

## PARTNERSHIP DEVELOPMENT AND ASSET MANAGEMENT

**EXECUTIVE MEMBER:** Councillor Elaine Woodburn  
**LEAD OFFICER:** Head of Development Operations Pat Graham  
**REPORT AUTHOR:** Contracts and Property Manager Chris Lloyd

**Summary:** Members are advised of potential improvements in shared services through a partnership with Her Majesty's Revenue Commissioners (HMRC) to provide their 'Face to Face' services within the Copeland Centre for a period of three years. Some income will be generated but the Council will not incur any costs.

**Recommendation:** That Council be recommended to approve in principle (a) the grant of a lease to Her Majesty's Revenue and Customs (or body designated by such for holding property for their functions) of part of the Copeland Centre; and (b) the completion of any ancillary documentation necessary to facilitate such lease; and in both cases the approval of the detailed terms of such documentation being delegated to the Head of Development Operations in consultation with the Head of Finance and Management Information Services and the Head of Legal and Democratic Services.

### 1. INTRODUCTION

#### 1.1 *Approach from HMRC for accommodation*

As a result of national changes to governance Her Majesty's Revenue and Customs has approached Copeland Borough Council to explore the opportunity for provision of space at the Copeland Centre for provision of services within the town and Borough.

A positive response from the Council demonstrate a willingness to contribute to provision of joined up services and officers would wish to make every effort to assist so long as this does not prejudice Council services. The proposals have been taken to Corporate Team where a positive response was received.

#### 1.2 *HMRC requirements*

The HMRC approached the Council about the potential for accommodating a 'Face to Face' presence in Whitehaven within the Copeland Centre.

This is as a result of changes to HMRC governance resulting in the closure of the current Whitehaven offices, the establishment of a processing centre at Lillyhall, and provision of face to face satellite centres.

These Centres have already been set up at Rochdale and Bury with local councils and are being extended out nationally.

### **3. FINANCIAL CONSIDERATIONS**

#### **3.1 Costs**

HMRC will require a presence for a minimum of three years, and has confirmed that any reasonable costs incurred by the Council in making alterations for accommodation will be paid.

The Council will not incur any cost as a result of making adaptations for HMRC, at end of lease minimal reinstatement will be required and/or the Council may wish to make use of the facilities installed.

This additional income will benefit the revenue budget and 2010/11 plans, and these will be reported and considered by the Resource Planning Working Group.

#### **3.2 Income**

HMRC has confirmed agreement to pay such charges comprising £9,800 set up; £12,811.64 Unitary Charge portion, £1235.74 NNDR portion per annum

### **4. FUTURE REQUIREMENTS**

4.1 It is recognised that as an authority we may need to do further work to consider how the Copeland Centre may provide a greater one stop shop function in the future; an additional and as yet informal approach has been made from an additional organisation. We are also aware that there may be physical improvements needed in order to meet our own requirements. We intend to establish a working group to look into these issues.

4.2 We are however of the view that this current proposal can and should be supported, and that our service provision will not be unduly compromised as a result. The HMRC has been advised however, that we are developing our understanding of the potential for a more strategic approach to a joint customer interface from this building and that the accommodation we are offering now, may change in the future, although we will continue to meet their stated requirements.

## **5 CONCLUSIONS**

- 5.1 These proposals provide an excellent opportunity for the Council to demonstrate a willingness to implement 'joined up government' and to assist in providing continuity of services for our community.

## **6. FINANCIAL AND HUMAN RESOURCES IMPLICATIONS (INCLUDING SOURCES OF FINANCE)**

- 6.1 Additional income can be generated at no cost and with no adverse effect on Council services, maximising use of our accommodation.

## **7. PROJECT AND RISK MANAGEMENT**

- 7.1 Normal project management construction related procedures apply.

## **8. IMPACT ON CORPORATE PLAN**

- 8.1 Contributes to Transformational Leadership Corporate Plan objectives 1.1, 1.2, 1.3, 1.4, 1.5, and 1.6.

- The Council is recognised as an excellent community leader
- 1.2 The Council influences decision making at a national and regional level
- 1.3 Staff, stakeholders and partners receive clear direction
- 1.4 We are involved in strong working partnerships to deliver our public priorities
- 1.5 The community's priorities are delivered through the efficient use of resources and effective performance management
- 1.6 Communities are involved in local decision making

- 8.2 Contributes to Quality of Life Corporate Plan objectives 2.1, 2.4.

- 2.1 The area has a high quality environment

- 2.4 Equality of opportunity for everyone

**List of Appendices:** Sketch plans placed in Members room for examination.

**List of Background Documents:** Project file.

**List of Consultees:** Corporate Team, Councillor Elaine Woodburn

### **CHECKLIST FOR DEALING WITH KEY ISSUES**

Please confirm against the issue if the key issues below have been addressed. This can be by either a short narrative or quoting the paragraph number in the report in which it has been covered.

Impact on Crime and Disorder	No
Impact on Sustainability	No
Impact on Rural Proofing	No
Health and Safety Implications	Method statements and risk assessments will be undertaken for any hazardous alteration works (electrical)
Project and Risk Management	Included
Impact on Equality and Diversity Issues	No
Children and Young Persons Implications	No
Human Rights Act Implications	No
Monitoring Officer Comments	Due to Contract Standing Orders the final decision on this proposal needs to be taken by Council.
Section 151 Officer Comments	No further comments to add – Section 3 sets out financial implications. The proposal provides the opportunity to benefit from additional income.

Please say if this report will require the making of a Key Decision    NO