

## OFFICER DECISION RECORD

**For staff restructures, please also complete an RA1 form to update the HR Portal. This is attached at Annex 2.**

Decision Ref. No:  
AP324

RE17 0002

### Box 1

**DIRECTORATE:** Regeneration and Environment

**DATE:** 29 November 2016

**Contact Name:** Sam Taylor

**Tel. No.:** 737229

**Subject Matter:** New lease – The Willows building, Mexborough, Doncaster

### Box 2

#### **DECISION TAKEN:**

To approve the new lease for the Willows building off Wath Road, Mexborough, Doncaster to Highwoods Early Years for a Child Care facility.

### Box 3

#### **REASON FOR THE DECISION:**

The property is owned by DMBC and was previously used by Mexborough Children Centre. It became surplus to requirements and a decision made to offer to the community.

Two applications were received. The recommended option was to accept the best offer from Highwoods Early Years which was agreed at Strategic Assets Board 7<sup>th</sup> September 2016. Highwoods Early years will be relocating from Highwoods School that has recently become an Academy. Provisional terms have been agreed as follows:

**Term:** 20 years.

**Rental:** £8,500 pa

**Use:** Child Care facility.

**Repairs:** Full repairing and insuring including land free from weeds.

**Costs:** The lessee shall be responsible for the Council's reasonable legal fees incurred in the preparation and completion of the new lease document.

**Box 4****OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:**

The proposed letting provides the Council with the opportunity to generate an income receipt on an unused building while helping established childcare provider secure new premises.

**Box 5****LEGAL IMPLICATIONS:**

Under s.123 of the Local Government Act 1972 the Council has statutory power to dispose (including the grant of a lease) of non-housing/non-HRA land without the Secretary of State's consent for the best consideration reasonably obtainable.

Under the Council's Financial Procedure Rules the Council's Property Officer has authority to dispose of land at market value without Cabinet approval where the price being received is less than £1 Million.

**Name:** Jocelyn Ajimati                      **Signature:** By email                      **Date:** 29.11.2016  
**Signature of Assistant Director of Legal and Democratic Services (or representative)**

**Box 6****FINANCIAL IMPLICATIONS:**

There is a revenue budget of £10,800 for this property, this will go towards the Appropriate Assets savings target of £5.048m. Spend to date this year is approximately £7k so there will be a saving of approximately £3k this year plus a proportion of the rent depending on when the lease is completed. The balance £7.8k will be a saving next financial year plus rental income £8.5k.

**Name:** Marion Berrett                      **Signature:** :\_\_ **Date:** 5<sup>th</sup> December2016  
**Signature of Assistant Director of Finance & Performance (or representative)**

**Box 7**

**HUMAN RESOURCE IMPLICATIONS:**

There are no HR implications.

**Name:** David Knapp **Signature:** | **Date:** 07/12/16

**Signature of Assistant Director of Human Resources and Communications (or representative)**

**Box 8**

**PROCUREMENT IMPLICATIONS:**

There are no Procurement implications associated with this decision.

**Name:** S Duffield\_ **Signature:** **Date:** 07/12/16

**Signature of Assistant Director of Finance & Performance (or representative)**

**Box 9**

**ICT IMPLICATIONS:**

There are no ICT implications in relation to this decision.

**Name:** Peter Ward (ICT Strategy Programme Manager)

**Signature:** **Date:** 10/12/16

**Signature of Assistant Director of Customers, Digital & ICT (or representative)**

**Box 10**

**ASSET IMPLICATIONS:**

The asset implications relevant to this decision are contained within the main body of the Officer Decision Record

**Name:** Gillian Fairbrother (Assets Manager, Project Co-ordinator)

**Signature:** By email **Date:** 12<sup>th</sup> December, 2016

**Signature of Assistant Director of Trading & Assets (or representative)**

**Box 11**

**RISK IMPLICATIONS:**

To be completed by the report author

The risk associated with not taking this decision is that Doncaster Council would not be supporting the disposal programme and generating income.

(Explain the impact of not taking this decision and in the case of capital schemes, any risks associated with the delivery of the project)

**Box 12**

**EQUALITY IMPLICATIONS:**

To be completed by the report author

There are no equality implications.

Name: S Taylor \_\_\_\_\_ Signature: \_ Date: 8<sup>th</sup> December 2016  
(Report author)

**Box 13**

**CONSULTATION**

Consultation was undertaken during the process prior to advertisement and Ward Members consulted during the whole process and have been advised of the final outcome.

**Box 14**

**INFORMATION NOT FOR PUBLICATION:**

It is in the public's interest to be aware of this decision record under the Freedom of Information Act 2000, therefore this decision will be published in full, redacting only signatures.

Name: \_Joan L'Amie Signature: Joan L'Amie Date: \_13<sup>th</sup> December 2016  
Signature of FOI Lead Officer for service area where ODR originates

**Box 15**

**Signed: Dave Wilkinson** **Date: 5 January 2017**  
**Dave Wilkinson, Assistant Director Trading Services and Assets**

**Signed: \_\_\_\_\_ Date: \_\_\_\_\_**  
**Additional Signature of Chief Financial Officer or nominated  
representative for Capital decisions.**

**Signed: \_\_\_\_\_ Date: \_\_\_\_\_**  
**Signature of Mayor or relevant Cabinet Member consulted on the above  
decision (if required).**

- **This decision can be implemented immediately unless it relates to a Capital Scheme that requires the approval of Cabinet. All Cabinet decisions are subject to call in.**
- **A record of this decision should be kept by the relevant Director's PA for accountability and published on the Council's website.**
- **A copy of this decision should be sent to the originating Directorate's FOI Lead Officer to consider 'information not for publication' prior to being published on the Council's website.**
- **A PDF copy of the signed decision record should be e-mailed to the LA Democratic Services mailbox**