

Decision Record Template



Date of Decision: 10 February 2026

Lead Officer: Roger Buckley

Decision Record URN: EXE0003-26

Title: **Renewal of the lease for the Front Enquiry Desk at the Belvoir Centre, Coalville.**

Decision summary:

The Forces 3 year lease of the front enquiry desk at the Belvoir Centre in the Coalville Town Centre is due for renewal. Following discussions with the landlord, the Northwest Leicestershire District Council, an annual rent of £1,791 has been provisionally agreed for a further 3 year lease commencing in January of this year, with the other terms of the lease remaining the same.

The aforementioned rent is £135 per annum more than the current rent which was agreed three years ago and as such, is considered to be commercially favourable. Senior officers involved in the policing of the Coalville and surrounding area have been consulted and they have confirmed that the front enquiry desk is still required as the Coalville Police Station has no front enquiry desk.

It is recommended that the terms of the proposed lease, as outlined above, are approved.

Decision Sought:

Approve Lease

Note: If a request for a decision is from the Force, this section needs to show the decision-making process within the force, highlighting clear advice and clear recommendations and showing the support of the Chief Constable and/or Chief Officer Team.

Supporting information

1) Background information

There is no further background information, other than as stated in the Decision Summary.

2) Detail of additional information attached.

No additional information attached.

3) Expected benefits.

The continued availability of a Front Enquiry Desk serving the Coalville and surrounding area.

4) Impact of not approving the application

There would be no Front Enquiry Desk serving the Coalville and surrounding area.

5) Financial implications (including any cost savings)

The financial implications are favourable as the provisionally agreed rent has only increased by £135 per annum in three years.

6) Consultations (Details of any consultations that have been carried out or reason as to why no consultations has taken place):

As stated in the Decision Summary, senior officers have been consulted and have confirmed the need for the front enquiry desk.

7) Collaboration (is there an opportunity to collaborate with partners)

The negotiations in agreeing the lease have involved liaising with the staff of the North West Leicestershire District Council.

8) Equality, Diversity & Human Rights implications

It is considered that there are no such implications.

9) Legal comments

The Force's solicitor is satisfied with the form of lease.

10) Publication

To be completed

It is appropriate to publish this record of decision made by the Police and Crime Police and Crime Commissioner: Yes

It is appropriate to publish the contents of the supporting papers:

Yes

It is appropriate to publish details of the decision by the Police and Crime Police and Crime Commissioner for Leicestershire: Yes

Reasons for any non-Publication (referencing appropriate legislation):

Information in this form is subject to the Freedom of Information Act 2000 (FOI Act) and other legislation. Unless the information provided is covered by an exemption and stated to be either confidential or partly confidential, the information contained in the form will be published on the OPCC website.

Chief Finance Officer:

Comments:

I have been consulted about the proposal and confirm that financial advice has been taken into account in the preparation of this report and assurances sought have been outlined within the report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Police and Crime Commissioner for Leicester, Leicestershire and Rutland.

Signature:

Name:

Date:

Chief Executive and Monitoring Officer:

Comments:

I have been consulted about the proposal and confirm that legal and equalities advice have been taken into account in the preparation of this report and assurances sought have been outlined in this report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Police and Crime Commissioner for Leicester, Leicestershire and Rutland.

Signature

Name

Date 12/02/2026

Police and Crime Police and Crime Commissioner for Leicestershire:

Having received the advice set out above and reviewed relevant documentation my decision in regard of this matter is:

Approved / Not Approved

I confirm that my register of interests' declaration is up to date and that none of my interests preclude me from making this decision.

Signature:

Date:

Name of Police and Crime Commissioner: