

# APPENDIX K

## WAVERLEY BOROUGH COUNCIL

### EXECUTIVE – 7 SEPTEMBER 2010

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**Title:**

**CENTRAL OFFICES LEASE OF ANNEXE BUILDING GROUND FLOOR TO  
CITIZENS ADVICE OFFICE GODALMING**  
[Portfolio Holder: Cllr Mike Band]  
[Wards Affected: All Godalming Wards]

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**Note pursuant to Section 100B (5) of the Local Government Act 1972**

The EXEMPT ANNEXE to this report contains information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 3 of the revised Part 1 of Schedule 12A to the Local Government Act 1972, namely:-

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

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**Summary and purpose:**

The Executive is being asked to approve arrangements for the lease of Central Office accommodation on the ground floor of the Annexe Building, Bridge Street Godalming to Citizens Advice Waverley for its Godalming Office.

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**How this report relates to the Council's Corporate Priorities:**

Waverley is actively looking to share office accommodation and premises with partner organisations whenever this provides cost and service benefits to Waverley's communities.

**Equality and Diversity Implications:**

The location of local agencies such as Citizens Advice on the same site as the Council Offices in an accessible building has a positive equality and diversity impact. Citizens Advice and the Council work closely together to support communities and locating the Citizens Advice office adjacent to the Main Council Offices is beneficial to both organisations and their customers.

**Resource/Value for Money implications:**

Waverley Citizens Advice would be charged at a market rate for the accommodation it would occupy. An annual lease cost is proposed for a 10 year lease with a two year break clause for both parties. The lease would be subject to three yearly reviews to market value or RPI. The draft Heads of Terms are set out in [Exempt] Annex 1 attached.

## **Legal Implications:**

The Council's legal services team will be involved in drawing up the necessary legal documents involved in the lease with Waverley Citizens Advice.

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## **Background**

1. A programmed review of Central Offices accommodation has been underway and this has resulted in a rationalisation of the use of office space and a move to more open plan working. One of the benefits of this approach is that the Council are now able to consider sharing office space with partner organisations where this is beneficial to both parties.
2. Waverley Citizens Advice are seeking to relocate from their existing premises in Queen Street, Godalming to more suitable premises. The opportunity to share the Council Offices site would be beneficial to both organisations and from a customer point of view provides improved access to service. The proximity of facilities also provides improved scope for the joint working on behalf of customers that occurs between our organisations.
3. The Waverley Citizens Advice office would operate from the ground floor of the Annexe Building. The ground floor of the Annexe Building will be vacant from October 2010 when the Waverley staff currently in place will be relocated to office accommodation within the Main Offices. A plan of the accommodation to be leased to Citizens Advice is attached at Annexe 2. No car parking spaces will be provided as part of the lease.

### Operational arrangements

4. Citizens Advice will provide their own separate IT network and telephone equipment and will not have access to the Council's IT network.

## **Recommendation**

It is recommended that the Executive agree the proposed lease on the terms and conditions as set out in the [Exempt] Annexe 1, any other terms and conditions to be agreed by the Estates and Valuation Manager.

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### Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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