

## Record of officer decision

<b>Decision title:</b>	<b>Enter into a Licence to Occupy with Citizen Housing for office space at Whitecross Hub.</b>
<b>Date of decision:</b>	08/07/2024
<b>Decision maker:</b>	Senior Estate Manager
<b>Authority for delegated decision:</b>	Corporate Services' scheme of delegation dated July 2023 updated August 2023 (line 35) gives the Strategic Assets Delivery Director the authority to take the decision.
<b>Ward:</b>	Greyfriars
<b>Consultation:</b>	Community Wellbeing Housing Solution Team – Housing solution budget paying the licence fees and service charge to citizen housing. Legal Services and Property Services have had oversight on the terms of the licence and have no issues.
<b>Decision made:</b>	<ul style="list-style-type: none"> <li>- Enter into Licence to Occupy with Citizen Housing to use office space and communal areas at the Whitecross Hub for Council employed colleagues to support the service users within the accommodation based service.</li> <li>- This is not a commissioned service, HC Housing Solutions to pay Citizen Housing to use the office space. Licence fee includes electricity, gas, and water with no additional charges.</li> <li>- A nominations agreement between the parties exists and this licence to occupy is linked to said agreement.</li> <li>- Licence to run until 31<sup>st</sup> July 2027 or until terminated by either party, whichever is sooner.</li> </ul>
<b>Reasons for decision:</b>	<ul style="list-style-type: none"> <li>- Housing Solutions team identified that office space is required at Whitecross Hub for Council employed workers.</li> <li>- The licence was negotiated by Community Wellbeing team.</li> </ul>
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	None.
<b>Details of any alternative options considered and rejected:</b>	No suitable alternatives were proposed
<b>Details of any declarations of interest made:</b>	None

Signed..... Date: 11<sup>th</sup> July 2024

Print Name: Helen Beale  
Job Title: Senior Estate Manager