

# Decision Record Template



**POLICE & CRIME  
COMMISSIONER**  
for Leicester,  
Leicestershire & Rutland  
Your Communities - Your Commissioner

Date of Decision: 21/10/2024

Lead Officer: Johnny Monks

Decision Record URN: EXE0034-24

Title: **Call Management Department (CMD) Refurbishment**

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## Decision summary:

**A decision is necessary for additional £98,000 (approx.) funds to facilitate the safe removal of asbestos flooring and contaminated infrastructure.**

The initial CMD asbestos site surveys did not detect asbestos, during the floor being removed asbestos was identified. The organisation must now legally remove safely the asbestos discovered and protect its employees in doing so.

Early estimates are approx. £98,000 to move asbestos and supply fit new infrastructure and flooring across the whole CMD floor.

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## Decision Sought:

The CMD Refurbishment Project requires an urgent decision for additional funds to proceed with the project:

No	Activity	Phase I Call Taking	Phase II Dispatch	Total (Phase I and II)
1	Removal of asbestos and infrastructure/flooring	£18,000	£18,000	£36,000
2	Supply and fit new infrastructure/flooring	£25,000*	£25,000*	£50,000*
3	Pay delay fees incurred with the pausing of contracted work	£6,000	£6,000	£12,000
		£49,000	£49,000	<b>£98,000</b>

\*These are estimated costs as formal quotations are yet to be received from the supplier.

While there is currently no evidence suggesting the presence of asbestos in the Dispatch area, we are planning proactively and assuming its potential presence.

We are unable to conduct a thorough investigation in Dispatch due to staff working in the area. However, to cover all bases, we require funding for both, Call Taking in Phase I and Dispatch in Phase II.

## **Decision Governance**

The request for this decision is from The Force Change Team and Project Manager of the CMD Refurbishment. The decision of additional funds required has been scrutinised and been through the following process.

1. Project working group meeting. Attendees are Heads of department from CMD, IT, Estates, Unison, Health and Safety, Occupational Health.
2. CMD/IT Senior Leadership Team Attendees are Heads of Department CMD and IT
3. Budget and Finance meeting Attendees are: Head of Estates, Finance Paul Dawkins, Ruth Gilbert
4. Crisis Management Team meeting Chaired by Supt Steve Bunn as Dept SRO (ACC Streets absence) who has agreed the additional £98,000 costs can be submitted to the OPPC for his consideration and seek approval.

At each of these governance meetings the issue of asbestos, its safe removal, the safety of employees has been discussed and scrutinised.

DCC Sandall and Paul Dawkins are aware and have given their approval for this decision paper to be brought before the PCC for his earliest consideration seeking approval for the asbestos to be safely removed as soon as possible.

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## **Supporting information**

- **Background information**

The contact management department (Force control room) is over 40 years old having been opened in 1978. There have been numerous asbestos assessment surveys historically no asbestos has ever been identified. On Friday 4<sup>th</sup> October 2024 when flooring was being removed asbestos was believed to be part of the floor. Within hours this was confirmed to be asbestos the site was sealed, made safe.

### **Additional increased costs:**

These costs were unforeseen and not included in the original business case but are now necessary costs to fulfil our legal requirement to safely remove asbestos ensuring our CMD staff have a safe working environment into the future.

## Project achievements

1. CMD ground floor has been converted, 25 extra desks are ready for use 23rd Sept.
2. Successful tender process was completed, and the winning contractor Brown and Kirby commenced work in October.
3. Staff Engagement, there has only been good positive feedback from our CMD teams excited to have a new refurbished department.
4. All Business requests within reason have been agreed and decisions made.

- **Detail of additional information attached.**

Not required.

- **Expected benefits.**

1. 11 extra desks: - Increase in desk capacity will enable a greater capacity to answer more emergency calls and calls for service on non-emergency 101 calls.
2. Improved Silver 1 command suit. Enabling the most serious crimes/incidents to be effectively handled, professionally and consistently resolved.
3. Absence reduction: - Significant investment in ergonomic furniture 24/7 national standard chairs and every work position will have a riser desk.
4. Improved recruitment and retention with a modern innovative CMD contact centre.

- **Impact of not approving the application**

This is not an option we have to remove asbestos as soon as possible safely by a licensed approved asbestos contractor.

- **Financial implications (including any cost savings)**

Discussions have taken place with the Head of Finance and the two funding options available to the force to cover the additional costs are:

1. Utilise Revenue current capital forecast underspend
2. Borrow additional money to finance the capital programme

- **Consultations**

Consultation at all governance levels has taken place, all are supportive of the importance for a CMD refurb. The safe removal of asbestos products, the clean and leave cabling. Ensuring the site is safe to continue with the project as planned and the actual costs being approx. £98,000 higher than estimated.

- **Collaboration** (is there an opportunity to collaborate with partners):

Collaboration with Partners has been considered but is not necessary in this case.

- **Equality, Diversity & Human Rights implications**

All equality, diversity and human rights have been considered.

- **Legal comments**

There are no legal comments. Other than the force has a legal requirement to remove asbestos with a licensed contractor.

- **Publication**

**To be completed**

It is appropriate to publish this record of decision made by the Police and Crime Police and Crime Commissioner: Yes

It is appropriate to publish the contents of the supporting papers: Yes

It is appropriate to publish details of the decision by the Police and Crime Police and Crime Commissioner for Leicestershire: Yes

**Reasons for any non-Publication (referencing appropriate legislation):**

Information in this form is subject to the Freedom of Information Act 2000 (FOI Act) and other legislation. Unless the information provided is covered by an exemption and stated to be either confidential or partly confidential, the information contained in the form will be published on the OPCC website.

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**Chief Finance Officer:**

**Comments: Approved**

I have been consulted about the proposal and confirm that financial advice has been taken into account in the preparation of this report and assurances sought have been outlined within the report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Police and Crime Commissioner for Leicester, Leicestershire and Rutland.

**Signature:**

**Name: Kira Knott**

**Date: 20/11/2024**

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**Chief Executive and Monitoring Officer:**

**Comments:**

I have been consulted about the proposal and confirm that legal and equalities advice have been taken into account in the preparation of this report and assurances sought have been

outlined in this report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Police and Crime Commissioner for Leicester, Leicestershire and Rutland.

**Signature:**

**Name: Claire Trewartha**

**Date:21/11/2024**

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**Police and Crime Police and Crime Commissioner for Leicestershire:**

Having received the advice set out above and reviewed relevant documentation my decision in regard of this matter is:

**Approved**

I confirm that my register of interests' declaration is up to date and that none of my interests preclude me from making this decision.

**Signature: Rupert Matthews**

**Date:05/12/2024**

**Name of Police and Crime Commissioner:**