staff including the specialist screens etc. cannot be accommodated in the existing CTO building. The work is not suitable to be

completed by staff working from home. The nature of the clerical work as well as handling court files, court disclosure material and digital media does not allow for home working.

There are already part time staff desk sharing to ensure each desk is in use all day.

Whilst setting up the initial operation, the operation Snap officers were working from another police station. This proved difficult to be able to effectively supervise them and ensure consistent working practices to align them with the existing CTO processes. The enquiry officers working directly alongside them will need access to the officers and the systems they use. The CTO also has enquiry staff that will provide resilience if required during the trial period.

If the office space is not agreed, Op Snap will have to be run from a police building away from the CTO staff and at the cost of the police.

The CTO manager recently conducted a review of the whole business, including the office space. This resulted in the most efficient use of the space, ensuring all available space was used. This identified the requirement for additional space for the increased staff and equipment.

The estates team have visited the existing site and the proposed new offices and raised no concerns.

The SRH board agreed the requirement for the space and for the full funding required. This ensures no funds are required from the police or any other partner.

The proposed lease will have a 12-month break clause to coincide with the end of the trial. If the project and staff are still required, the lease will run until January 2029 but with a further break clause in January 2026.

4. Options

- 1) Approval of the lease of additional space for Op Snap.
- 2) Do not approve the lease.
- 3) Use alternative office space in existing police buildings.

5. Financial Implications (Seek financial advice from Chief or Deputy Chief or Deputy Chief Finance Officer)

There are no financial implications for the force as all costs will be met by the partnership. This also includes a contingency in the case of the partnership folding, covering all redundancy, lease costs etc.

The East Riding of Yorkshire Council treasury have fully examined the bid and all costs can be met within budget.

The cost to the partnership is £19,312 pa for the rent and rates and services will be approx. £20,000 (total £40,000). However as the space will be used by the partnership enquiry officers, the cost will be split 50/50 and £20,000 met

by existing partnership funds. The other £20,000 will be met by the partnership reserve as part of the bid process.

The break clause after 12 months will be used if space becomes available in the existing CTO office space.

6. Legal Implications (Seek advice from Legal Services)

None known

7. Driver for Change/Contribution to Delivery of the Police and Crime Plan

Operation Snap is supported by the PCC and is a project that involves the community. The project is designed to reduce road casualties by using digital submissions from the public to process, educate and if necessary, prosecute offenders.

8. Equalities Implications (Have due regard to the Public Section Equality Duty)

None known, the proposed office space is ground floor accessible.

9. Consultation

There has been a consultation with the four local council areas, National Highways, the police, OPCC and fire service in relation to operation Snap and the requirement for premises etc. No concerns were raised.

The requirement for additional office space was discussed as part of the operation Snap bid during the board meetings of June and September 2023 where the above partners were in attendance. There has also been significant discussions with ACC McLoughlin regarding the bid and the requirements for office space, equipment, staff etc.

10. Media information (Seek advice from Head of Communications)

Not required for the premises, however Op Snap will be subject of a media campaign in the near future.

11. Background documents (This will be published if open)

None

12. Publication

Open/

13. DPIA considered (Data Protection Officer will complete full checklist – see attached)

Not required.