

EXECUTIVE SUMMARY:
REPORT TO THE BOARD OF DIRECTORS - WEDNESDAY 15TH FEBRUARY 2017

Subject:	Lease and licence for alterations with Mr & Mrs Calvert for the Lower Ground Floor Suite at Cherry Tree Business Centre (Osborne Road/Union Road) in which to house two District Nurse Teams
Supporting Director:	Professor Hilary Chapman, Chief Nurse
Author:	Sarah Hardy, Land & Property Manager

PURPOSE OF THE REPORT:

To obtain approval from the Board of Directors and the official seal for a Lease with Mr & Mrs Calvert for space at Cherrytree Business Centre

KEY POINTS:

- The District Nurse team currently occupy 2 rooms in the Fulwood House tower block which is owned by SHSC.
- SHSC are looking to re-develop the site and have asked us to vacate the premises by 31st March 2017 at the latest.
- Several potential units were viewed by the DN Team Managers and Team Leaders and Estates and the unit at Cherry Tree was deemed to provide the best accommodation.
- The cost will be £850pm for rent and £250pm for utilities and business rates with a total cost of £13,200pa. We are currently charged £9,500pa at Fulwood but finding suitable property in the correct area at a reasonable price has proved quite difficult. This property was the cheapest one viewed and meets with the full approval of the DN Managers and team.
- The lease will be for a period of 3 years.
- Although we will need to network the facility with suitable I.T. the landlord's lawyer has chosen to deal with the works via a side letter rather than a licence for alterations.
- Because the lead in time for the I.T. works is 13 weeks we have arranged with SHSC to stay in Fulwood House beyond March 31st and also asked them if they can provide us with 3 desks for staff at their Michael Carlisle Centre on a short term basis. SHSC have advised that the costs for this will be based on the Capital Charge equivalent rental for the space and a % of service charges. The Community Services budget will pay the costs of the short term space rental with SHSC.
- I.T. Services hope to place the order before the Board of Directors meeting in an effort to start the process as quickly as possible.

IMPLICATIONS:

Financial:	Each party will pay their own legal costs
Personnel:	
Healthcare Governance:	
Other:	

RECOMMENDATION(S):

The Board of Directors is asked to approve, sign and seal the Lease

APPROVAL PROCESS:

Meeting	Presented	Approved	Date
TEG		Yes	5 th October 2016