



Cambridgeshire
Police & Crime
Commissioner

To: Business Coordination Board

From: Chief Executive

Date: 24 March 2015

LICENCE RENEWAL: ST IVES POLICE STATION - MEMORANDUM OF TERMS OF OCCUPATION TO CAMBRIDGESHIRE COUNTY COUNCIL

1. Purpose

1.1 The purpose of this report is to seek approval from the Business Coordination Board ("the Board") for the renewal of the licence as part of St Ives Police Station to Cambridgeshire County Council (CCC) Adult Day Service (ADS).

2. Recommendation

- 2.1 The Board is recommended to approve the renewal of the Memorandum of Terms of Occupation (MOTO) on the basis of occupation outlined in 3.5 below.
- 2.2 That the Police and Crime Commissioner ("the Commissioner") signs the Decision Notice to approval the renewal.

3. Background

- 3.1 Original discussions with partners through the Making Assets Count (MAC) programme identified an opportunity for CCC to utilise surplus space at St Ives Police Station. This has allowed CCC to relocate the ADS to more suitable premises whilst making revenue savings.
- 3.2 The MAC Cross Boundary Group agreed the basis of occupation for partnership arrangements where 'easy in, easy out' terms are beneficial to avoid the time and cost restraints of standard lease arrangements. The result of this is the MOTO under which CCC currently occupy these premises. Average rental values have been agreed and 50% discount is applied for MAC partners. Facilities Management costs are fully recovered.
- 3.3 Prior to taking occupation at the end of May 2014 CCC carried out alterations to reconfigure their space with a separate entrance being created to the elevation fronting onto Broadleas. There is also an internal door between the Police/enquiry office and ADS through which the police have access to shared toilets and kitchen.

- 3.4 The following is a sample of the feedback relating to the first few months occupation, reported in the MAC Newsletter (Winter 2014/15).

Adult Day Service

- “The new site is brighter and more spacious, which allows us to run additional educational courses and teach independent living skills in the fit-for-purpose kitchen facilities”.
- “Service users and staff have struck up a good relationship with police colleagues”.
- “The County Council will benefit from reduced costs at the new venue, which is expected to reduce building running costs by about £4000 per year”.

Police (PS Andrew Street):

- “It has been an absolute pleasure sharing facilities with the CCC staff and service users. There have been no issues as far as I’m aware and the move hasn’t affected our day-to day operations at all. We often pop our heads in to say hello and they are always friendly and seem pleased to see us. Long may it continue”.

- 3.5 The current MOTO expires on 31 March 2015 and CCC have agreed to the following renewal terms:

- Term: 18 months from 1 April 2015 determinable by 6 months’ notice at any time.
- Occupation charge: £13,137 per annum including rental and all on costs. WC and kitchen facilities to be shared with Police.

4. Summary

- 4.1 This is an opportunity to continue to secure rental income from surplus office accommodation whilst working in partnership with CCC who are making revenue savings.

5.1 Recommendation

- 5.1 The Board is recommended to approve the renewal of the MOTO on the basis of occupation outlined in 3.5 above.

- 5.2 That the Commissioner signs the Decision Notice to approval the renewal.

BIBLIOGRAPHY

Source Documents	Estate Management – Property Files
Contact Officers	Elly McKee, Estates Management Surveyor, Cambridgeshire Constabulary Colin Luscombe, Director of Estates, Office of the Police and Crime Commissioner