



77 The Promenade: Licence Surrender

For Decision

Please ensure ALL sections of this report are fully completed after discussing with the subject expert and a version control included.

Meeting name:	Police and Crime Commissioner
Date of meeting:	
Title of paper:	77 The Promenade: Licence Surrender
Author:	Vicki Heselton, Head of Estates and Support Services
Sponsor/ Board member:	Peter Robinson, Chief Finance Officer/ ACC Donna Lawton

Executive summary:

The purpose of this report is to seek endorsement to surrender the licence at 77 The Promenade that is due for renewal during September 2024.

Operational colleagues have reported that 77 The Promenade is hardly used and the same services can be delivered from New Holland House, Lansdown Road and the Council Offices on the Promenade without a reduction of service delivery. This would achieve a £12,500 pa cost saving.

Recommendation(s):

The PCC is asked to support the following recommendation(s):

- Note the contents of this report
- Endorse the recommendation made in the report
- Seek ratification and approval to give notice to surrender of the licence at 77 The Promenade, Cheltenham.

Cost of recommendations

There will be some costs to surrender the lease in terms of legal fees (expected to be in the region of £1,200). There may also be some dilapidation costs to return the accommodation to the appropriate standard in line with the dilapidation survey recently completed. These costs will

be negotiated as part of the surrender process. These can be set against the annual saving of £12,500 pa

Costs	Amount	Budget details
Capital costs		
Revenue costs- one off Delapidation spend in accordance with licence conditions (to be negotiated)	£5,000	Funded from Estates Revenue Budget
Other: Legal Costs	£1,200	Funded from Estates Consultancy Budget

Detail how the proposals contribute to:

- **HMICFRS PEEL recovery plans – consider:**
 - How good is the force at building, developing and looking after its workforce and encouraging an ethical, lawful and inclusive workplace?
 - How good is the force at planning and managing its organisation efficiently, making sure it achieves value for money, now and in the future?
- **Performance improvement plans**
- **VIAWG**
- **Police Race Action Plan**
- **The Constabulary’s plans to be an anti-discriminatory organisation. This means not only acting in a non-discriminatory way, but addressing systemic inequalities, disadvantage and discrimination.**

This proposal will allow the Constabulary to continue to deliver operational services, currently periodically delivered from the Promenade site, and instead from the Freehold owned premises at New Holland House, Lansdown Road. This proposal will also reduce ongoing revenue spend in Licences (leased) premises.

Specific business benefits:-

- This proposal will save an annual revenue spend of £12,500
- Services periodically performed at the Promenade site will continue to be delivered but from New Holland House, with no loss of standards and expediency of service.
- Ad hoc community engagement events can be delivered from other force-wide owned sites.

Person responsible for implementation:-

Vicki Heselton, Head of Estates and Support Services
ACC Donna Lawton

Once approved by the relevant Board member who will present this paper, please submit it to the **Executive Support** mailbox two weeks before the date of the meeting.

THIS SECTION IS REQUIRED FOR ALL PAPERS

Public Access to Information

Information contained within Constabulary papers is subject to the Freedom of Information Act 2000. Reports which are submitted for consideration at PCC Governance Board are likely to be made public. If the paper contains sensitive information then please detail below.

Is this a decision of significant public interest?

This includes a decision with any impact on the community, expenditure in excess of £50,000, or any decision that would be of obvious interest to the media or the general public

**Yes
Service Delivery**

OFFICIAL

<p>Does this report contain sensitive information?</p> <p>Does this report contain any information which falls into these categories?</p> <p>a) would, in the view of the chief officer of the police, be against the interests of national security;</p> <p>b) might, in the view of the chief officer of police, jeopardise the safety of any person;</p> <p>c) might, in the view of the chief officer of police, prejudice the prevention or detection of crime, the apprehension or prosecution of offenders, or the administration of justice; or</p> <p>d) is prohibited by any enactment.</p> <p>e) breaches commercial sensitivity</p>	<p>N/A</p>
--	-------------------

