

## HAMPSHIRE COUNTY COUNCIL

### Decision Report

<b>Decision Maker:</b>	Executive Member for Commercial Strategy, Estates and Property
<b>Date:</b>	6 April 2022
<b>Title:</b>	Project Appraisal: Alterations and Refurbishment of Fareham Parkway
<b>Report From:</b>	Director of Culture, Communities and Business Services

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#### Purpose of this Report

1. The purpose of this report is to seek spend approval to the project proposals for the alterations and refurbishment of Fareham Parkway to provide suitable office accommodation commensurate with Hampshire County Council's office accommodation standards.

#### Recommendations

2. That the Executive Member for Commercial Strategy, Estates and Property grants spend approval for the project proposals for Fareham Parkway at a total capital cost of £2,500,000.

#### Executive Summary

3. Fareham Parkway is located on the outskirts of Fareham within easy reach of the M27. It was purchased by Hampshire County Council in 2016 and provides office accommodation for staff across a number of service areas.
4. The project comprises refurbishment and alteration of the Fareham Parkway building to make it fit for purpose for occupants now and in the future and meet the requirements of new ways of working.
5. The project is included in the Culture, Communities and Business Services (CCBS) capital programme approved by the Executive Member for Commercial Strategy, Estates and Property on 21 January 2022 with a budget of £2,500,000.

## Contextual information

6. Fareham Park is a core site within the County Council's corporate office accommodation portfolio. The building is managed by the corporate Facilities Management team and occupied by a number of services including the Multi Agency Safeguarding Hub (MASH) and Adult Health and Care Contact Assessment and Resolution Team (CART).
7. Utilisation of the Fareham Parkway office has increased following the end of lease arrangements at Fareham Reach and Fareham Borough Council offices in early 2021, resulting in the consolidation of a number of teams to Fareham Parkway as part of the overall strategy for corporate office accommodation and new ways of working.
8. The building had a number of known condition issues at the time it was purchased, and funding was allocated at that time to allow these to be addressed. This funding has been combined with capital receipts from previous rationalisation of the office accommodation portfolio to address this essential condition related maintenance work alongside some additional refurbishment now required to ensure that the building provides an appropriate standard of accommodation.

## Finance

9. The project is included in the CCBS capital programme at a value of £2,500,000. The following table outlines the breakdown of the capital funding across the project.

<b>Capital Expenditure</b>	<b>£'000</b>
Construction Costs	2,025
Fees	334
Fitted furniture and equipment	65
ICT	76
<b>Total</b>	<b>2,500</b>

10. All professional services will be provided by HCC Property Services with additional resource from Property Services' private sector partner where required.

11. Revenue funding of £46k has been allocated from the office accommodation revenue budget to fund the moves costs associated with the delivery of the project.

## **Project proposals**

12. Fareham Parkway is a two-storey building constructed in the 1980s. It is in a fair condition and functions effectively as office accommodation. However elements of the building fabric and services are now in need of modernisation by replacement and/or upgrading as identified by a building fabric condition survey and mechanical and electrical condition appraisals.

### Building fabric

13. The project will include the refurbishment of the toilets and welfare facilities, replacement of the carpets and internal decorations throughout the building, which are very dated and in poor condition, except for some localised areas where repairs and refurbishment have been undertaken recently.
14. The main roof which is pitched and covered in concrete tiles is in fair condition. Localised areas of flat roofing will be replaced and upgraded. Review and repair of the rainwater disposal system will be undertaken to address localised failures.

### Building services

15. Except for some local adaptation to suit minor re-modelling over the years, most of the mechanical and electrical systems in Fareham Parkway date from the original installation. These now require reconfiguration and upgrading, as identified by the condition survey and to suit proposed remodelling and refurbishment, as identified below.
16. Replacement of the high level heating pipework distribution at within the ceiling voids and risers which is approximately thirty-five years old and has significant corrosion.
17. Improvements the heating controls and upgrading of the thermal insulation to the heating pipework to enable zoning of the heating to suit the building's use and improve the energy efficiency and running costs of the building. The existing ventilation and control of cooling are believed to remain suitable, however this will be reviewed further during project development. The building is heated by a combination of original perimeter induction units and radiators.
18. Replacement of some plant that is at the end of its service life within the two plant rooms. Two boilers at the west end of the building were replaced in 2021

with new energy efficient boilers, due to boiler failure. The boilers at the east end of the building are in reasonable condition.

19. Replacement of the fire alarm system with new throughout the building and provision of additional sounder coverage where necessary to ensure compliance with BS5839 Part 1:2017. The existing analogue fire alarm system in the building is over 30 years old This is now obsolete and spare parts can no longer be obtained.
20. Existing fluorescent lighting was replaced with LED throughout the building during 2019 and 2020 as part of the energy performance programme.

