

## PCC Decision Form

Subject matter	Name of Proposer (eg Chief Executive, Chief Constable, Director of Finance)	Date of Request	Previous related decisions
PCC/OPCC Office refurbishment	Office Manager	07.10.22	n/a

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

Decision Requested		
<p>The PCC to approve the plans and £76k costs associated with refurbishment of the main OPCC office area to facilitate hybrid working (in conjunction with the SYP Smarter Ways of Working Project) and to reconfigure the PCC's office to improve security (as detailed in the PCC-OPCC Security Policy – August 2022).</p>		
Executive Summary of Request	Supporting Report attached?	N
<p>In December 2021, the OPCC had started to consider how we would return to hybrid working in the Carbrook office after the Covid 19 pandemic had resulted in the OPCC working primarily from home for almost two years. We had some preliminary plans drawn up by South Yorkshire Police's (SYP's) Estates and Facilities Management (E&amp;FM) department. Our original considerations for alterations to our office space were influenced by:</p> <ul style="list-style-type: none"> <li>A requirement for staff to return to the office on a hybrid footing and utilise the space in more flexible way;</li> <li>The office manager highlighting that there is a waste of technology and desks in the office. Several of the existing desks are now surplus to requirements, as they are not utilised. Much of the IT equipment and some office chairs have been taken home, leaving some the desks without sufficient equipment for someone to work there effectively;</li> <li>A proposed reduction in desk numbers to facilitate hot desking and the redistribution of the remaining IT equipment to provide each desk with a standard set of IT equipment, which we anticipated would be well utilised in the proposed new ways of working model;</li> </ul> <p>Note: There will be a requirement to purchase some additional IT equipment and office chairs, to ensure all the desks provide the same specification, to enable staff to hot desk;</p> <ul style="list-style-type: none"> <li>A lack of meeting room space available in the OPCC to facilitate Assurance Panel and other meetings, including larger team meetings, resulting in staff booking SYP meeting rooms in Carbrook or elsewhere. The meeting rooms in Carbrook are heavily utilised by SYP and it can be difficult to find availability;</li> <li>The technology available in the meeting rooms in Carbrook is not compatible with the network used by OPCC staff and creates difficulties connecting and retaining connections during presentations, meetings, MS Teams calls etc.</li> </ul> <p>In March 2022, SYP's E&amp;FM department approached the OPCC Chief Executive and Solicitor with their proposals for alterations to the whole of the Carbrook building to align with SYP's new Smarter Ways of Working (SWW) project which will refresh and redefine the whole of the SYP estate. The proposed</p>		

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alterations for Carbrook included the OPCC space but had been designed without consultation with the OPCC and without the E&FM project lead being aware that the OPCC had already got preliminary plans. SYP asked that the OPCC considered aligning our office space to their SWW proposals for the whole of the building, in order to ensure our office space could be easily brought back into use by SYP with minimal costs, should the OPCC ever relocate.

The E&FM plans for the whole building aim to:

- reduce desk sizes and numbers to facilitate hotdesking - Ratio 6:10 (6 desks to 10 people);
- Introduce open meeting space for “drop in” use by staff;
- Introduce meeting booths where space allows;
- Recarpet and redecorate main areas of the building.

The OPCC had some specific requirements that were not recognised in the E&FM proposed plan and further discussions with E&FM resulted in a revised OPCC plan, which incorporated some of the SYP recommendations for SWW, alongside some of the elements of our original plans and additional proposals for alterations to the PCC office, based on a security assessment and subsequent recommendations by SYP’s Designing out Crime Officers (DOCO’s) to improve the safety and security of the PCC and his staff.

**SLT and the PCC discussed the proposals, and these have resulted in the following agreed refurbishment works:**

**Main OPCC office area:**

- Remove the central storage cupboards and replace with low tambour units to open up the shared office space and allow more natural light;
- A reduction in desk numbers from 26 to 20 resulting in a ratio is 4:5 (4 desks to 5 people). Our existing desk sizes are already 1600mm which is the size specified by SYP.
- Large glass meeting room in the main office area with table to accommodate min 10 people and conferencing facilities. This can be used for panel and other meetings instead of the SYP meeting rooms- allowing greater availability of meeting room space and alleviating the technology issues we often experience.
- Installation of meeting booth inside the previous office of the CFO – this can be used by all staff (and visitors if required) as break out space.

**PCC Office**

- Replace the entrance door with glass to give better visuals into and out of the office;
- Move the PCC desk so that staff in the main office and the CEO are in direct line of sight when he is sitting at his desk.

Note: there were other security recommendations for the PCC’s office by SYP’s DOCO’s, which were considered but rejected by the PCC & SLT. The recommendations involved additional costs which were felt to be unnecessary, and the decision to reject them was based on the improved security afforded by the new Carbrook reception area, the fact that the PCC is already in a secure police building, the PCC has a monitored personal safety device worn around his neck, there will be robust vetting of any visitors

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and we have only had one “near miss” incident since we have been on site.

### Costs

#### Proposal 1

The anticipated costs of the initial plans drawn up by E&FM were in excess of £112k based on their assumptions of our requirements



OPCC\_SWW &  
Security\_Initial Cost P

#### Proposal 2

Further discussions and revised plans to remove unnecessary alterations have resulted in a quote for £76k



OPCC\_SWW &  
Security\_Reduced Cos

These costs are likely to be reduced by E&FM who are trying to utilise the contractors time economically, bulk ordering furniture, materials etc.

The OPCC are also reducing costs further by not having staff lockers and instead, use the existing cupboards adjacent to the new break out room, to store staff belongings.

The OPCC have obtained assurance from E&FM that if we proceed with Proposal 2, that the space occupied by the OPCC could easily be brought back into use for SYP staff, should the OPCC vacate it. This could be a possibility, in the event that PCC’s move to mayoral model, after the current term of office for the existing PCC ends. As a result, the OPCC could be located elsewhere.

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

**Sue Gladwin OPCC Office Manager**

**Signed:**



**Date:**

**7.10.22**

**Approved by Director of Finance**

**Signed:**

**Date:**

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Considerations	Evidence of information or advice gathered or discussion / consultation conducted	How has all this evidence impacted on overall proposal?
Public and / or Partners	n/a	
Impact on Service	Access to the OPCC will be restricted during the refurbishment work, however all staff have the capability to work from home or elsewhere in Carbrook during this time. There will be little or no impact on service and any issues will be managed.	
Financial	Consultation with E&FM, SLT & PCC to keep costs to a minimum whilst achieving the overall objective in line with SYP Smarter Ways of working project & the PCC/OPCC's requirements.	
Legal	n/a	
HR	n/a	
T/Unions / Staff Assoc.	n/a	
Equality & Diversity (Public Sector Equality Duty)	The office has been designed by E&FM to be compliant with Health and Safety at Work etc Act 1974 and desk facilities are available for anyone with accessibility issues.	
Risks / Opportunities	Opportunity for OPCC to upgrade their working environment and address the safety of their staff and the PCC.	
Sustainability	All the furniture removed from the OPCC office will be stored, for redistribution in the force area or repurposed by cutting down or modifying desks to reuse elsewhere in the project. Anything that can't be reused will be recycled.	
Data Protection Impact Assessment (DPIA)	n/a	
Other (specify)	n/a	

### Views of PCC's Deputy Chief Finance Officer

Please put this forward for consideration as it will be DRF at the end of the financial year for the cost, as it is anticipated that the OPCC will be in an underspend position.


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<b>Signature:</b>		<b>Date:</b>	20/10/22
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### Views of PCC's Chief Executive & Solicitor

I have liaised with the Office Manager and Facilities Management in the run up to approving the plans that are being put in place and I have discussed them with the PCC throughout.

I recommend PCC approval.

<b>Signature:</b>		<b>Date:</b>	21/10/22
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### PCC's Decision and Rationale

Approved.

<b>Signature:</b>		<b>Date:</b>	21/10/22
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**OPCC GATEKEEPER (Information Officer)**

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