

# Report

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Report to:	<b>Estates Committee</b>
Date of Meeting:	<b>17 January 2012</b>
Report by:	<b>Executive Director (Housing and Technical Resources)</b>

Subject:	<b>Lease, Hamilton Citizens Advice Bureau, 67 Almada Street, Hamilton</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- seek authority for a concessionary lease offered to Hamilton Citizens Advice Bureau Limited of the ground floor, of Almada Court, 67 Almada Street, Hamilton to be aligned with the organisations funding pattern.

## 2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendations:-

- (1) that a concessionary lease be granted for the premises at Almada Court, 67 Almada Street, Hamilton to Hamilton Citizens Advice Bureau Limited on the principal terms and conditions detailed in Section 4 of this report.
- (2) that the Executive Director (Housing and Technical Resources), in consultation with the Head of Legal Services, be authorised to conclude the lease in the best interests of the Council.

## 3. Background

- 3.1. The premises which are the subject of this report form the ground floor of Almada Court, 67 Almada Street, Hamilton and are utilised as office accommodation for Hamilton Citizens Advice Bureau Limited. Internally the property is sub-divided to form a number of individual interview rooms, reception area and toilet facilities. The subjects extend to approximately 101 square metres or thereby.
- 3.2. The premises are held in the Housing Account and have been occupied by Hamilton Citizens Advice Bureau for in excess of 20 years. In recognition of the poor condition of the property, Housing and Technical Resources completed a refurbishment of the property in August 2010 at a cost of £38,000.
- 3.3. The previous concessionary let arrangements have been related to the fact that CAB provide services to the local community and receives funding support from the Council. As funding is now agreed on an annual basis, it is proposed that the lease of the property will also be on an annual basis.
- 3.4. The service level agreements and funding arrangements for a financial year are normally documented by June of that year giving the Bureau and the Council sufficient time to finalise matters. To align with the annual timescales, it is, therefore, beneficial that the lease expires on June 27 each year.

#### **4 Lease Terms and Conditions**

4.1 The key features of the lease are:

- (1) The rent to be £1 per annum.
- (2) The proposed lease expiry date is the 27 June 2012.
- (3) The lease to be on a full repairing and insuring basis.
- (4) The permitted use is an administrative office.
- (5) South Lanarkshire Council shall arrange buildings insurance under its own block policy with the premium recharged to the tenant.
- (6) No assignments or sub-lettings will be permitted.
- (7) The lease will be renewed annually if the service level agreements are also renewed.

#### **5. Employee Implications**

5.1. There are no employee implications.

#### **6. Financial Implications**

6.1. The proposed rent is £1 per annum if asked. The full rental value of the subjects is £9,500 per annum. Therefore, the level of concession is £9,500 per annum.

#### **7. Other Implications**

7.1. There are no other implications.

#### **8. Equalities Impact Assessment and Consultation Arrangements**

8.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore, no impact assessment is required.

8.2 All necessary consultations have been undertaken with Council Resources.

**Lindsay Freeland**

**Executive Director (Housing and Technical Resources)**

12 December 2011

#### **Link(s) to Council Objectives/Improvement Themes/Values**

- Improve lives of vulnerable children, young people and adults
- Tackling disadvantage and deprivation

#### **Previous References**

None

#### **List of Background Papers**

None

#### **Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

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