

<b>OFFICE OF POLICE &amp; CRIME COMMISSIONER</b> <b>OFFICE OF CHIEF CONSTABLE</b>	
<b>LEAD CHIEF OFFICER:</b>	<b>Assistant Chief Officer - Nigel Stephens</b>
<b>TITLE:</b>	<b>Annual Estate and Facilities Report - 2019/20</b>
<b>DATE:</b>	<b>3 March 2021</b>
<b>TIMING:</b>	
<b>PURPOSE:</b>	Monitoring
<b>1.</b>	<b><u>RECOMMENDATION</u></b>
1.1	To consider the annual Estate and Facilities report.
<b>2.</b>	<b><u>INTRODUCTION &amp; BACKGROUND</u></b>
2.1.	<p>The Estate &amp; Facilities Department manages and delivers premises and operational support services to the officers and staff of Gwent Police, the Police and Crime Commissioner and the public. The department leads on the delivery of the following services.</p> <ul style="list-style-type: none"> <li>• Estate Strategy</li> <li>• Estate Management</li> <li>• Grounds Maintenance</li> <li>• Building Cleaning</li> <li>• Uniform and Equipment Stores</li> <li>• Uniform Tailoring Service</li> <li>• Postal Services</li> <li>• Reception Services</li> <li>• Amenity Assistant Services</li> <li>• Waste Management</li> <li>• Catering</li> </ul>
<b>3</b>	<b><u>ISSUES FOR CONSIDERATION</u></b>
3.1	<p><u>Estate Strategy</u></p> <p>The Estate Strategy was launched in December 2018 and implementation of Phase 1 was progressed overseen by The Police and Crime Commissioner through the Estate Strategy Board.</p> <p>Phase 1 – New Headquarters</p> <ul style="list-style-type: none"> <li>• Approved RIBA (Royal Institute of British Architects) Stage 4 and Stage 5 of the New HQ</li> <li>• Completed the enabling works and</li> <li>• Commenced construction (Groundworks) in December 2019.</li> <li>• Associated activities to the New Headquarters is the de-commissioning of the current Headquarters.</li> </ul>

	<ul style="list-style-type: none"> <li>• Transferred Camera Safety Partnership</li> <li>• Transferred Collision investigation Team</li> <li>• Concluded Business Case for Uniform Stores</li> <li>• Concluded Business Case for Fleet Workshops</li> </ul> <p>Phase 1 - Abergavenny Hub &amp; Spoke</p> <ul style="list-style-type: none"> <li>• Progressed finalisation of the design for joint fire and police station</li> <li>• Created Interim accommodation at Monmouth Police Station and the portacabins (February 2019 and expanded capacity February 2020)</li> <li>• Opened One Stop Shop (Spoke)</li> </ul> <p>Phase 2 – Torfaen Hub</p> <p>During the financial year as the magnitude of the refurbishment required to upgrade the force Custody provision emerged it was agreed to commence consideration for the Torfaen Hub.</p> <p>This led to the Establishment of the Torfaen Police Hub Project Board in June 2019 for custody, the Torfaen policing team and operational training.</p> <p>Public Finance Initiative</p> <p>In addition, the negotiations for the termination of the Ystrad Mynach PFI contract were progressed and this concluded in March 2020.</p> <p>Joint Firearms Range</p> <p>The Strategic Case for Change was approved at an indicative capital cost of £24m.</p>
3.2	<p><u>Estate Management</u></p> <p>Capital Works on the Estate are progressed following approval by the Estate Strategy Board. This mechanism provides control to avoid unnecessary expenditure on the Estate.</p> <p>The elements completed included planned, unplanned, cyclical, preventative and inspection &amp; testing work to ensure that the premises remain fully operational to support the delivery of the police service. The work is also undertaken to comply with premises legislation that require items such as lifts and electrical systems to be inspected, tested and certified annually.</p> <p>The Amenity Assistants working in the Estate &amp; Facilities Department attend to minor maintenance matters on the estate.</p> <p>The following projects were also completed.</p> <ul style="list-style-type: none"> <li>• Reconfigured Ystrad Mynach Police Station to enable joint Crime Scene Investigation Team</li> <li>• Fleet Workshop refurbishment to create single team</li> </ul>

