

Agenda Item 13

Enclosure 12

**Health and Care Professions Council
04 July 2018**

Estates Plan

For discussion

**From Marc Seale, Chief Executive and
Registrar**

Council, 4 July 2018

HCPC Estates Plan

Executive summary and recommendations

Introduction

The paper provides an overview of the HCPC's approach to its accommodation.

Decision

The Council is asked to discuss the paper. No decision is required

Background information

This included in the paper and appendices

Resource implications

None.

Financial implications

Annual costs including rental and maintenance costs are identified in the paper

Appendices

Appendix I: HCPC accommodation
Appendix II: Sequence of freehold property acquisitions
Appendix III: Accommodation requirements
Appendix IV: Accommodation requirements
Appendix V: Previous papers

Date of paper

19 June 2018

1 Introduction

1.1 This paper provides an overview of the HCPC's approach to its accommodation.

2 Location of accommodation

2.1 All the accommodation of the HCPC is currently located in Kennington, in the Borough of Lambeth in south London. There are no specific statutory or operational requirements for the HCPC to be located in London. The HCPC has occupied its main and largest building, since 1977.

2.2 Although the HCPC is a UK wide statutory regulator of health and care professionals, we currently have no accommodation located in Northern Ireland, Scotland and Wales.

3 Current accommodation

3.1 The HCPC accommodation is provided in three separate buildings that are all in close proximity to one another. This helps maintain the HCPC's cultural cohesion and support team collaboration. The three buildings are located at:

- 184 – 186 Kennington Park Road
- 33 Stannary Street
- 405 Kennington Road

3.2 The main building Park House, is situated at 184 – 186 Kennington Park Road, London, SE11 4BU. It is comprised of a number of integrated buildings that have been purchased and developed over the last 40 years. Further details of the buildings are provided in Appendix I - HCPC Accommodation and Appendix II - Sequence of freehold property acquisitions.

4 Freehold vs Leasehold

4.1 The HCPC has no stated preference for owning the freehold or leasing or renting its accommodation.

5 Renting Accommodation

5.1 The HCPC regularly rents different accommodation on a daily basis for meetings. For example meetings with registrants and Fitness to Practise (FtP) tribunals. These types of meetings take place throughout the UK either in hotels or easily accessible public buildings.

6 Safety and security

6.1 The HCPC is committed to providing a safe and secure environment for all users of our accommodation. This has been achieved by:

- Safety
 - Meeting all health and safety and regulatory requirements
 - Emergency evacuation procedures and testing

- Provision of fire and smoke alarms
- Meeting occupation density restrictions
- Security
 - Access control
 - Closed circuit television (CCTV)
 - Intruder detection
 - Manned security
 - Panic alarms

7 Accessibility

- 7.1 As a public organisation maximising the accessibility to all parts of our accommodation is important. We have sought to ensure that the buildings are appropriately adapted to all users and we have passenger lifts to minimise the use of stairs.

8 Use of accommodation

- 8.1 The HCPC as a UK statutory regulation of healthcare professionals requires a fit for purpose accommodation to deliver its statutory objectives. Our accommodation requirements are numerous and are detailed in Appendix III Non-Tribunal Services and Appendix IV Tribunal Services.
- 8.2 Wherever possible we accommodate all the employees from one department in a single room. Almost all the offices are open plan. The purpose of this is to facilitate communication and to encourage team working.

9 Users of accommodation

- 9.1 Currently the accommodation is used by our Council and Committees, Partners, employees, members of the public and other users such as contractors and professional advisors.
- 9.2 From July 2018, the HCPC will lease a small part of its accommodation to the General Chiropractic Council (GCC). This comprises a dedicated serviced office located on the third floor of 184 -186 Kennington Park Road. The GCC will also have the use of our public areas, meeting rooms and our tribunal services accommodation. The GCC currently has about 14 employees.

10 Accommodation of Tribunal Services

- 10.1 Our tribunal services are almost all located at 405 Kennington Road. It is judged to be advantageous to have accommodation for our tribunal services physically separated from our non-tribunal services. This supports the separation of employees involved in preparing HCPC cases that will be presented at the tribunals from employees that are managing the tribunals. The benefit of this approach is also that it meets our requirement to provide separate dedicated rooms to the numerous participants in the FtP tribunal processes.

- 10.2 It should be noted that, at the request of a registrant, there is a statutory requirement for the HCPC to provide the option of holding FtP tribunals in any of the four home countries.

11 Availability of transportation facilities

- 11.1 The availability of multimodal public transport in close proximity to our accommodation is seen as advantageous to both employees and other users of our services. Minimal car parking is provided by the HCPC for the use of individuals with mobility limitations and also some contractors such as maintenance engineers. However, the HCPC does provide ample secure bicycle storage.

