

## Record of officer decision

<b>Decision title:</b>	Granting a Tenancy at Will for short-term occupation of office premises in Hereford
<b>Date of decision:</b>	30 <sup>th</sup> September 2024
<b>Decision maker:</b>	Senior Estate Manager
<b>Authority for delegated decision:</b>	Corporate Services Directorate's scheme of delegation dated 23 December 2021 updated May 2024 (line 35) gives the Senior Estate Manager the authority to take the decision
<b>Ward:</b>	Central
<b>Consultation:</b>	None
<b>Decision made:</b>	Granting a Tenancy at Will for short-term occupation of office premises in Hereford
<b>Reasons for decision:</b>	<ul style="list-style-type: none"> <li>• Tenancy terminates 30/09/24 but tenant's move to new premises will be delayed by a few weeks.</li> <li>• Supporting the tenant to ensure business continuity.</li> </ul>
<b>Equality Considerations</b>	n/a
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	<ul style="list-style-type: none"> <li>• Rent and outgoings will be paid</li> <li>• Property details in Appendix 1 as commercially sensitive</li> </ul>
<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: 30/09/2024

Print Name: Helen Beale  
Job Title: Senior Estate Manager