

**To: Infrastructure, Land and Environment Policy Board**

**On: 21 March 2018**

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**Report by: Director of Finance and Resources**

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**Heading: Housing Advice and Homelessness Services – Office Lease  
Renewal**

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**1. Summary**

- 1.1 The purpose of this Report is to seek authority from Members to renew the lease of offices at Ground Floor, 15-17 Abercorn Street, Paisley, for continued use by the Housing Advice and Homelessness Services Team.
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**2. Recommendations**

The Board is asked to:-

- 2.1 Authorise the Head of Property and the Head of Corporate Governance to extend the existing lease for the property at Ground Floor, 15-17 Abercorn Street, Paisley, for a further 5 years as provided for in the current lease terms.
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**3. Background**

- 3.1 The Head of Planning and Housing Services has advised of the need to continue the lease of the current premises, occupied by the Housing

Advice and Homelessness Services Team, in line with operational requirements.

- 3.2 The premises at Ground Floor, 15-17 Abercorn Street, Paisley, shown on the attached plan, are tenanted by the Council under a lease which originally commenced on 27/10/2008 and is now due to expire on 26/10/2018. The current passing annual rental is £52,000 per annum exclusive of VAT. There is a Tenant's option to extend the lease for a further 5 years beyond the current expiry date, however, subject to review of the rental in the normal 5 yearly manner.
- 3.3 The Head of Planning and Housing Services has reviewed the operational and property requirements of continuing the service provided by the Housing Advice and Homelessness Services Team. The location and suitable nature of the current leased premises, being adjacent to existing homeless accommodation and within central Paisley, provides a good solution for the service requirements. The Council's operational property portfolio does not offer any suitable alternatives for the service, confirming a need for continuation of the service under a longer term lease at this location.
- 3.4 Renfrewshire Council can unilaterally extend the lease by providing the Landlord with a minimum of 6 months' prior written notice (counting to the current end date).

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#### **4. Provisional Terms and Conditions**

- 4.1 The current lease has been in place since 27/10/2008 with the current passing rent of £52,000 exclusive of VAT. It is on a full repairing and insuring basis. The Tenant option to extend will be implemented as per the lease terms by the issue to the Landlord of the required minimum 6 months' prior written notice to the current lease end date. A review of rent may well be initiated as a result. Any change in rent will be accommodated within existing budgets.
- 4.2 Where possible beyond those already contractually in place under the current lease, the extension of the lease shall include such other terms and conditions as may be considered necessary by the Head of Property and the Head of Corporate Governance to protect the interests of the Council.
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## Implications of the Report

1. **Financial** – Annual rental of £52,000 exclusive of VAT will be continued but will be subject to rent review, with in addition service charges and insurance payments.
2. **HR & Organisational Development** – None
3. **Community Planning** –  
  
Our Renfrewshire is thriving – Continuation of essential services for inclusion of all.  
  
Our Renfrewshire is well – Continuation of essential services for personal wellbeing.  
  
Our Renfrewshire is fair - Continuation of essential services for equality and fairness  
  
Our Renfrewshire is safe – Continuation of essential services for personal security
4. **Legal** – Lease Extension to be concluded.
5. **Property/Assets** – As per this report.
6. **Information Technology** – None.
7. **Equality & Human Rights** - *(Please select the statement applicable to the recommendations contained within this board report and delete remaining statements)*
  - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the **report as this covers continuation of an existing service only**. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website. *(Report author to arrange this).*
8. **Health & Safety** – None.
9. **Procurement** – None.
10. **Risk** – None.
11. **Privacy Impact** – None.
12. **Cosla Policy Position** – None.

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## List of Background Papers

- (a) Background Paper 1 - Report entitled Development of Supported Accommodation at Abercorn Street, Paisley approved at the Housing and Community Safety Policy Board on 5/6/2007.

The foregoing background papers will be retained within Finance and Resources / Property Services for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is Joe Lynch, Head of Property Services, tel. 0141 618 6159, email [joe.lynch@renfrewshire.gov.uk](mailto:joe.lynch@renfrewshire.gov.uk)

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