

<b>DECISION NO: PCCG-2014-014</b>	
<b><u>OFFICE OF THE POLICE &amp; CRIME COMMISSIONER</u></b>	
<b>TITLE:</b>	<b>Condition Survey – Replacement of Windows at Gwent Police HQ</b>
<b>DATE:</b>	<b>3 February 2014</b>
<b>TIMING:</b>	<b>Routine</b>
<b>PURPOSE:</b>	<b>For decision</b>
<b>1.</b>	<b><u>RECOMMENDATION</u></b>
1.1	The purpose of this report is to seek approval for funding for essential window renewal at headquarters for double glazed aluminium windows. Once funding has been approved a tendering exercise will be undertaken for the purchase of the windows.
<b>2.</b>	<b><u>INTRODUCTION &amp; BACKGROUND</u></b>
2.1	The Gwent Police HQ building requires maintenance to ensure it is fit for purpose and meets health and safety requirements. One aspect is the windows.
2.2	At the time of construction in the early 1970s, the buildings were fitted with single glazed steel windows with a plastic protective coating and finish.
2.3	The windows to the east elevations on the Administration Block and the east elevation of the Amenity Block are the original single glazed steel windows and now require renewal. The costs of the renewals, based on estimated costs, range from £262,000 for Upvc windows to £331,000 for triple glazed Aluminium Windows.
<b>3.</b>	<b><u>ISSUES FOR CONSIDERATION</u></b>
3.1	The Windows are a key feature of the design of the buildings and are an important element of the external weather-proofing and the visual appearance.
3.2	Over the past 10 years the windows to the west and south elevations of the buildings have been renewed and these are double glazed aluminium windows which make up approximately half of all the windows.
3.3	The remaining single glazed steel windows now require renewal. They are in a very poor condition with many defects and these are causing a number of hazards to the everyday use of the premises.
3.4	The defects and hazards include the following:
3.4.1	The Steel within the windows is rusting and corroding and the expansion of the steel during this process is forcing the plastic coating and protection off the windows. This is leading to rain water penetration within the accommodation and the rain water ingress is near electrical services and IT equipment which is leading to a safety risk for officers and staff.  The remedial work for these defects is absorbent cloths on window sills and buckets to capture rain water ingress.

3.4.2	The rusting and corrosion of the steel windows in damaging the windows at the joints and causing a weakness in the structure of the windows. Due to this weakness there is a risk of the glass becoming loose within the frame. The remedial work for this defect has been the installation of barriers to keep staff and vehicles away from the buildings.
3.4.3	The rusting and corrosion is causing a weakness in the windows where the opening casement is secured to the general frames and where the general frames are fixed to the building structure. Due to this weakness there is a risk that the casements and frames could become detached from the structure.  The remedial works for this defect has been the installation of barriers to keep staff and vehicles away from the buildings.  A detailed report with photographs that show the full extent of the problems is attached to this report at Annex 1.
3.5	Consideration has been given to wait until the future footprint of services at headquarters is finalised and the work could be part of the new design, however, from a safety as well as a staff welfare perspective this work is required immediately.
3.6	Consideration has also been given to the extent of the renewals at this time. The external contractor has assessed all windows and established that all the original windows require replacement.
3.7	This proposal would provide new windows in the following areas: <ul style="list-style-type: none"> <li>• All of the windows on the east elevation of the Amenity Block that overlook the Traffic Yard.</li> <li>• All of the windows on the north elevation of the Amenity Block that overlook the Visitor Car Park.</li> <li>• All of the windows on the east elevation of the Admin Block that overlook to A4042.</li> </ul>
3.8	There may be an opportunity to recycle the windows into a new headquarters, dependant on the design of the building.
<b>4.</b>	<b><u>NEXT STEPS</u></b>
4.1	<b>Options for Window Repair</b>  There are no options for the repair of the windows and therefore they need to be replaced.
4.2	<b>Options for Window Renewal</b>  The options for window renewal have been developed so that the decision on the best value option can be taken. Please note the costs quoted below are estimates based on measurements taken by Monmouthshire County Council.  The options (excluding VAT) are:
4.2.1	PVCu Double Glazed Windows                      £262,234
4.2.2	Aluminium Double Glazed Windows                £306,324

