

## Decision Note – HQ Strategy Sustainability works

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### REQUEST FOR DECISION BY THE STAFFORDSHIRE COMMISSIONER

	Policing:	Crime:	Fire & Rescue:
<b>This decision relates to:</b> HQ Strategy	<b>X</b>		

### APPROVAL (for completion by Staffordshire Commissioner only)

**Rationale for approval**

This is a timely invest to save opportunity that provides significant benefits to the long-term management of the estate.

**STAFFORDSHIRE COMMISSIONER**

**Signature**

**Date 18/10/24**

Date decision required by:

If an urgent approval is required, please state reasons:

**For completion by Staffordshire Commissioner’s Office only:-**

Decision Number: SCP/D/202425/006

Date Received: 18<sup>th</sup> October 2024

	Yes	No
Has the required decision been considered under the guidance of the Staffordshire Commissioner’s Decision-Making Policy?	X	
Has the required decision been deemed to be a Key Decision as defined within the Staffordshire Commissioner’s Decision-Making Policy?	X	
Who is empowered to make the required decision? <b>Staffordshire Commissioner</b>		

Title	HQ Strategy Sustainability works
<p><b>Summary:</b></p> <p>The proposed Firearms Training Facility (FTF) is located on the site of Blocks 2,3 and 4 and requires these blocks to be demolished to enable the build. These buildings contain a number of specialist facilities including IT training rooms, Green Room and Armoury as well as office accommodation for ROCU, SOCU, ARVs, FLU CFU and other trainers.</p> <p>The HQ Strategy works include the remodelling of the ground floor and first floor of Blocks 1 and 9. In addition to creating a mixture of specialist spaces for operational use, the scheme creates modern open plan office space for other functions.</p> <p>We have engaged Overbury to carry out the works on a Design and Build basis. Whilst surveying to develop the floorplans, Overbury assessed the condition of the mechanical and electrical (M&amp;E) systems. The current mechanical and electrical systems, including lighting, heating cooling and ventilation (HVAC) systems, were assessed as end of life and replacement parts are no longer available. The HVAC system uses a banned refrigerant and so cannot be extended or modified.</p> <p>Overbury proposed the installation of new M&amp;E systems for these floors. The scheme will include the installation of modern energy efficient lighting and heating, ventilation and air conditioning which will improve the office environment for staff and reduce the utility costs for these blocks. The cost for the installation of this new equipment is £1.2m</p>	

Overbury have modelled the savings from these improvements based on our current usage, and gas and electricity tariffs. The expected savings are £78,000/annum.

This proposal has been assessed as an invest to save opportunity with the borrowing costs for the installation of new equipment being funded by the saving in utility costs.

There is an efficiency benefit to replacing these systems at the same time as the remodelling work is being carried out as the contractor's preliminary costs are saved and the work can be completed at the same time to minimise future disruption to operations and staff.

**Recommendation:**

**That the scheme is approved, with budget provision of £1.2m**

**Chief Executive**

I hereby approve the recommendation for consideration.

Signature

Date

17/10/24



## REPORT AND ADVICE TO THE STAFFORDSHIRE COMMISSIONER

### 1. Introduction and background

The business case for the FTF was predicated on the demolition of Blocks 2,3 and 4 to save the cost of the utilities and the business rates for these buildings. To enable this requires the movement of ~22 functions and the associated staff.

Part of this was achieved by the development of the PPST training facility. Part of this will be achieved through the lease of the Beaconside Centre space to enable the movement of IT training rooms and other training space.

The final change required is the remodelling of Blocks 1 and 9 which enables the movement of the specialised facilities from Block 4, and the accommodation of the remaining displaced staff.

We have engaged Overbury to carry out the works on a Design and Build basis. Whilst surveying to develop the floorplans, Overbury assessed the condition of the mechanical and electrical (M&E) systems. The current mechanical and electrical systems, including lighting, heating cooling and ventilation (HVAC) systems, were assessed as end of life and replacement parts are no longer available. The HVAC system uses a banned refrigerant and so cannot be extended or modified.

Overbury proposed the installation of new M&E systems for these floors. The scheme will include the installation of modern energy efficient lighting and heating, ventilation and air conditioning which will improve the office environment for staff and reduce the utility costs for these blocks. The cost for the installation of this new equipment is £1.2m

**2. Issues for consideration**

As noted, these building systems are now inefficient and have been assessed as end of life. There is a benefit in replacing these systems whilst the internal ceilings are down, prior to the rooms being remodelled, decorated and recarpeted. This will also minimise future disruption and rework as the teams occupying these rooms would need to be decanted in future to carry out this work, and damages to finishes would be expected which would need to be fixed or repainted.

The borrowing costs for these works is almost fully met through the savings in energy costs for these buildings.

In addition the force will significantly reduce its carbon footprint through the use of these modern, intelligent LED lighting systems and the use of air-source heating and cooling to replace our gas boilers.

**3. What other options have been considered?**

As noted, this work could be deferred. This would perpetuate the force's reliance on outdated systems and require all staff on the floors in scope having to be decanted in future. The decant of staff will become more difficult in future due to the demolition of the blocks which will be used as decant space.

Based on this the recommendation is that this work is undertaken at the same time as the work to remodel the floors to meet the requirements of the FTF project, and improve the Operational facilities.

**4. Consultation and Engagement undertaken**

Extensive consultation has taken place with all service areas affected. Due to the scale of the changes we have also engaged with those service areas that will those that will be required to support with the changes.

This consultation has been iterative as different options have been developed, proposed, and revised.

**Report Implications**

**5. Monitoring Officer comments:**

A robust business case underpins this recommendation, due process has been followed.

