

**RECORD OF DECISION**

**TITLE: Transfer from Collaboration Reserve**  
Ref: PCC/D/2018/30

**EXECUTIVE SUMMARY**

The costs for two significant areas of work undertaken are not included within current year budgets. These include:

- The IT change costs associated with the creation of the Victims Advice Line co-location with the Police Crime Bureau.
- The IT and estates project management costs associated with the commissioning of new facilities in partners' accommodation and decommissioning of police properties following co-location with partners including the Fire and Rescue Services, local and health authorities.

It is recommended that £104,000 be drawn down from the Collaboration Reserve to meet costs related to specific co-location projects with other partners, consisting of IT and estates consultancy costs.

**PROPOSAL**

That £104,000 be drawn down from the Collaboration Reserve to meet costs related to specific co-location projects with other partners.

**APPROVAL OF  
West Mercia Police and Crime Commissioner**

I hereby approve the above proposal.

Signed



## PART 1 – NON-CONFIDENTIAL/EXEMPT FACTS AND FIGURES

### SUPPORTING REPORT

- 1.1 The costs for two significant areas of work undertaken are not included within current year budgets. These include:
  - The IT change costs associated with the creation of the Victims Advice Line co-location with the Police Crime Bureau.
  - The IT and estates project management costs associated with the commissioning of new facilities in partners' accommodation and decommissioning of police properties following co-location with partners including the Fire and Rescue Services, local and health authorities.
- 1.2 The co-location of the Victims Advice line with the Police Crime Bureau arise from the implementation of the new Victims Services model approved by the Police and Crime Commissioner in April 2018. This work must be completed by 31<sup>st</sup> March 2019 to enable the new service to go live from 1<sup>st</sup> April 2019. These one-off costs could not be quantified at the time of initial approval as it was not known then what other IT projects would be underway and therefore what internal IT capacity would be available.
- 1.3 The commissioning of new facilities in partners' accommodation and decommissioning of police properties following co-location with partners is an integral part of the Estates Strategy approved by the Police and Crime Commissioner also in April 2018. In order to maximise capital receipts and minimise revenue expenditure on police accommodation, significant changes are required to multiple properties in a restricted time frame in a co-ordinated manner.

### FINANCIAL COMMENTS

- 2.1 The IT costs are minimised by using the same resource to deliver both areas of work. The total requirement for this aspect is estimated to be £54,000 including any on-costs. The funds are to be transferred to the IT departmental budget.
- 2.2 The estates project management costs are estimated to be no more than £50,000 and the funds are to be transferred to the Police and Crime Commissioner's Office budget.
- 2.3 The draw down from reserves of £104,000 is required to fund these key areas of work. These are significant additional costs that were not included in the PCC's base budget. These areas of work all contribute to the co-location of policing with other partners which was the purpose of the collaboration reserve. Consequently this transfer from reserves is in accordance with the current reserves strategy included in the Medium Term Financial Plan, which will be reviewed again as part of the budget setting process for 2019/20.

### **LEGAL CONSIDERATIONS**

By virtue of schedule 11, paragraph 14 of the Police Reform and Social Responsibility Act 2011 the Police and Crime Commissioner may do anything which is calculated to facilitate, or is conducive or incidental to, the exercise of the functions of commissioner. That includes: entering into contracts and other agreements (whether legally binding or not) and acquiring and disposing of property (including land).

### **PUBLIC ACCESS TO INFORMATION**

Information in this form is subject to the Freedom of Information Act 2000 (FOI Act) and other legislation. Part 1 of this form will be made available on the West Mercia Commissioner's website. Any facts and advice that should not be made automatically available on request are not included in Part 1 but instead in a separate Part 2 report. There is no Part 2 report.

### **OFFICER APPROVAL**

**Chief Executive Officer**

Signature ..... *A. de Champagne* ..... Date 13<sup>th</sup> December 2018