	<ul style="list-style-type: none"> <li>• Commenced Agile Spaces</li> <li>• Access Audits including Welsh Language</li> </ul>
3.3	<p><u>Grounds Maintenance</u></p> <p>Services are planned and delivered through a contract and plans have been developed to keep key sites operational in the Autumn and Winter months. An annual tree survey was undertaken to ensure that the trees are safe for high winds. An annual winter snow and ice plan was implemented to ensure that premises are operational during severe adverse weather periods</p>
3.4	<p><u>Building Cleaning</u></p> <p>Building Cleaning was delivered effectively through the main contractor, SOLO Cleaning Ltd.</p>
3.5	<p><u>Uniform and Equipment Stores and Tailoring</u></p> <p>The Uniform Stores and Tailoring continued to provide services to meet the demands of an operational service. The service was now provided by 1.6 full time equivalent staff with occasional support from other staff within the department.</p>
3.6	<p><u>Post Services</u></p> <p>The internal and external postal services continued to develop with the expansion of scanning technology. Post is scanned to reduce the transport costs.</p> <p>The introduction of scanned post has been a phased process.</p>
3.7	<p><u>Reception Services</u></p> <p>The Shared Facilities Management is providing the operation of the Reception Service and staff from Monmouthshire County Council (MCC) assist with operating the Gwent Police HQ reception service.</p> <p>The service performed well and the staff perform a combination of MCC administration work and Gwent Police reception duties, enabling a cost sharing service.</p>
3.8	<p><u>Waste Management</u></p> <p>The waste management service include re-cycling, delivering the sustainability requirements upon public bodies. A new single contractor has recently been appointed to provide the service across the Estate and this has replaced the five local authorities that previously provided this service.</p>
3.9	<p><u>Catering</u></p> <p>Self-service catering facilities are available at all locations and a staffed service is provided at headquarters.</p>
<b>3.10</b>	<b><u>Collaboration</u></b>
3.10.1	The Estate & Facilities Department is supporting the collaborative agenda working with partners.
3.10.2	A joint tender for building maintenance contracts is operated with Torfaen, Monmouthshire, Newport and Blaenau Gwent Councils.

3.10.3	Shared premises with a number of local partners notably South Wales Fire and Rescue Service, Blaenau Gwent, Caerphilly, Newport, Torfaen and Monmouthshire Councils and also the Health Board. Shared premises with Third Sector organisations include Cwm, Rassau, Bargoed, Llanhilleth Community Centre and Bron Afon Housing Association.
3.10.4	<p>The Estate and Facilities Department is working with Monmouthshire County Council Property Services Department and have a formal collaboration for Estate and Facilities works called the Shared Facilities Management Service provides the following services:</p> <ul style="list-style-type: none"> <li>• Estate Capital Works</li> <li>• Building Maintenance</li> <li>• Grounds Maintenance</li> <li>• Reception Services</li> <li>• Amenity Assistant Services</li> </ul>
3.11	<p><b>De-Carbonisation</b></p> <p>3.11.1 The Estate department worked with the Carbon Trust to develop proposals to reduce carbon emissions. And schemes including the recycling of uniform, green waste, paper have been implemented.</p>
4.	<p><b><u>NEXT STEPS</u></b></p>
4.1	<p>The programme for the next three years will be informed by the Estate Strategy.</p> <p>The estate is constantly under review and the department examines service provision, utilisation, cost, compliance with legislation, external influences and partnership opportunities to inform the implementation plan.</p> <p>For 2020/21 the following is planned:</p> <ul style="list-style-type: none"> <li>• Review and revision of the Estate Strategy</li> <li>• Continue the New HQ construction (Completion Oct 2021)</li> <li>• Detail the plans for the de-commissioning Headquarters</li> <li>• Complete final business case for Abergavenny Police Station</li> <li>• Complete the Strategic Outline Case for the Torfaen Police Hub incorporating custody, Torfaen policing team and operational training</li> <li>• Complete Outline Business Case and financial contributions for the Collaborative Joint Firearms Range.</li> </ul>
5.	<p><b><u>FINANCIAL CONSIDERATIONS</u></b></p>
5.1	<p>The department seeks to deliver annual savings where opportunities present.</p> <p>The annual revenue budget managed by the department was £6.7m</p> <p>The current estate is maintained using a Capital Maintenance Programme budget of £500k.</p> <p>During the financial year Newbridge Police Station was sold for £160,000.</p>

<b>6.</b>	<b><u>PERSONNEL CONSIDERATIONS</u></b>
6.1	There are 11.6 whole time equivalent posts of which the staff budget is £0.376m.
<b>7.</b>	<b><u>LEGAL IMPLICATIONS</u></b>
7.1	There are no legal considerations arising from this report.
<b>8.</b>	<b><u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u></b>
8.1	This project/proposal has been considered against the general duty to promote equality, as stipulated under the Strategic Equality Plan and has been assessed not to discriminate against any particular group.
8.2	In preparing this report, consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998.
<b>9.</b>	<b><u>RISK</u></b>
9.1	Risks are identified and mitigated through the cyclical planned work for the year.
<b>10.</b>	<b><u>PUBLIC INTEREST</u></b>
10.1	This report will be available to the public.
<b>11.</b>	<b><u>CONTACT OFFICER</u></b>
11.1	Mr Kieran McHugh, Head of Estate and Facilities.
<b>12.</b>	<b><u>ANNEXES</u></b>
12.1	None

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**Office of the Chief Constable**

I confirm that the Estates & Facilities report has been discussed and approved at a formal Chief Officers' meeting.

It is now forwarded to the OPCC for **information purposes**.

**Signature:**



**Date: 15<sup>th</sup> February 2021**

**Police and Crime Commissioner for Gwent**

I confirm that I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct.

The above request has my approval.

**Signature:**

**Date:**