

Morecambe Bay Investigation

Secretariat office and Hearing Room accommodation requirement specification

- Space:** To be determined by options available.
- Layout:**
- 1 large hearing room to accommodate up to 7 panel members, , Secretariat staff (up to 4) and a maximum of 30 relatives
 - 1 open plan office to accommodate 6-8 staff
 - 1 large meeting room / witness waiting room
 - 1 secure storage room with lockable door
 - 1 office/retiring room for panel members
 - 1 office for analytical\considerative work to be undertaken in (when working space separate to open plan office is required)
- Location:** Central Preston
- Timing:** October 2013 - July 2014.
- Background:** Temporary accommodation (office and hearing room space) for up to 9 months from the beginning of October to support independent Investigation into University Hospitals of Morecambe Bay Trust. Hearing room must be accessible for family members to attend and therefore an existing publicly accessible building preferred. Disabled access required. At least two entry/exits required for witnesses attending to give oral evidence. Office space must be in the same building as the hearing room and evidence storage facility.
- Transport links:** Convenient public transport and road links to Barrow, Lancaster, London, Newcastle and Leeds. Nearby public car parking required.
- Estate:** Existing civil, NHS or Local Authority estate preferred.
- Facilitates:** Preferred office location should provide: office furniture (desks, chairs, tables, telephones, pedestals and filing cabinets), a facilities management contract (to include cleaning, security, secure waste disposal, health and safety, maintenance and routine safety checking of equipment and recycling facilities) and access to a functioning and equipped kitchen.

- Maintenance:** All maintenance should be included in the cost, including space planning, supply, delivery and installation of office furniture, cleaning and repairs.
- Access:** The building should, as required by the Investigation Team, be accessible outside core office hours to support and facilitate flexible working. There should be the facility to arrange access to the building outside of core office hours with advanced notice, including weekends when and if required.
- Heating:** The building should have central heating as well air-conditioning/accessible opening windows.
- Costs:** Any quotes should be for the full duration of the time the Investigation Team will occupy the office space.
- IT:** IT hosting on a local server should be possible, and this should form part of a separate quote. This hosting should include sufficient desktops for all staff members, printing facilities, and two photocopiers. IT set up and on-going support should also be included in the total cost.
- Telephones:** Standard telephones and lines are required for each workstation with a direct dial number. Numbers should not be routed through a switchboard nor should the Investigation Team's numbers be added to any Lancashire County Council internal telephone lists/directory.
- Catering:** No on site catering facilities are required. No contractual restrictions should be placed on the investigations ability to order refreshment from an external supplier and have them supplied to the office.
- Business Case / Sign-off:** The Departmental Property and Asset Management (PAM) Board will sign off the business case. The Budget Holder or delegate will approve the expenditure.
- Occupation:** There should be a short lead in time between the business case receiving approval and occupation by the Investigation Team, in support the Investigations requirement to maintain momentum and make rapid progress within the timeline Parliament have been provided.
- Dilapidations:** Upon departure the space should be returned in its original state, taking account of standard wear and tear.

Removals:

It is not anticipated there will be any requirement for removals at this stage, subject to the solution providing all office furniture and equipment as above. This will need to be reviewed if any of the requirements above are not fulfilled.

Health & Safety:

The solution should be compliant with all relevant Health and Safety legislation.

National Property Controls – Lease/Licence Exception Request Form

GPU LM Number	N/A
Department	Department of Health
Property Centre	Preston (DH – HQ)
Event	Secretary of State's announcement of an independent investigation into University Hospitals of Morecambe Bay Trust (office and hearing room premises for the Morecambe Bay Investigation).
Address	Lancashire County Council (LCC) Park Hotel, East Cliff, PR1 3JT
Size	<ol style="list-style-type: none"> 1. Hearing room: 58.68m² 2. Office for 6-8 Staff, (6-7 work stations): 38.75m² 3. Office/retiring room for Panel, 7 Desks no workstations: 26.77m² 4. Meeting room/ office for considerative work (1-2 work stations): 26.62 m² 5. Evidence storage room: 15.12 m² 6. Waiting room: 12.54 m² <p style="text-align: right;">Total: 178.48m²</p>
Lease Details	<p>Requirement for accommodation for the Investigation from October 2013 to July 2014. Accommodation agreement to include a one month notice period for both parties.</p> <p>October to March Approval is sought initially for a short term accommodation agreement from October 2013 to 31 March 2014. A short term accommodation agreement is required as the site proposed is included in LCC's estate consolidation plan and should be disposed of on 1 April 2014. Should LCC's consolidation plan be delayed the Investigation will be able to remain in situ. Any decision on this will be communicated to the Investigation and will remove the need for contingency arrangements.</p> <p>April – July – contingency arrangements <u>Option 1:</u> If Park Hotel is disposed of later than 1 April 2014 the Investigation team can remain in situ; alternatively</p> <p><u>Option 2:</u> if disposal does take place to schedule, LCC are optimistic they can accommodate those remaining Investigation staff in another LCC city centre building - albeit that LCC will not be in a position to provide commensurate office space and the Investigation will need to consolidate its requirements; or</p> <p><u>Option 3:</u> If disposal of Park Hotel does take place to schedule and LCC can offer no alternative, appropriate accommodation in Preston, the Investigation's Secretariat could relocate to Quarry House. Initial discussions have taken place with the DH Estate Manager who has indicated that accommodation, again significantly less than currently available in Park Hotel, could be provided including, crucially, a secure storage facility for evidence.</p>
Rent Review Provision	No rent review provisions given short term nature of requirement.

