

**RECORD OF DECISION**

Title

**Refurbishment Works to the OPCC Office Accommodation, Hindlip**

Ref: PCC/D/2020/01

**EXECUTIVE SUMMARY**

Funding is required for a series of capital improvement works across the PCC's office accommodation in Hindlip Hall. This will be to facilitate better use of the accommodation to improve the condition of the existing rooms and also increase capacity within the main office. The works will also provide an improved working environment for the staff.

**PROPOSAL**

Refurbishment works to include new carpet and repainting of the suite of rooms and corridors, installation of a water heater in the kitchen area, plus new desks and power & data to be supplied to increase the capacity of the main Office room

**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**

The Police and Crime Commissioner's Office (OPCC) accommodation has not been updated for several years, since before the creation of the OPCC. The small kitchen area was improved slightly in April 2017 however hot water was not supplied. Acoustic work was made to the PCC's office in 2015, however it was not fully redecorated. The purpose of the refurbishment is to enhance the capacity of the main office and provide an improved working environment for staff and visitors. Detailed costings are contained in the separate Part 2.

### **FINANCIAL COMMENTS**

The estimated total refurbishment costs of £33,500, including fees, will be funded from reserves. These costs have been interrogated and verified as acceptable by Place Partnership Limited.

### **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).

Legal considerations relating to listed building status of the building have been addressed with the appointed Local Conservation Officer.

### **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.

### **OFFICER APPROVAL**

**Chief Executive Officer**

Signature ..  ... .. Date 6<sup>th</sup> January 2020