4.2.3	Aluminium triple glazed Windows	£331,892
4.3	External advice has confirmed that Aluminium glazing is most effective and will provide the best energy efficiency. There are two aluminium options these being double and triple glazing and the effectiveness of the double glazing is such that it is suggested this is the best value option.	
4.4	Once funding has been approved a tendering exercise will be undertaken for the purchase of the windows.	
<b>5.</b>	<b><u>FINANCIAL CONSIDERATIONS</u></b>	
5.1	The cost of the preferred option is £306,324 (exc. VAT), the funding of which will be released by a capital budget virement.	
5.2	There is no significant re-sale value as the windows would be likely to have a scrap value only.	
<b>6.</b>	<b><u>PERSONNEL CONSIDERATIONS</u></b>	
6.1	There are no personnel considerations other than that staff will notice a significant improvement in their working environment.	
<b>7.</b>	<b><u>LEGAL IMPLICATIONS</u></b>	
7.1	There are no legal implications.	
<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 Single Equality Scheme 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	The implementation of the preferred option will reduce the health and safety risk which the organisation is currently managing.	
9.2	The final estate configuration of the headquarters site has not been concluded and it may be perceived this investment pre-empts that decision. The communication of this decision will need to be clear that it is essential maintenance work.	
9.3	<p>Consideration has been given to whether the organisation can risk manage this issue until a decision on the future configuration of headquarters is concluded however;</p> <ul style="list-style-type: none"> <li>• There is water entering into the building during period of rain that is running onto the electrical systems and causing a risk to staff.</li> <li>• The water is coming through rust holes and defects in the windows that have weakened the structure of the windows.</li> <li>• The rust has also attacked the window fixings and weakened the fixing of the windows; filling the holes is not going to strengthen the windows and resolve these defects.</li> </ul>	

	<ul style="list-style-type: none"> <li>If the windows are boarded up for safety we cannot provide natural light and ventilation in the work areas and will have to close the work area.</li> </ul>
<b>10.</b>	<b><u>PUBLIC INTEREST</u></b>
10.1	This report is available to the public.
<b>11.</b>	<b><u>CONTACT OFFICER</u></b>
11.1	Kieran McHugh, Head of Estate & Facilities.
<b>12.</b>	<b><u>ANNEXES</u></b>
12.1	Condition of Windows

For OPCC use only

<b>Office of the Chief Constable</b>	
I confirm that <b>Condition Survey – Replacement of Windows Gwent Police HQ</b> report has been discussed and approved at a formal Chief Officers' meeting. It is now forwarded to the OPCC for approval.	
<b>Signature:</b> 	
<b>Date: 27 February 2014</b>	
	<b>Tick to confirm (if applicable)</b>
<b>Financial</b> The Chief Finance Officer has been consulted on this proposal.	✓
<b>OPCC (insert name)</b> The Chief Executive has reviewed the request and is satisfied that it is correct and consistent with the PCC's plans and priorities.	✓
<b>Legal</b> The legal team have been consulted on this proposal.	N/A
<b>Equalities</b> The Equalities Officer has been consulted on this proposal.	N/A
<b>Chief Executive/ Deputy Chief Executive:</b> I have been consulted about the proposal and can confirm that financial, legal, equalities etc... advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate report to be submitted to the Police and Crime Commissioner for Gwent.	
<b>Signature:</b> 	
<b>Date: 07/04/14</b>	
<b>Police and Crime Commissioner for Gwent</b> 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.	
<b>Signature:</b> 	
<b>Date:</b> 14.4.14	