12 Quality of accommodation

- 12.1 The quality of our accommodation needs to be balanced between the requirement to provide a reasonable working environment that will help attract and retain existing and new employees, against the cost of our accommodation that is wholly funded by those healthcare professionals that we regulate.
- 12.2 Quality covers a range of factors including those detailed above. It also includes other issues such as office furniture and ancillary equipment, seating density, meeting room capacity, lighting, noise levels, air circulation and temperature.
- 12.3 The approach to the quality of our accommodation is that it should be no better than other UK public organisations such as the National Audit Office (NAO).

13 Maintenance

- 13.1 The cost of maintaining our accommodation is budgeted for approximately £200,000 in the FY 2018-2019.

14 Future capacity demands on our accommodation

- 14.1 The demands on the capacity of our accommodation is changing. Home working is gradually increasing, as is the decline of the standard 40 hour week. To a limited extent, we use “hot desking”, as it can have a detrimental impact on the culture of an organisation. We anticipate that the nature of the work we undertake will continue to change gradually. For example, telephone calls replaced by online communication such as synchronous conferencing and video conferencing. In addition, the number of HCPC employees will change once Social Work England (SWE) becomes operational. The introduction of a modern FtP process, investment in the prevention agenda or the reduction in the number of UK statutory regulators of healthcare professionals may also result in changes to the number of HCPC employees.
- 14.2 We therefore need to have accommodation that can be used for different types of uses and for the provision of novel services.

15 Corporate social responsibility

- 15.1 Lastly, the HCPC seeks to adopt practices of an organisation that has a corporate social responsibility. This includes issues such as minimising energy usage, the use of green roofs. We provide limited open-air facilities to users of our accommodation. We also aim to be a considerate neighbour.

Appendix I - HCPC Accommodation

Freehold property

184 -186 Kennington Park Road

Office area 1,955 sq m

Desks 210

Leasehold property

33 Stannary Street

Office area 510 sq m

Desks 83

Annual rent £135,703 or £266 per sq m

Lease period 16/02/2016 – 15/02/2028

Break clause 16/02/2028

Accommodation comprise of four Units. Units 1 and 3 are on the ground floor and basement. Units 7 and 8 are located on the second floor. There are two car parking spaces.

The HCPC is one of a number of commercial organisations on the site. In addition, there are also a number of residential apartments in the mixed-use complex.

405 Kennington Road

Office area: 1,380 sq m

Desks 31

Annual rent £713,234 or £548 sq m

Lease period 09/12/2015 – 08/12/2027

Break clause 09/12/2021

The HCPC is the only commercial tenant of the building which is predominantly used for residential apartments.

Appendix II - Sequence of freehold property acquisitions

Park House

Purchased by Council Professions Supplementary to Medicine (CPSM) in 1978
£395,764

Average income FY1977/1979 £278,000

Purchase price represented 140% annual income

20 Stannary Street

Purchased by the CPSM in January 2000

Old Council chamber, garden and mews building

£370,000 for 3,071 sq ft

Income FY £2,917,000

Purchase price represented 14% of annual income

22 – 26 Stannary Street

Print works purchased from printers Purbrooks

£935,000 for 5,500 sq ft

Income £10,544,000

Purchase price represented 9% of annual income

186 Stannary Street

Previously owned by the Evangelical Alliance, then named as Whitfield House

Purchased for £1,725,000 in April 2013

Purchase price represented 11.7 % of annual income

Appendix III - Accommodation Requirements

Accommodation requirements for non-tribunal services

- Cloakroom
- Contemplation room
- Eating area
- Food preparation
- HR interview room
- IT infrastructure rooms
- Meeting rooms of various sizes and uses
 - Council
 - Committees
 - Education and training
 - Employees
- Offices
 - High volume telephone call centre
 - Drafting room
 - Employee work stations
- Plant and machinery room such as heating and air conditioning
- Post room
- Reception
- Showers/changing facilities
- Store rooms, including cleaners
- Videoconferencing facility
- Waiting area for visitors
- Workshop for office services and IT

Assumes the provision of offsite archiving.

Appendix IV - Accommodation Requirements

Accommodation requirements for tribunal services

- Lawyers room for HCPC and the professional advisers of registrants
- Legal assessors room
- Tribunal rooms
- Videoconferencing facility
- Vulnerable witness waiting room
- Withdrawing rooms
- Witness waiting rooms
- Registrant rooms

Assumes that members of the HCPC tribunal team and registration appeals will be co-located.

Appendix V - Previous papers

12 May 2005: Council, Purchase of 22 – 26 Stannary Street

17 November 2009: Finance & Resources Committee, HPC's Estate Strategy

6 September 2011: Finance & Resources Committee, Office Accommodation Strategy

