



**RECORD OF DECISION**

**TITLE: Bridgnorth Refurbishment – Furniture**

**Ref: PCC/D/2022/26**

**EXECUTIVE SUMMARY**

As part of the current refurbishment of the first floor of Bridgnorth Police Station, there is a requirement to provide new, suitable and modern furniture to support the use of the refurbished space. The existing furniture is of poor quality, condition and appearance and is beyond its economic life. Therefore, new furniture is required, that is fit for purpose and of a modern ergonomic design so as to support the newly refurbished office layout.

Consideration has been given to recycle existing retained furniture stock. However, this has been discounted as utilising this furniture, which in terms of available stock is inadequate, aged and of differing sizes and design, will result in poor quality spaces and the inefficient use of them

By installing new modern furniture, it will make the most efficient use of space whilst bringing the station in line with other recently refurbished premises. In addition, new furniture will help futureproof the building.

New layouts based on user requirements are appended for review along with a photographic schedule of existing furniture demonstrating condition and design.

Approval is sought to approve spend of £21,918.50 for the supply and installation of all of the required furniture for the spaces.

**PROPOSAL**

That the PCC approve spend of £21,918.50 for the provision of new furniture as set out within, for use in Bridgnorth Police Station as part of the overall refurbishment programme.

**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

As part of the refurbishment of the first floor of Bridgnorth Police Station, there is a requirement to provide suitable furniture to support the use of the refurbished space. The existing furniture is of poor quality and is beyond its economic life.

In office spaces, the existing furniture consists of various desks in different sizes and configurations and does not therefore facilitate the most efficient use of the spaces available. The intention is to move toward the standardised 1400mm wide desk layouts to maximise available space and provide a high level of flexibility in the working environment.

Likewise, meeting room furniture is of varying quality and condition and does not present a uniform or professional feel. The nature of the existing furniture means these spaces lack flexibility. It is intended to provide new furniture in keeping with other refurbishments completed recently.

Storage is also to be provided to maintain a clean, tidy and safe working environment.

In order to meet the needs of the staff it is proposed to replace existing poor quality furniture with new furniture of the same standard as have been installed in other recent refurbishment projects. This will increase efficient use of spaces, remove any potential H&S concerns with regard to DSE regulations, and provide for flexibility of meeting spaces.

In addition to the above, the proposal will help futureproof the spaces. By standardising layouts and desks it will provide an environment similar to others across the estate enabling flexible working policies.

The plan provided in Appendix A outlines the proposed furniture layouts which have been arrived at following consultation with police officers in relation to the user requirements for the spaces. The larger meeting room will also be available as a bookable meeting space for the North of the region which will result in reduced travel times when regional meetings are required.

A photographic schedule of existing furniture is provided in Appendix B demonstrating the mixture of styles, sizes and configurations of existing furniture, and also demonstrates the age and poor condition of some of the items.

A review of retained furniture across the estate has been undertaken to ensure that there is no suitable furniture elsewhere that could be utilised to support this project. The outcome of this review is that there are very small quantities of stored furniture, but these are generally old (5-20 years), of varying configurations and quality and retained only for use in case of short term use whilst awaiting replacements for damaged furniture, or for use for spares that are no longer otherwise available. There is also a small quantity of former PPL furniture stored at Defford. However, this is also of incorrect configuration for the requirements.

Based on the user requirements, approved furniture providers Greshams have provided a quotation of £21,918 50 for the supply and installation of all of the required furniture for the spaces.

### **STRATEGIC CONSIDERATIONS**

This decision supports the following element(s) of the Safer West Mercia Plan:

- Putting Victims and Survivors First     Building a More Secure West Mercia  
 Reforming West Mercia                       Reassuring West Mercia's Communities

The decision supports this/ these objective(s) through the following:

- Provides 'fit for purpose' accommodation and the better utilisation of the space available
- Improving staff welfare by providing a high standard of accommodation
- Improving technology and working practices to enable roles to be carried out more effectively
- Resources being prioritised towards front-line services to the public
- Ensure West Mercia's estate delivers the facilities police and communities need, in the most effective, efficient way possible
- Supporting and challenging West Mercia Police to reduce its corporate carbon footprint through improved efficiency of the police estate
- Contributing to delivery on Corporate Social Responsibility through the primary Sustainability Development Goals

### **BENEFITS AND THEIR REALISATION**

- Improved working environment leading to improved staff morale
- Standardisation of working environments will provide greater efficiency and flexibility and support "Future Ways of Working" going forward
- Standardisation offers opportunities to achieve 'best value' through the supply chain and supports organisational SDG primary goal(s) 12 "*Responsible Consumption & Production*" & 3 "*Good Health & Well Being*"
- Reduced likelihood of H&S concerns resulting from DSE regulations

- Provision of invaluable, additional bookable meeting space in the North of the region

**AUTHOR**

Name      Andy Heath

Date 27/07/22

**FINANCIAL AND TREASURER COMMENTS**

Replacement furniture costs have been included within the current project costs within the Local Policing Estate Transformation (LPET) capital budget.

The majority of the capital programme, including the LPET is funded from borrowing and will form part of the Capital Financing Requirement (CFR) over the life of the assets. The CFR is reviewed for affordability on an ongoing basis and can be currently managed from revenue resources.

**Treasurer**

Signature

Date 03/08/22

**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.

**OFFICER APPROVAL**

Chief Executive Officer

Signature

A handwritten signature in black ink, appearing to be 'J. Ball', written over a horizontal line.

Date

03/08/22