

Office of the Police & Crime Commissioner for Devon, Cornwall and Isles of Scilly

REQUEST FOR PCC DECISION*

REPORT FOR INFORMATION PURPOSES ONLY*

*Please appropriate box

Title: Relocation of the Office of the Police and Crime Commissioner

Log Number: 37-11/3/2016

Executive Summary

The current lease on the OPCC offices (Endeavour House, Pynes Hill, Exeter) expires in November 2016.

In September 2015, the PCC informed the Joint Management Board of his intention to move forward with the plans to relocate his offices to Middlemoor subject to the satisfactory outcome of the tendering process and the costs of the move falling within the parameters of the original projections.

A two stage open book procurement process has been used to progress this project and a preferred contractor was appointed in March on a 'Pre-construction Agreement' to complete the pre-construction works (phase I), and to complete the design with its supply chain in conjunction with the design team and obtain best value prices for phase II and III of the project.

The tendering process has now concluded and it is recommended that on the basis of the cost analysis, cost consultants report, and other considerations detailed in the business case, the PCC agree to the letting of the contract for phase II and III of the project.

Work will commence on site in April 2016 (phase I). If phase II and III commence immediately phase I completes, it is estimated that the project will be completed in September 2016.

Police & Crime Commissioner for Devon & Cornwall and Isles of Scilly

I hereby approve the recommendation above.

Signature



Date 11 March 2016

PART I – NON-CONFIDENTIAL FACTS AND ADVICE TO THE PCC

Decision required – supporting report (see Executive Summary)

1. Introduction and background
 - *The business case for the refurbishment of the Fowey suite and redundant bar area to provide office accommodation for the PCC is attached.*
 - *The financial summary following the completion of the tendering exercise is also attached*
2. Issues for consideration
 - See attachments*
3. Financial Comments (if applicable)
 - See attachments*
4. Legal Comments (if applicable)
 - N/A*
5. Comments on Risk (if applicable)
 - See business case.*
6. Environment & Sustainability considerations (if applicable)
 - See business case.*
7. Equality Comments (if applicable)

Equality impact assessment is attached

- 8. Background/supporting papers
- *Business case and financial summary (attached)*

Public access to information

This decision will be published on the website of the OPCC
The Business Case and Financial Summary reports are subject to the
publication strategy for the refurbishment of Police Headquarters site.

ORIGINATING OFFICER DECLARATION:

	Tick to confirm Statement (✓)
Head of Unit:	✓
Legal Advice (if applicable):	✓
Financial Advice (if applicable):	✓
Equalities Advice (if applicable):	✓

OFFICIAL APPROVAL

I have been consulted about the proposal and confirm that financial, legal and equalities advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the Police & Crime Commissioner.



Signature
Chief Executive Officer / Treasurer

11 March 2016

Date


Any amendments to decision paper to be noted here:

- 1.
- 2.
- 3.

Example:

As corrections to the report above:

1. *'As appropriate' should be inserted into paragraph 1.3 after 'undertake the following checks'*
2. *The dates in paragraph 1.3, 4th bullet point should read '8th/9th*

Before making his/her decision, the Police & Crime Commissioner was briefed as to the checks carried out in each case.

Signature

Police & Crime Commissioner

Date

DECISION MAKING PROCESS FLOWCHART

