

EXECUTIVE SUMMARY**REPORT TO BOARD OF DIRECTORS****HELD ON 17 FEBRUARY 2016**

Subject	Relocation of the East Pennine Cytology Training Centre to Unit 3, Wakefield Office Village, Silkwood Park, Wakefield
Supporting TEG Member	Professor Hilary Chapman, Chief Nurse
Author	Louise Dunk Laboratory Medicine Directorate Manager & Sarah Hardy Land & Property Manager
Status¹	A*

PURPOSE OF THE REPORT

To obtain Board approval and the official seal for a lease and licence for alterations for Unit 3, Wakefield Office Village, Silkwood Park, Wakefield

KEY POINTS

- In 2007 under the direction of the then Strategic Health Authorities across the North East, Yorkshire, Humber and part of the East Midlands and in collaboration with the North East Yorkshire & the Humber QARC, a business case was approved for the East Pennine Cytology Training Centre (EPCTC) and NEYH QARC to co-locate onto one site (Raynham House, Morley, Leeds). In 2012 when the Strategic Health Authorities ceased to exist, QARC became part of Public Health England (PHE) and EPCTC became part of STH. The lease for the building was transferred to PHE and EPCTC effectively became their sub tenant. No formal lease was approved or signed.
- On July 30th 2015 STH received notification by email that PHE had opted to surrender the ground floor lease of Raynham House and agreed terms with the landlord that the site would be vacated by 31st October 2015. The staff were then asked to vacate the property by October 23rd so that PHE had a week to ensure the building was cleared of all tenant's items.
- STH Estates contacted several commercial agents on behalf of EPCTC and six properties were visited on the M1 Corridor between junctions 39-41. Each property was evaluated by members of the EPCTC team and Unit 4, Westgate Court, Silkwood Park, Wakefield was deemed to be the best option for the training centre and TEG approval was sought and granted. However, following several months of difficult negotiations with their agent, lawyers and receiver which didn't result in the process moving forwards, the team took the difficult decision to walk away from these negotiations in late November 2015 and search for an alternative property.
- STH Estates again contacted several commercial agents and 5 properties were visited on December 2nd. Each property was evaluated by members of the EPCTC team and Unit 3, Wakefield Office Village, Silkwood Park, Wakefield (J40 of the M1) was deemed to be the best option for the training centre.
- Unit 3 is a 2 storey modern, open plan building with air conditioning. It comes with 20 parking spaces and there is a significant amount of overspill parking at the nearby hotel and gym.
- The proposal is for a 5 year lease. The tenant is responsible for full repairs on the property but there is no obligation to put the property into a better state of repair at the end of the lease and this will be evidenced by a schedule of condition prepared at our expense, which will be attached to the lease.
- The landlord will implement insurance and we will be required to pay an equitable proportion of the reasonable annual premium as additional rental.
- Wakefield Council have confirmed the cost of the business rates for 2016/17 and this information has

been passed to the EPCTC business manager along with the cost of the service charge.

- We have been offered an initial period of 6 months rent free from the date of occupation or lease commencement (whichever is soonest) to be followed by a further period of 6 months at half rent.
- The licence for alterations is required as the EPCTC will need to install some partition walls to break up the large open plan space to smaller, useable areas and also a lift. The EPCTC will fund the cost of the relocation, the internal work required and the legal and surveyor fees. The landlord has advised that we will be under no obligation to remove the lift and reinstate the property at the end of the lease.
- Each party will pay its own legal fees.

IMPLICATIONS²

AIM OF THE STHFT CORPORATE STRATEGY 2012-2017		TICK AS APPROPRIATE
1	Deliver the Best Clinical Outcomes	
2	Provide Patient Centred Services	
3	Employ Caring and Cared for Staff	
4	Spend Public Money Wisely	✓
5	Deliver Excellent Research, Education & Innovation	✓

RECOMMENDATIONS

That the Board approve and seal the lease and licence for alterations

APPROVAL PROCESS

Meeting	Date	Approved Y/N
TEG	27 Jan 16	✓

¹ Status: A = Approval
 A* = Approval & Requiring Board Approval
 D = Debate
 N = Note

² Against the five aims of the STHFT Corporate Strategy 2012-2017