



Creating a safer
Cambridgeshire

To: Business Coordination Board

From: Chief Constable

Date: 18 September 2019

Peterborough Enquiry Office 33-37 Bridge Street, Peterborough

1. Purpose

1.1 The purpose of this paper is to provide an update to the Business Coordination Board ("the Board") following the Estate Sub Groups consideration and approval of the proposal from Peterborough City Council to transfer the city centre enquiry office function from Bayard Place to their Customer Service Centre at 33-37 Bridge Street.

2. Recommendation

2.1 The Shared Occupation Agreement is signed for the period 8 March 2019 to 7th March 2020 by the Director of Finance and Resources.

2.2 An annual review is carried out in January of each year to establish whether this should be renewed for the following 12 month period, with the renewal being implemented at the appropriate occupation fee if required.

2.3 The Board to note the recommendations above.

3. Background

3.1 The Bridge Street enquiry office function was transferred to Peterborough City Councils offices in Bayard Place in 2012 under a 7 year lease at a cost of **£18,000 per annum** which terminated on 22nd January 2019.

3.2 Peterborough City Council allowed us to remain in occupation at Bayard Place until they sold the freehold interest in March 2019.

- 3.3 Peterborough City Council offered an alternative arrangement for 2 customer service desks to be located within their Customer Service Centre (33-37 Bridge Street). We have taken occupation and it is understood that the arrangement is working well.
- 3.4 Peterborough City Council wish to formalise this arrangement and have offered this space on the basis of an annual 'Shared Office Agreement' (SOA) at an initial occupation fee of **£2400 per annum** from 8 March 2019.
- 3.5 The SOA is renewable on an annual basis.
- 3.6 The occupation fee will be increased annually in line with the All Items Retail Price Index with 8 March 2021 being the earliest date of increase.

4 Recommendation

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- 4.2 An annual review is carried out in January of each year to establish whether this should be renewed for the following 12 month period, with the renewal being implemented at the appropriate occupation fee if required.
- 4.3 The Board to note the recommendations above

BIBLIOGRAPHY

Source Document	Cambridgeshire Constabulary Estate Sub Group summary paper 33-37 Bridge Street Peterborough 25 th July 2019
Contact Officers	Elly McKee, Estate Management Surveyor, Cambridgeshire Constabulary