


**Project Mandate**

Project Number	P34
Project Name	Redevelopment of Basingstoke Fire Station
Department	Service Delivery
Version Number	V.3

Project Manager/Author Name	xxxxxxx
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Department	Service Delivery (Response)
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Date	06 June 2012

**Distribution**

Name	Title	Date of Issue	Version
xxxxxxx	ACO Service Delivery (Community Response)	15 <sup>th</sup> March 2012	V.3
xxxxxxx	Head of Corporate Services	15 <sup>th</sup> March 2012	V.3
xxxxxxx	Head of Facilities	15 <sup>th</sup> March 2012	V.3
xxxxxxx	Human Resources	15 <sup>th</sup> March 2012	V.3
xxxxxxx	Performance Review Manager	15 <sup>th</sup> March 2012	V.3

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**Version Control**

<b>Version</b>	<b>Date of Change</b>	<b>Changed By (Initials)</b>	<b>Brief Description</b>
V2	1 May 2012	DN	Grammar Changes only
V3	6 June 2012	DN	Content revised

## 1 Authority Responsible

Director of Corporate Services following agreement by SMT and HFRA.

## 2 Background

The present building has historical structural problems which require annual inspection and repair costing thousands of pounds every year. Because of this there has been under investment and the building has become uneconomical to maintain. To bring it up to current standards would require substantial investment.

Large areas of the building are not accessible and the cellular layout does not meet the needs of modern working practices.

Hampshire County Council (HCC) Architects were commissioned to carry out a feasibility study on the existing site and produced plans and budget costs for both a new build and refurbished solution. Following this a £6m capital budget was approved by HFRA.

## 3 Scope

The mandate is to redevelop the existing fire station at Basingstoke on the existing site, or one very close to it, as the geographical location has been confirmed by Service Delivery as suitable for operational effectiveness. The aim is to have the project completed by the end of 2014, providing facilities with improved conditions for operational staff, appliances, Prevention and Protection staff and Community facilities.

The redeveloped station is expected to meet the needs of the fire service and community for the next 40 years, much like the previous 1960s era station has done. These needs will be established by early consultation with users of the station and engagement with the local community. The new station is also expected to support operational training and HFRS business continuity plans.

### 3.1 In Scope

1. Redevelopment of Basingstoke Fire Station
2. Maintenance of provision of operational fire cover during redevelopment
3. Purchase of land in front of station
4. Reconfiguration of fire house / training tower facility for group level use
5. Feasibility of existing Group HQ Building

### 3.2 Out of Scope

1. Geographical relocation within Basingstoke and Deane
2. Specialist service level training hub which is not required

## 4 Objectives

The main objective is to secure an effective solution in Basingstoke, that will contribute to the strategic and operational needs of the fire service in the north of the county. The solution will represent value for money and will be delivered by late 2014 within budget,

which will not exceed £6 million. The design brief will encompass partnership working, high environmental and sustainability standards and flexible, inclusive workplaces and accommodation

## 5 Constraints

The service will continue to provide fire cover to the standard presently delivered from the Basingstoke site and continue to meet its group and station targets that support the overall service plan.

## 6 Interfaces

- Community Response
- Community Prevention
- Community Protection
- Property Services Department
- Training Department
- HR Department
- Marcoms Department
- IT/ Communications Department
- Health and Safety Department
- Performance Review Department
- Finance Department

## 7 Customer Quality Expectations

It is expected that the new facility at Basingstoke will at least meet the standards set by the new fire station at Winchester, including environmental considerations, to reflect the needs of the end users in delivering a modern integrated fire and rescue service to the public. It will be delivered on time and within budget.

## 8 Outline Business Case

In 2008 it was estimated that a re-cladding solution would cost over £800,000. Add to this over £200,000 that is identified in the condition survey as essential maintenance plus investment that will be needed in energy efficiency and the case is established for a feasibility study into how to make the station fit for purpose.

## 9 Associated Documents or Products

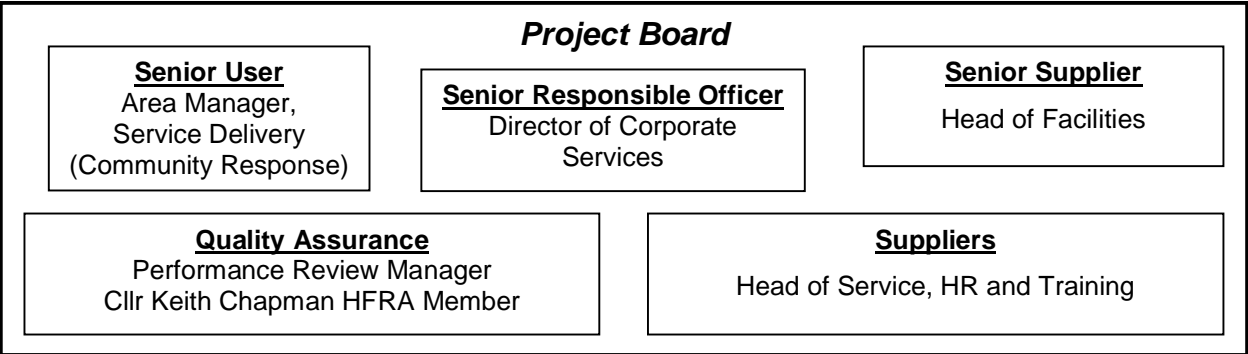
SMT Report GM Carr 2010  
SMT Minutes December 2010  
HFRA Minutes February 2012  
User Specification V5 June 2012  
Brief to HCC Property Services June 2012

## 10 Project Organisation

Senior Executive	Director of Corporate Services
Project Manager	Group Manager Basingstoke
Senior User	Area Manager (Community Response Delivery)
Senior Supplier	Head of Facilities
Quality Assurance	Performance Review Manager
Member Champion	Councillor Keith Chapman

**Project Framework:**

**Service Management Team**



**Project Manager**  
Group Manager,  
Basingstoke

**Project Support**  
Project and Programme  
Office Manager  
Finance Manager



**Project Team**

- Area Manager – North Area
- Basingstoke Station Manager
- Group Manager – Technical Fire Safety
- Property Services Manager
- Marketing and Communications Executive
- Environmental Project Manager
- Training and Development Manager
- Group Manager – Community Engagement
- Health and Safety Manager
- Human Resources – member from the Business Partners Team
- I.T. Projects Operations Manager
- Admin Manager, Station Support Team
- Professional Team – HCC Architects (appointment tbc)

11 Sign Off to Proceed

I confirm that this mandate describes accurately the scope of the work proposed as at the current date and ask for the project start-up to commence.

Any changes to the scope above will be subject to change control. This mandate is valid for 30 days after date of issue.

No work should proceed unless the project mandate is approved.

First Authorising Signatory – (Name of Mandate Author) (xxxxxxx)

Signature ..... Date: 11 June 2012

Second Authorising Signatory – (Name of Project Board Executive) (xxxxxxx)

Signature ..... Date .....

Third Authorising Signatory if required – (Name and Title).....

Signature ..... Date .....