

Executive Appendix 6

Committee

16th June 2010

REVISED DELEGATED POWERS

FURTHER DETAIL REGARDING RECOMMENDATION 6

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 a revised Scheme:

To manage and control the Business Centres.

To manage all letting and licenses:

Annual rent review: designated Officers, in consultation with the Portfolio Holder, to set rent annually (any change to be limited to plus or minus 10% of the preceding year's level, unless first approved by the Executive Committee).

To secure new lettings in times of decreased demand: designated Officers, in consultation with the Portfolio Holder, may agree a rent-free period and / or a period of reduced rent (up to 20% of the current year's levy), judged on a case-by-case basis.

To maximise income from new lettings in times of increased demand: designated Officers, in consultation with the Portfolio Holder, may increase rents (up to 20% of the current year's levy), judged on a case-by-case basis.

Designated Officers, in consultation with the Portfolio Holder, may agree a period of reduced rent for specific licensees in response to evidence

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of hardship, from time to time during their tenancy, judged on a case-by-case basis.

Secretarial services fees:

- *Designated Officers, in consultation with the Portfolio Holder, to set fees annually (any change shall be limited to plus or minus 10% of the preceeding year's level, unless first approved by the Executive Committee).*
- *Designated Officers may agree a discounted rate for bulk orders, judged on a case-by-case basis.*

(Designated Officers - HP&R / MBCe / MED)

KEY:

HP&R = Head of Planning & Regeneration Services

MBCe = Business Centres Manager

MED = Economic Development Manager