<p>ORIGINATOR CHECKLIST (MUST BE COMPLETED)</p>	<p>Comments These sections must not be left blank</p>
<p>Has legal advice been sought on this submission if required?</p>	<p>Yes – Harrison Clark Rickerby</p>
<p>Has the Chief Finance Officer been consulted, if required?</p>	<p>Yes – Chief Financial Officer consulted and supportive</p>
<p>Have equality, diversity and human rights implications been considered, as appropriate?</p>	<p>Yes - there are no implications for EDI as the Services are still to be delivered.</p>
<p>How are the recommendations consistent with the Police and Crime Commissioner`s objectives?</p>	<p>If ratified this proposal will require the Approval of the Office of the Police and Crime Commissioner.</p>
<p>Has consultation been undertaken with people or agencies likely to be affected by the recommendation?</p>	<p>N/A</p>
<p>Has communications advice been sought on areas of likely media, community, staff or partner interest and how they might be managed?</p>	<p>Communications advice not sought at this time but will be needed to provide community reassurance at the appropriate time</p>
<p>Have all relevant implications and risks been considered?</p>	<p>Yes- Operational input received</p>
<p>Has this paper /proposal been submitted through any other Constabulary boards? If so, please detail along with the date and result.</p>	<p>No</p>

We are committed to being an anti-discriminatory organisation. This means not only acting in a non-discriminatory way, but addressing systemic inequalities, disadvantage and discrimination.

1. Purpose / key drivers of report

The purpose of this report is to update the PCC on the status of the Licence currently held at 77 The Promenade and seek endorsement of the proposal to surrender the licence currently due for renewal during September 2024. In consultation with operational colleagues, there is a view that the same services can be delivered from the New Holland House site, Lansdown Road, without a reduction of service delivery whilst at the same time achieving a cost saving.

2. Main content or background information if required

The Constabulary /OPCC has been party to a licence to occupy at 77 the Promenade, Cheltenham since 2017. During that time the premises has been used periodically to deliver Street Safe, work in support of Cheltenham Races (Spring and Autumn) and one off communication events such as bike marking.

The Estates function have been tasked, as part of a wider Estates Asset review to consider its commercial position, in terms of leased or licenced properties, current financial revenue commitments and the wider need for all premises and their use.

In consultation with operational colleagues it is considered that the services highlighted above for which the Promenade site, has previously been used, can be delivered from New Holland House Lansdown Road. Operationally, Races and Street safe can be delivered, unreduced, from the Lansdown Road site. With regard to Bike Marking and other community engagement, on an ad hoc basis, this can be delivered from other locations owned by the Constabulary/OPCC.

In supporting this approach an annual revenue saving of £12,500 can be made by surrendering this licence. There is an initial legal cost to negotiate the surrender of £1,500 and potential dilapidation costs of up to £5,000. It is hoped that the dilapidation costs can be negotiated down or removed, given that the Local Authority are expected to vacate the site in the forthcoming 2 years. These costs can be met from the Estates Budget.

3. Options and or Recommendations

- Note the contents of this report
- Endorse the recommendation made in the report
- Seek approval from the PCC to give notice to surrender of the licence at 77 The Promenade, Cheltenham.

4. Financial and resource implications

There will be a small cost expected to negotiate the surrender of the lease. The Legal costs are expected to be in the region of £1,200. There is an expectation that the

Council will look to enforce the dilapidation clause of the lease which will require some ancillary one off redecoration requirements. This may be possible to negotiate out, given that the Council are proposing to vacate the Local Authority offices in the next two years. These commitments will be met from the existing Estates Budget.

5. Risk Assessment

Operational colleagues have indicated that Service delivery can be achieved, unreduced from the Lansdown Road site. Ad hoc community engagement events can be delivered from other force wide sites.

6. Equality and Diversity impact assessment

No equality, diversity or inclusion impacts expected

7. Environmental impact assessment

No expected Environment Impacts expected.

8. Consultation matrix

Chief Financial Officer consulted, ACC Lawton and C/Supt Gosden.

9. Departmental contact

Vicki Heselton, Head of Estates and Support Services, Tel 01452 752668

Appendices- N/A

Ensure any relevant reference is added to each paper, for example: CGB Business case

Version history – summary of previous versions and amendments

Version, date and change history:	Version	Date	Summary of change history
	V1.0	10.9.2024	Paper requested from Chief Financial Officer

Executive Board member approval:	
Name:	Peter Robinson Chief Financial Officer ACC Donna Lawton
Date:	10/9/2024

Security marking:
Official

We are committed to being an anti-discriminatory organisation. This means not only acting in a non-discriminatory way, but addressing systemic inequalities, disadvantage and discrimination.