

Executive Appendix 6

Committee

16th June 2010

FURTHER DETAIL REGARDING RECOMMENDATION 5 AND INCREASED DELEGATED POWERS

The present Scheme of Delegation (in the Council's Constitution, appendix C) states:

Property Services – Business Centres

To manage and control the centres and all letting and licenses, to include the annual review of rents and service charges as appropriate and the setting of fees for secretarial services (provided the variation in fees / rents shall be limited to plus or minus 10% of the current year rent / fees unless first approved by the Executive Committee. (Property Services Manager - PSM)

To offer rent-free periods as an incentive at the start of a new letting, as necessary. (PSM)*

* - A discretionary rent-free period of up to three months is currently available to new lettings. The Property Services Manager confirmed this includes licensees new to the centre as well as existing licensees renting additional space or moving to a smaller or larger unit (viewed as a new letting).

Following Shared Services and WETT, this review proposes the changes outlined below:

To manage and control the centres.

To manage all letting and licenses, to include (a) the annual review of rents and service charges, (b) the setting of fees for secretarial services, (c) negotiation of offers to secure new tenants when occupation rates are low (provided the variation in fees / rents shall be limited to plus or minus 20% of the current year rent / fees unless first approved by Executive Committee).

To agree the offer of rent-free period as an incentive at the start of a new letting, judged on a case-by-case basis.

To agree a rent-free period or period of reduced rent for specific licensees in response to evidence of hardship – from time to time during their tenancy, judged on a case-by-case basis.

To agree a discounted rate for bulk orders of secretarial services, on a case-by-case basis.

(All: BCM / EDM / HoS and Economic Development portfolio holder)

BCM – Business Centres Manager

EDM – Economic Development Manager

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HoS – Head of Service

Any matters not covered by the Scheme of Delegation should be referred to the Head of Service and Portfolio Holder, and where appropriate to the Economic Advisory Panel (ECAP) and Executive Committee.