#### IT and Data

21. Provision has been made for IT alterations, infrastructure changes and equipment. This includes some rationalisation and improvements to the data cabinets and switches to ensure sufficient WIFI connectivity as well as a sum to replace some workstation docking stations and monitors as well as other IT hardware if required.

#### Access improvements

22. It is proposed to improve access to the building at ground floor by automating the main entrance doors linked to the access control and fire alarm.
23. The existing accessible toilets will be completely refurbished to bring them up to current standards.

#### Furniture and equipment

24. Most of the required furniture and equipment is already provided in the building and there is some surplus stock held from the end of lease arrangements at Hampshire House in Eastleigh and the two other Fareham offices. The capital costs for the project include an allocation for the provision of some additional loose furniture, fittings, and equipment to supporting new ways of working including the addition of support spaces to facilitate hybrid working models.

## **Other Key Issues**

25. It is proposed to undertake the works in phases to support business continuity for the occupying teams. Decanting arrangements will be planned in detail with the relevant teams.
26. Planning is not required.
27. Building Regulation approval will be required.

## **Construction Management**

28. Works will be procured through the Hampshire Construction Framework (ICF2).

## **Consultation and Equalities**

29. The Corporate Office Accommodation Board has been consulted as well as Facilities Management team. No external consultation is required.
30. The completed scheme will provide greater equality of access for all users including staff and visitors. The refurbishment design is based on best practice and is accompanied by a Design Access Statement.

## **Climate Change Impact Assessment**

31. Hampshire County Council utilises two decision-making tools to assess the carbon emissions and resilience impacts of its projects and decisions. These tools provide a clear, robust, and transparent way of assessing how projects, policies and initiatives contribute towards the County Council's climate change targets of being carbon neutral and resilient to the impacts of a 2°C temperature rise by 2050. This process ensures that climate change considerations are built into everything the Authority does.
32. Climate Change Adaptation - The following climate variables pose a vulnerability to the project, as identified by the adaptation tool. The main vulnerabilities to this project are heat and extreme weather. The project is a refurbishment to an existing building so those risks are extant. Refurbishment includes repairs and maintenance to the roof to keep the building in good condition. It includes upgrading mechanical and electrical systems to make them more fit for purpose. The building is not particularly vulnerable as the building is not in any flood zone with surface water/flash flooding being very low risk. Mechanical cooling may be required to address extreme heat. Improving the longevity of the building and increasing its capacity and

useability makes best use of its embodied carbon. Generally, the building is considered to have a low vulnerability risk to climate change.

33. Carbon Mitigation - The project is a refurbishment of an existing building. Works include some roof repairs, upgrading the heating, associated controls and heating pipework insulation which will improve the energy efficiency and running costs of the building. The outcome will be a building with increased capacity and therefore greater efficiency in terms of floor area and costs per member of staff. Lighting throughout the building has already been replaced with LED lighting as part of the energy performance programme. Existing photovoltaics on the roof offset some energy costs.

## **Conclusions**

34. The proposal in this report represents a cost-effective solution to bring the office accommodation and facilities of this core building up to an improved standard to support its essential corporate use; providing an environment that meets the requirements for future ways of working and addressing priority building condition works.
35. Bringing the building up to standard, ensures that necessary services remain embedded in the local community and supports the wider office accommodation strategy for the area.

## REQUIRED CORPORATE AND LEGAL INFORMATION:

### Links to the Strategic Plan

Hampshire maintains strong and sustainable economic growth and prosperity:	yes
People in Hampshire live safe, healthy, and independent lives:	yes
People in Hampshire enjoy a rich and diverse environment:	yes
People in Hampshire enjoy being part of strong, inclusive communities:	yes

### Other Significant Links

<b>Links to previous Member decisions:</b>	
<u>Title</u> <a href="#">2022-01-21 EMCSEP Capital Programme for CCBS (hants.gov.uk)</a>	<u>Date</u> 21 Jan 2022
<b>Direct links to specific legislation or Government Directives</b>	
<u>Title</u> N/A	<u>Date</u>

### Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

<u>Document</u>	<u>Location</u>
None	

## **EQUALITIES IMPACT ASSESSMENT:**

### **1. Equality Duty**

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- The need to remove or minimise disadvantages suffered by persons sharing a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

### **2. Equalities Impact Assessment:**

The expenditure identified in this report will ensure that there continues to be suitable facilities to support the provision of Hampshire County Council services in the Fareham area of the County and that the County Council's built estate continues to provide a safe, compliant, and suitable environment for the delivery of services.

The proposed scheme will have a positive impact for staff and those accessing the services by providing more appropriate and suitable facilities.





Hampshire  
County Council

## Equality Impact Assessment

### What is an Equality Impact Assessment (EIA) and why does the County Council do them?

The [Public Sector Equality Duty](#) (PSED) is an obligation within the [Equality Act 2010](#) ("the Act"), which asks public authorities, like Hampshire County Council, to give 'due regard' to equality considerations, in particular to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

This includes assessing the impact of policies and practices on individuals and communities with a protected characteristic, as defined in the Act and some other specific groups. The County Council uses EIAs to ensure it has paid 'due regard' to equalities considerations when there are changes to a service or policy, a new project or certain decisions.

EIA author	Position & Department	Contact
Paula Ashford	Delivery Manager (Interior Design) Culture, Communities and Business Services	paula.ashford@hants.gov.uk Tel:03707 790686

Title:	Fareham Parkway Alterations and Refurbishment
Related EIAs:	None

EIA for Savings Programme:	No
Service affected	Facilities Management staff, departmental staff and visitors working in or visiting Fareham Parkway, Hampshire County Council Office.
Description of the service/policy/project/project phase	Internal alterations and refurbishment works to improve the environment for building occupiers, visitors and facilities management and provide a good quality working environment to support hybrid ways of working. Fareham Parkway is a two-storey building constructed in the 1980s. It is in a fair condition and functioning as office accommodation. Some of the fabric is now in need of modernisation by replacement and/or upgrading as identified by a building fabric condition survey and mechanical and electrical condition appraisals.
New/changed service/policy/project	Works to include replacement of carpets and refresh of internal decorations. Alteration and remodelling of welfare facilities including existing toilet provision to provide an accessible shower and improve accessible toilets with the introduction of fully compliant Doc M packs. To include the introduction of new localised kitchenettes, and refresh existing kitchenettes, where required. Automation of ground floor entrance doors and remodelling of existing public facing reception and back-office areas to improve accessibility for staff and visitors. Provide sufficient meeting rooms to support service delivery and hybrid working; in accordance with Hampshire County Council office accommodation standards. The building is heated by a combination of original perimeter induction units and radiators. Review and alterations of the heating system is required to improve and zone the heating controls to meet requirements of the building's use. Replacement of the old analogue fire alarm system with new throughout and provide additional sounder coverage where necessary to ensure compliance with BS5839 Part 1:2017.

Engagement
As part of the project and brief development, engagement with Facilities Management, Property Services specialist Access Team, Building Control, Building User Groups and the Office accommodation team has and will continue to take place.

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## Equalities considerations - Impact Assessment

### Age

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be a neutral impact for both public and staff to this characteristic.
Mitigation	

### Disability

Impact on public	Positive
Impact on staff	Positive
Rationale	Alteration and remodelling of welfare facilities including existing toilet provision to provide an accessible shower and improve accessible toilets with the introduction of fully compliant Doc M packs. Automation of ground floor entrance doors and remodelling of existing public facing reception and back-office areas to improve accessibility for staff and visitors, ensuring facilities are accessible and inclusive for all and in accordance with Hampshire County Council office accommodation standards.
Mitigation	

## Gender Reassignment

Impact on public	Neutral
Impact on staff	Neutral
Rationale	None of the changes have been assessed as having an impact, either positive or negative, on the above group.
Mitigation	

## Pregnancy and Maternity

Impact on public	Neutral
Impact on staff	Neutral
Rationale	None of the changes have been assessed as having an impact, either positive or negative, on the above group.
Mitigation	

## Race

Impact on public	Neutral
Impact on staff	Neutral
Rationale	

	The proposals makes no change relating to this characteristic. None of the changes have been assessed as having an impact, either positive or negative, on the above group.
Mitigation	

### Religion or Belief

Impact on public	Neutral
Impact on staff	Neutral
Rationale	None of the changes have been assessed as having an impact, either positive or negative, on the above group.
Mitigation	

### Sex

Impact on public	Neutral
Impact on staff	Neutral
Rationale	None of the changes have been assessed as having an impact, either positive or negative, on the above group. However, ongoing consultation may offer the consideration for gender neutral toilet facilities.
Mitigation	

### Sexual Orientation

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Impact on public	Neutral
Impact on staff	Neutral
Rationale	None of the changes have been assessed as having an impact, either positive or negative, on the above group.
Mitigation	

### Marriage and Civil Partnership

Impact on public	Neutral
Impact on staff	Neutral
Rationale	None of the changes have been assessed as having an impact, either positive or negative, on the above group.
Mitigation	

### Poverty

Impact on public	Neutral
Impact on staff	Neutral
Rationale	None of the changes have been assessed as having an impact, either positive or negative, on the above group.

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Mitigation	

## Rurality

Impact on public	Positive
Impact on staff	Positive
Rationale	Fareham Parkway is a core asset within Hampshire County Council's office portfolio, improving the internal environment and upgrading facilities ensures that necessary services remain embedded in the local community and supports the office accommodation strategy for the area, as part of the Fareham and Gosport strategic review.
Mitigation	

Geographical Impact:Fareham

## Equality Statement

Additional information:

None

Overview Statement:

Assessment to show that due regard has been given and that there is no requirement for a full EIA:

EIA reference number: 00210

Date of production of EIA for publication: 17/03/2022