
To: Infrastructure, Land and Environment Policy Board

On: 7th November 2018

Report by: Director of Finance and Resources

Heading: Sub-lease of Premises at Clark Street, Paisley

1. Summary

- 1.1 As part of the capital investment works to refurbish the Paisley Museum, services are relocating temporarily. This report seeks authority to sub-let part of the Council's leased premises at Clark Street to Renfrewshire Leisure to facilitate medium term decant in part.
- 1.2 This report advises Members of the property implications associated with the proposed sub-lease.
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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 implement a sub-let of part of the premises at Clark Street Depot, shown on the attached plan, which part premises extend to c. 149 square metres or thereby, for a period of around 6 months (depending on works programming) based on the terms and conditions noted in 4 below.

3. **Background**

- 3.1 Paisley Museum and Central Library closed at the end of September 2018 to allow commencement of major capital investment works to refurbish the premises. Accordingly, staff, exhibits and facilities are being decanted to a range of alternative locations and facilities. This initiative was reported to the Leadership Board at the meeting on 12th December 2017 within the report entitled "Suspension of Paisley Museum Loans and Curatorial enquiries during Capital Redevelopment".
- 3.2 Part of that relocation is to office premises in the Robertson Centre on Paisley Road, which is also the subject of a separate report for letting that space to Renfrewshire Leisure. The works to facilitate occupation there will progress over the next few months necessitating the use of the Depot at Clark Street temporarily during that period.
- 3.3 The Council's operational portfolio was reviewed, and it was established that Clark Street Depot has adaptable vacant space following the relocation of Building Services, which proved suitable to Renfrewshire Leisure. Clark Street Depot is under a lease with the occupation overheads continuing in full, even with only partial occupation. It is prudent to look to re-use the vacant space as much as practicable as a best value solution. Landlord's consent for the agreement under the terms of the head lease to Renfrewshire Council has been agreed "in principle".
- 3.4 The terms of the lease deal are as noted in 4. below. Renfrewshire Leisure, who occupy the premises, will enter into an appropriate sub-lease in addition, to replicate the proper arrangements at their other existing Renfrewshire Council owned properties.

4. **Provisional Terms and Conditions: -**

The Terms and Conditions agreed with the proposed Tenant are as follows: -

- 4.1 Renfrewshire Leisure will occupy via a short-term licence for the former Glazier's store and separate internal offices. The licence will begin on an appropriate date by mutual agreement and will remain in place until the premises at The Robertson Centre are available and relocation is completed in full.

- 4.2 Renfrewshire Leisure will pay an appropriate proportionate share of the rental and service charges / occupational overheads for the overall facility. This outcome is seen as the most cost effective, as it beneficially re-uses vacant Council space.
- 4.3 The transaction for the new lease shall include such other terms and conditions as may be deemed necessary by the Head of Property and the Head of Corporate Governance to protect the interests of Renfrewshire Council.
- 4.4 Each party will meet their own professional and legal expenses in the granting of any sub-lease.

Implications of the Report

1. **Financial** – Revenue – Renfrewshire Leisure will make appropriate contributions to the head lease costs as noted in 4.2 above.
2. **HR & Organisational Development** – None.
3. **Community Planning** –
Our Renfrewshire is thriving – encouragement of take up of available space
Our Renfrewshire is fair - facilitation of a practical solutions to Tenant needs.
4. **Legal** – The Head of Corporate Governance will conclude a Lease / Licence to Occupy over the appropriate term.
5. **Property/Assets** – As per the report.
6. **Information Technology** – relocation and continuation of services already in place.
7. **Equality & Human Rights** – The activity supports equality of access to services.

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 services in their current format will continue only partially revised and in a different location.

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.

8. **Health & Safety** - None
9. **Procurement** – Work for Property Services to procure initial fit out works at cost, where necessary.
10. **Risk** – None.
11. **Privacy Impact** – None.
12. **Cosla Policy Position** – None.

List of Background Papers

- (a) Background Paper 1 – Report to the Leadership Board on 12th December 2017 entitled “Suspension of Paisley Museum Loans and Curatorial enquiries during Capital Refurbishment”.

The foregoing background papers will be retained within 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.

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Clark Street Depot, Paisley

Report Plan Ref. E2782

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Date: 04/10/2018



Notes:

Legend

 Clark Street Depot