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FTE Numbers	Up to 8 FTE, the Investigation Chairman and a panel of expert advisors (not all appointed but possibly a maximum of 6). 15 used for space planning purposes.
Workstations	8
Function	Office base for Investigation secretariat and panel. Secure storage facility for Investigation evidence. Large room in which to hold the Investigations' hearings with sufficient space for around 30 family members to attend. Separate waiting area for witnesses also required. The secretariat must be based in the same location as the hearings and evidence storage.
Business Justification	Temporary accommodation (secretariat office and hearing room) for up to 9 months from the beginning of October. Preston has been selected as it has convenient public transport and road links to Barrow and Lancaster (UHMBT locations), London and Leeds (staff member's permanent bases) and Newcastle (investigation Chairman's base). Oral hearings should have concluded by April 2014. Should the need arise in April for relocation because of LCC's estate disposal strategy, a hearing room will no longer be required. At that point the requirement for the Investigation to be based within travelling distance of Barrow and Lancaster will reduce.
Cost of existing premises	N/A – new requirement
Cost of exiting the existing premises	N/A – new requirement

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<p>Cost of proposed solution</p>	<p>£19,653.79 (inclusive of VAT) for accommodation.</p> <p>This includes a 10% increase for accommodation costs for April to July 2014 when relocation of the Investigation may be necessary. It excludes any associated removal costs if relocation to an alternative LCC building is necessary. The Departmental Estates Manager estimates removal costs should the Investigation relocate to another LCC building, to be in the region of £100 for Option 2 and £250 for Option 3. If Option 3 is selected for April to July then the total accommodation costs are expected to reduce as the Investigation would be relocating to existing DH Estate.</p> <p>The costs, while estimates, are therefore as informed as possible.</p> <p>IT and telephony costs will be additional to the accommodation costs set out above. These are currently being specified and costed and will, by agreements with the PAM Board Secretariat, be submitted separately to the PAM Board.</p> <p>Monthly cost of proposed solution is therefore £2,113.27 (inclusive of VAT). This includes all service charges, rates and facilities management.</p> <p><u>Breakdown:</u></p> <table border="1" data-bbox="523 920 1358 1261"> <thead> <tr> <th>Item</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>1. Hearing room (58.68m²)</td> <td>£578.99</td> </tr> <tr> <td>2. Office for 6-8 Staff (38.75m²)</td> <td>£382.35</td> </tr> <tr> <td>3. Office/retiring room for Panel (26.77m²)</td> <td>£264.14</td> </tr> <tr> <td>4. Meeting room/ rffice (26.62 m²)</td> <td>£262.66</td> </tr> <tr> <td>5. Evidence storage room (15.12 m²)</td> <td>£149.19</td> </tr> <tr> <td>6. Waiting room (12.54 m²)</td> <td>£123.73</td> </tr> <tr> <td>VAT</td> <td>£352.51</td> </tr> <tr> <td>Total:</td> <td>£2,113.27</td> </tr> </tbody> </table>	Item	Cost	1. Hearing room (58.68m ²)	£578.99	2. Office for 6-8 Staff (38.75m ²)	£382.35	3. Office/retiring room for Panel (26.77m ²)	£264.14	4. Meeting room/ rffice (26.62 m ²)	£262.66	5. Evidence storage room (15.12 m ²)	£149.19	6. Waiting room (12.54 m ²)	£123.73	VAT	£352.51	Total:	£2,113.27
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<p>Rent reduction</p>	<p>Rent amounts are on a cost recovery basis only.</p>																		
<p>Property Options</p>	<p>There is no departmental or civil estate available in Preston.</p> <p>A nearby NHS building was considered but could not provide the Investigation with sufficient office space or dedicated and appropriate hearing room facility.</p> <p>A split site is not practical given the need to access securely stored documents during the oral hearings.</p>																		
<p>Exchequer Perspective</p>	<p>Existing civil estate does not provide a full solution to the Investigation's accommodation need.</p> <p>On this basis there are no expected vacant space costs to the exchequer in the wider public sector from pursuing this option.</p>																		
<p>Approval Process</p>	<p>DH Property and Asset Management Board.</p>																		
<p>Date decision required by</p>	<p>URGENT. In order to expedite occupation discussions are already underway between departmental IT and LCC IT providers to explore IT hosting options.</p>																		

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	Occupancy is required in October. The Chairman has indicated his wish to maintain momentum since the Written Ministerial Statement regarding the Investigation was Laid in Parliament on 12 September, and hold the Investigation's first public session in October.
e-PIMS Data	N/A - Though the accommodation will be recorded on epims by DH Estates Manager.