Signature

Date 17/10/24



**6. Section 151 Officer comments:**

The proposal is to undertake the implementation of the sustainability initiatives in parallel with the work to remodel and improve our buildings – this will incur costs of £1.187m for these sustainability initiatives. This inclusion has been based on professional advice to undertake this work at the same time as the refurbishment, both to reduce disruption and to reduce long term costs by bringing these works forward into the MTFS period.

These initiatives give £78k of annual savings and reduce CO2 emissions, as well as reducing reliance on imported energy by removing gas fired boilers and replacing with electric heating in line with local and national strategies. Once taking account of the cost of borrowing and MRP charges on a per annum basis (c.£65k) this results in a direct net cash saving of c.£13k per annum.

In addition, this project recognises the need to address backlog maintenance across these buildings. Whilst historically choices have been made to defer maintenance to support the budget setting process there is a recognition in the existing MTFS of the need to start to address backlog maintenance.

Signature



Date

14.10.2024

	Yes	No
Has legal advice (outside of that provided by the Monitoring Officer) been sought on the content of this report?		
<b>7. Legal Comments:</b> Assurance for Overbury engagement provided by Commercial Services		
<b>8. Risks - please give the details of any operational or strategic risks that are affected by this decision (add risk reference number and title below)</b> <hr/>		
<b>9. Equality Comments – please attach the completed EIA</b>		
<b>10. Background/supporting paper</b>		
<b>Please answer the following questions</b>	<b>Yes</b>	<b>No</b>
<b>11. Public access to information?</b>	X	
<b>12. Does this decision involve the processing of personal data? (If yes please attach a completed Data Impact Assessment)</b>		X
<b>13. Is the publication of this form to be deferred? (If yes approx. how long?)</b>		X
<b>14. Does this form contain commercial or operationally sensitive information which is to be redacted? (If yes, please provide details with the submission of this note)</b>		X

**15. ORIGINATING OFFICER DECLARATION:**

<b>Author</b>	Richard Battams
<b>Signed</b>	Richard Battams
<b>Date</b>	4 October 2024.

The purpose of this EIA is to ensure you consider any equality issues as part of your decision making when developing / reviewing your policy / procedure.

Please complete the sections below and send to the Staffordshire Commissioner's Office to be quality assured. New / revised policies cannot be published on the policy database until the EIA has passed the quality assurance process.

<b>Title of policy/procedure:</b>	HQ Strategy
<b>Department:</b>	Estates / Commercial
<b>Date:</b>	24/09/24

### 1. Identify the aims and purpose of the policy

This EIA does not relate to a policy and instead relates to a procurement decision regarding the remodelling of Blocks 1 and 9 on the HQ site.

### 2. Identify the individuals and organisations who are likely to have an interest in, or be affected by the policy.

Police Staff, PFCC Staff and visitors to Blocks 1 and 9.

### 3. Data

Summarise the findings of any monitoring data / information which you have considered regarding the impact of this policy on people from all or any of the protected groups. This could include national or local data.

<b>3.1 Age</b> n/a
<b>3.2 Disability</b> n/a
<b>3.3 Race</b> n/a
<b>3.4 Religion or Belief</b> n/a
<b>3.5 Sex</b> n/a
<b>3.6 Sexual Orientation</b> n/a
<b>3.7 Transgender</b> n/a

**4. Research**

Summarise the findings of any research you have considered regarding this policy for all or any of the protected groups. This could include information you have obtained from other sources e.g. Home Office.



<b>4.1 Age</b>  n/a
<b>4.2 Disability</b>  n/a
<b>4.3 Race</b>  n/a
<b>4.4 Religion or Belief</b>  n/a
<b>4.5 Sex</b>  n/a
<b>4.6 Sexual Orientation</b>  n/a
<b>4.7 Transgender</b>  n/a

**5. Consultation**

Summarise the opinions of any consultation for all or any of the protected groups. Who was consulted and how e.g. survey, discussion, forum. If there was no consultation please justify why.

The building was designed based on well established legislation and industry best practice.

**5.1 Age**

n/a

**5.2 Disability**

n/a

**5.3 Race**

n/a

**5.4 Religion or Belief**

n/a

**5.5 Sex**

n/a

**5.6 Sexual Orientation**

n/a

**5.7 Transgender**

n/a

**6. Conclusions**

Taking into account the results of the monitoring, research and consultation, set out how the policy impacts or could impact on people from the following protected groups? (Include positive and/or negative impacts)

<p><b>6.1 Age</b></p> <p>The design decisions taken ensure the facilities will meet the needs of staff and visitors irrespective of Age.</p>
<p><b>6.2 Disability</b></p> <p>The design decisions taken have been informed by an expert understanding of the design and development of buildings which fully comply with legislation.</p>
<p><b>6.3 Race</b></p> <p>N/A</p>
<p><b>6.4 Religion or Belief</b></p> <p>Welfare and Faith Rooms are included within the scheme.</p>
<p><b>6.5 Sex</b></p> <p>The building designs have been prepared to meet the needs of all sexes.</p>
<p><b>6.6 Sexual Orientation</b></p> <p>n/a</p>
<p><b>6.7 Transgender</b></p> <p>The building designs have been prepared to meet the needs of transgender employees or visitors.</p>

**7. Decisions**

If the policy will have a negative impact on members of one or more of the protected groups, explain how the policy will change or why it is to continue in the same way.

If no changes are proposed, the policy needs to be objectively justified.

Overbury are qualified and competent to design schemes such as ours to meet the diverse needs of our staff and visitors. The design of the building will not negatively impact those with any protected characteristics.

**8. Monitoring arrangements**

If the policy is new what consideration has been given to piloting the policy?

If monitoring is not already in place what arrangements have been made to monitor the effects of the policy on equality and diversity?

n/a

**This equality impact assessment will be published on the SC website.**

EIA Form Dated  
01/08/2018