

Scotland Excel

To: Joint Committee

On: 08 December 2017

**Report
by
Director of Scotland Excel.**

Lease

1. Introduction

Scotland Excel operates from premises in Renfrewshire House, Paisley, Renfrewshire Council's Head Office.

The current property lease expires in February 2018. In view of this, Scotland Excel has been reviewing its position and investigating alternative property options. The purpose of this report is to update the Joint Committee on that work and seek approval from the Joint Committee to extend the lease with Renfrewshire Council to February 2019.

2. Background

Scotland Excel approved the lease arrangements for Renfrewshire House at its Joint Committee meeting on 15th June 2012. This lease expires in February 2018.

Since 2012, Scotland Excel has diversified its funding model to bring in funding from both the Scottish Government and a contract rebate, leading to an increase in staff numbers. Currently Scotland Excel floor space within Renfrewshire House is at capacity, however a number of initiatives are underway to increase available floor space by:

- Replacing furniture with a smaller, more modern solution
- Rollout of laptops and other digital solutions to allow staff to be more agile in terms of where they work

Despite this, it is likely that Scotland Excel will need a larger floorspace in future, particularly if a number of new projects come to fruition, for example the Fife Proposal. As a result of this, it is proposed that Scotland Excel extends its current lease with Renfrewshire Council to February 2019.

During this extension period, officers will firm up requirements for more space based on the outcome of any new proposal, and will carry out a review of options for future accommodation, which will be provided to the Joint Committee in December 2018.

Scotland Excel's current lease with Renfrewshire Council is comprised of

- Rent £87,320 (including fit-out cost £17,000)
- Service Charge £88,180

The lease charge from February 2018 – February 2019 will be £175,500

3. **Recommendation**

Members are asked to

- i. Approve a one year extension to the lease for to February 2019
- ii. Note that a property options appraisal and a recommendation for a new lease will be provided to the Joint Committee in December 2019
- iii. Delegate authority to the Director of Scotland Excel to extend the current lease with Renfrewshire Council