



Please leave blank for completion by DS officers

EXECUTIVE DECISION RECORD

A1 Service Area	Leisure, Culture and Tourism
A2 Title	Renewal of the lease of the Brewhouse (Voluntary Services Section) to Support Staffordshire
A3 Decision Taken By	Deputy Leader/ Chief Officer
A4 Chief Officer	Please print name: Mark Rizk Please sign name: 
A5 Leader / Deputy Leader	Please print name: Ed Barker Please sign name: 
A6 Date of Decision	[19 th August 2019.]

Confidentiality

A7 Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?	No
A7.1 If yes, please state relevant paragraph from Schedule 12A LGA 1972.	Paragraph []

Scrutiny


A8 Which Scrutiny Committee should this decision be submitted to?	(Please tick as appropriate) ✓
Scrutiny (Audit & Value for Money Council Services) Committee	/
Scrutiny (Community Regeneration, Environment and Health and Well Being) Committee	<input type="checkbox"/>

B1 What is the Decision?	To renew the lease with Support Staffordshire to enable the continued use of the (Brewhouse) building by voluntary sector organisations.
B2 What are the reasons for the Decision?	The previous lease had lapsed and it is necessary establish a new lease and to identify the building responsibilities (landlord/tenant) moving forward-which the new lease addresses.
B3 What are the contributions to Corporate Priorities?	This approach contributes to the Value for Money Council corporate priority.
B4 What are the Human Rights considerations?	There are no Human Rights issues arising from this decision.

Financial Implications

B5 What are the financial Implications?	The main financial issues arising from this decision are as follows:
--	--

Revenue	2019/20	2020/21	2021/22
A 'peppercorn' charge of £1 per m2 will be charged to Support Staffordshire on an annual basis.	£599	£599 plus RPI	£599 plus RPI

The finance section has been approved by the following member of the Financial Management Unit:	Please print name: Anya Murray Please sign name: 
---	---

Policy Framework

B6 Is the Decision wholly in accordance with the Council's policy framework?	Yes
B6.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	N/a
B6.2 Has it got the appropriate approvals under those provisions?	Yes
B7 Is the Decision wholly in accordance with the Council's budget?	Yes
B7.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	N/a
B7.2 Has it got the appropriate approvals under those provisions?	N/a


Equalities Implications

B8 What are the Equalities implications:
B8.1 Positive (Opportunities/Benefits): By making this undertaking and entering into the lease Voluntary organisations will continue to have a town centre location/base.
B8.2 Negative (Threats): N/a.
B8.3 The subject of this decision is not a policy, strategy, function or service that is new or being revised. An equality impact assessment is not required.
B8.4 The equality impact assessment identified the following actions to be carried out: N/a

Risk Assessment

B9 What are the Risk Assessment implications:
B9.1 Positive (Opportunities/Benefits): Continued provision and support for the Voluntary sector. Continued maintenance and upkeep of the internal aspects of the building (Support Staffs) and externals (ESBC).
B9.2 Negative (Threats): N/a
B9.3 The risks do not need to be entered in the Risk Register.

Legal Considerations

B10 What are the Legal Considerations:	
B10.1 There are no significant legal issues arising from this decision.	
This section has been approved by the following member of the Legal Team:	Please print name: Angela Wakefield Please sign name: 

Sustainability Implications

B11 What are the Sustainability implications:
B11.1 The proposal would not result in an overall positive effect in terms of sustainability (including climate change and change adaptation measures). The positive/negative impacts are set out below (please refer to guidance notes).
B11.2 Positive (Opportunities/Benefits): N/a
B11.3 Negative (Threats): N/a

Health & Safety Implications

B12 What are the Health & Safety implications:
B12.1 A Risk Assessment has not been carried out and entered into Harriet for all significant hazards and risks because there are no significant hazards or risks arising from this decision.
B12.2 [The significant hazards and risks have been identified in the Harriett Risk Assessment numbered []. Any financial implications to mitigate against these hazards and risks are considered above. N/a
B12.3 [Control measures and an action plan have been identified for any significant hazards and risks identified in the risk assessment. The positive/negative impacts are set out below] N/a
B12.3.1 Positive (Benefits) N/a
B12.3.2 Negative (Threats) N/a

Key Decision

B13 Is this a Key Decision?	No
Note: A Key Executive Decision is one where:	
<ol style="list-style-type: none"> 1. REVENUE – Any contract or proposal with an annual payment or saving of more than £100,000 2. CAPITAL – Any capital project with a value in excess of £150,000 3. A decision which significantly affects communities living or working in an area comprising two or more wards. 	
B13.1 If this is a Key Decision, is this an urgent decision such that a delay caused by use of the Call-in Procedure would <u>seriously</u> prejudice the public interest?	NA
B13.2 If yes, has the Mayor or in his/her absence the Deputy Mayor or in his/her absence the Chair of the relevant Scrutiny Committee agreed that the decision will be exempt from Call-in?	NA

NOTE: If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.

Please send the original signed document to andrea.davies@eaststaffsbc.gov.uk