

## PCC Decision Form

<b>Title of Request</b>	<b>Name of Proposer (e.g. Chief Executive, Chief Constable, Director of Finance)</b>	<b>Date of Request</b>
<b>Support to make improvements to Hackenthorpe Lodge</b>	<b>Partnerships and Commissioning Manager</b>	<b>03/03/2022</b>

<b>Private / Exemption - Yes / No</b> If Yes Reason Why (eg Schedule 12A Local Government Act 1972, Freedom of Information Act 2000)	<b>Urgent</b> (if Yes, Why and by When?)
No	

<b>Decision Requested</b>		
The Police and Crime Commissioner (“PCC”) is asked to approve the purchase of a replacement colposcope for the second examination suite at Hackenthorpe Lodge. Also, to approve building works to provide additional family/supporter waiting room facilities at Hackenthorpe Lodge.		
<b>Executive Summary of Request</b>	<b>Supporting Report attached?</b>	<b>No</b>
<p>The South Yorkshire adult sexual assault referral centre (SARC) is based in the South Yorkshire Victim Centre - Hackenthorpe Lodge. The SARC has been based in Hackenthorpe Lodge since the start of the current contract - 2016. The site has two fully fitted examination suites theoretically enabling two examinations to occur at the same time. The centre also houses two vulnerable victim and witness video interview suites, a court-based video link for vulnerable victims and witnesses and the triage team for the South Yorkshire and Humberside Victim Support Service.</p> <p><u>Replacement Colposcope</u></p> <p>One of the key pieces of equipment used in the SARC to support the medical examination and secure forensic evidence to support prosecutions has reached the end of its life and no longer functions effectively. This has led to several occasions in the past months where there was a need to examine two victims at one time, but the service provider was unable to do so for lack of colposcope. This has resulted in a victim having to travel to an out of South Yorkshire site, or to wait for an appointment. The idea scenario is to have two colposcopes, one in each of the examination suites. The Regional Procurement contract manager is pursuing three quotes to replace the colposcope I anticipate this will cost between £15,000-£17,000.</p> <p><u>Family Room Facilities</u></p> <p>As previously stated, the centre houses several services. When the building was renovated in 2015 to provide the facilities for the newly commissioned SARC service, the remainder of the building was not fully developed. Since the centre opened in 2016 the number of victims requiring SARC services following a rape or serious sexual assault has increased and the</p>		

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number of victims and witness using the vulnerable victim and witness interview suites has also increased. The building currently only has one waiting room where family members/other supporters can wait whilst an examination or interview is conducted. This can be problematic in terms of maximising the anonymity and privacy of victims/witnesses using the facility. Temporary measures were in place which saw seating placed in the central corridor however recent fire safety and health & safety audits mean this must be removed to maintain safety of the building.

Consultation has been carried out with the SARC service provider, South Yorkshire Police and National Crime Agency officers who use the building, all support the creation of additional waiting room facility if possible. In addition to this Regional Scientific Support has also been consulted, given the coming need to have SARCs achieve UKAS accreditation. Following site visits with colleagues from Facilities Management department a plan has been developed which could see an additional three family rooms created, if necessary. The plan could be approached in a phased way to minimise disruption and the amount of time workers would be on site. Please see attached plan.

#### Phase 1

Outlined in red on the attached plan is the existing family room. The first phase would be to split the existing family waiting room into two. Of the suggested changes this would be the quickest to carry out and would result in an immediate benefit to the site. The site could remain open during this work by repurposing one of the interview suites as a family waiting room whilst the work is being carried out. A formal estimate of time to complete has not been provided yet, but we envisage it taking no longer than a week therefore the impact should be minimal. Facilities Management has provided indicative costs. If the decision is approved, then a request for service will be completed and formal quotes secured.

#### Phase 2

Examination suite 2 is a large L-shaped room, Facilities Management advise that it would be possible to take part of the existing examination suite to create a third family waiting room. This is shown outlined in purple on the attached plan. This option requires a more structural change in creating new doorways and steps into the new room. As the second phase this would only commence after completion of phase one, the site would remain open during the works. Facilities Management has provided indicative costs. If the decision is approved, then a request for service will be completed and formal quotes secured.

#### Phase 3

Outlined in blue on the attached plan is the final change that could be made to the building to increase family room space. Of the three possibilities it is the least preferred. This is because it is situated in an area which is currently staff only, is close to the room where self-referral samples are stored, would require more structural work to the building and would be the most expensive to complete. In addition to this Regional Scientific Support expressed some reservations, it is possible and manageable but would require thought and work to

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make it feasible. That said, if the building reaches capacity, it could be pursued should the evidence of need make the case. If the decision is approved and we can evidence a continued increase in site usage at that point a request for service will be completed and formal quotes secured.

Colposcope – up to £17,000

Phase 1 – costs estimated to be up to £6,000

Phase 2 – costs estimated to be up to £8,000

Phase 3 – costs estimated to be up to £16,000

**Approval by proposer (SLG lead / OPCC SMG lead) and confirmation request is ready for PCC consideration**

The building generates just under £70,000 of rental income each year which pays for utilities, overheads, and ongoing maintenance through facilities management. There is a surplus each year which goes into the commissioning reserve. I would propose to use the partnerships and commissioning budget to fund this activity in 2021-22 & 2022-23 and utilise the rental income surplus should it be required.

**Signed:**



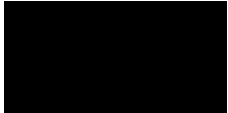
**Date:**


03/03/2022

Considerations	Evidence of information or advice gathered or discussion / consultation conducted	How has all this evidence impacted on overall proposal?
Public and / or Partners	Partners agree that this would enhance the service provided to victims and improve the building.	
Impact on Service	This would enable two examinations and video interviews to be carried out at the same time whilst affording victims, witness and their family supporters' privacy and anonymity.	
Financial	There is sufficient capacity in the partnerships & commissioning budget and/or the commissioning reserve to fund this work.	
Legal	Regional procurement will oversee the purchase of the colposcope meeting contract standing orders and colleagues in facilities will utilise approved contractors to carry out the building work.	
HR	No staffing implications for either PCC, SYP or SARC service	
T/Unions / Staff Assoc.	No reduction of staff or conditions is proposed.	
Equality &	The SARC service and video interview	

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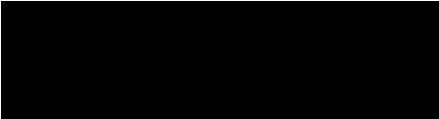
<b>Diversity (Public Sector Equality Duty)</b>	facilities are available to all victims and witnesses.	
<b>Risks / Opportunities</b>	<p>Opportunities to increase support to victims and witnesses by enabling greater use of the building.</p> <p>The same service is available to any victims who wish to self-refer and not report to police. This work will improve accessibility, privacy, and anonymity</p>	
<b>Sustainability</b>	By providing additional capacity to see people locally there will be less requirement to travel out of area.	
<b>Other (specify)</b>	n/a	

<b>Views of PCC's Deputy Chief Finance Officer</b>			
Supported, there is funding available to support these works and purchased.			
<b>Signature:</b>		<b>Date:</b>	14/03/22

<b>Views of PCC's Chief Executive &amp; Solicitor</b>			
I recommend PCC approval.			
<b>Signature:</b>		<b>Date:</b>	14/03/22

<b>PCC's Decision and Rationale</b>			
Approved.			

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<b>Signature:</b>		<b>Date:</b>	14/03/22
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**OPCC GATEKEEPER (Information Officer)**

Decision Ref. No	PAB Minute No: (where applicable)	Date Proposer notified of Decision	Date Published

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