

ROTHERHAM BOROUGH COUNCIL

1. Meeting:	The Cabinet
2. Date:	01 December 2010
3. Title:	Joint Occupation of Property by the Council and South Yorkshire Police All Wards
4. Directorate:	Environment and Development Services

5. Summary

To examine and discuss accommodation issues arising from the joint use and occupation of premises by the South Yorkshire Police and the Council.

6. Recommendations

- 1. that Cabinet supports the principles outlined in the report and**
- 2. the Director of Asset Management implements the proposed charging structure**

7. Background and Proposals

The need to ensure that public services are delivered in the most customer focused way has led to joint delivery of services in a number of properties in the Borough – the joint service centres being a prime example of this type of delivery.

The success of the joint customer service centres has been down to the ability of the partners (NHS Rotherham and the Council) to contribute in both capital and ongoing revenue terms to the facility provided. The financial implications and share of the construction costs and the future running costs are agreed at the outset and legal agreements are created to reflect the position of all parties. The outcome of these arrangements is that both parties pay an equitable share of all capital and revenue costs.

In recent years the move towards community partnership working has led to police officers and Council officers (e.g. Safer Neighbourhoods Teams) co-locating in properties owned by both parties. The present position is shown in **Appendix 1**. The terms under which both parties occupy the premises seem to be various and documented in different ways. It seems, however, that no rents are paid by the Council or the Police Service for their use of premises and differing arrangements have been made in respect of payments for revenue costs. Difficulties have particularly arisen on responsibility for repairs where capital has to be found to maintain the occupation and service.

At the present time the Council policy towards occupation of Council premises by third parties is as follows:

- market rent to be charged unless a business case dictates that the organisation can not sustain a market rent in which case a sponsoring Council service may give a grant to pay for the market rent
- in exceptional circumstances a rent of £50 a year may be charged.

It would be beneficial in my view to re-examine the Council's policy towards lettings and I would propose the following as a framework for discussion on police/council occupation.

Types of Use

Typically 3

1. Staff jointly use an existing building as a drop in facility and need WC, mess facilities, a meeting room and parking for bicycles or cars on a temporary basis. No public facing access.
2. Staff jointly use an existing building to provide customer facing activities usually involving dedicated meeting rooms and reception facilities as well as staff access to WC, mess facilities, car parking etc. This would normally involve dedicated IT networks to support the service provided.

3. A customer need is identified but no partner property is available. The consequence is that this could involve new build or a lease in of premises.

Suggested Capital and Revenue Charges for each of the above options

Type 1 - drop in centres

The owner of the building provides a joint drop in facility free of all charges. This would apply to the buildings highlighted in green on Appendix 1

Type 2 – dedicated accommodation

All costs identified and charges made according to space occupied. It is suggested that a formal Licence Agreement be drawn up with and an appropriate rent and service specific items paid for by the service e.g. dedicated IT lines

This would apply to the buildings highlighted in red on Appendix 1

Type 3 – new build

Each party should make a capital and revenue contribution agreed at inception of the project. This would mirror the arrangements with NHS Rotherham.

Most of the building related problems which have arisen to date relate to items which have not been agreed at the outset of the occupation. The Strategic Property Manager has explored the matter with property representatives of the Police Service and agreed a standard occupational licence. This is capable of being tailored and indeed must be tailored to suit the individual properties involved.

It is suggested that officers in Asset Management negotiate future occupations of this nature and re-visit existing arrangements with a view to removing some of the anomalies which have arisen.

8. Finance

The aim is to get some transparency in the occupational cost of property without implementing a bureaucratic process in doing so.

The costs of re-visiting existing arrangements/setting up new agreements by officers in the Asset Management Department will need to be paid for by the service involved.

9. Risks & Uncertainties

A re-visit of existing premises may produce a need for further investment in the venues to alleviate overcrowding/health and safety issues

10. Policy and Performance Agenda Implications

It is desirable to operate a transparent way of accounting for joint use of property.

11. Background Papers and Consultation

Capital Strategy and Asset Review Meeting June 2010.
Strategic leadership Team 19 October 2010
Customer Services Manager
Director of Housing and Neighbourhoods
Facilities Manager, Asset Management
EDS Finance Manager

Contact Names: Carole Smith, Strategic Property Manager, Department of Asset Management, ext 2192,
carole.smith@rotherham.gov.uk

Ian Smith, Director of Asset Management, ext 3850
ian-EDS.smith@rotherham.gov.uk