



# HARTLEPOOL BOROUGH COUNCIL

## OFFICER DECISION RECORD

Department: Regeneration & Neighbourhoods Directorate

Division: Asset Management Section

Date of Decision / Issue of Licence: 20<sup>th</sup> September 2018

Officer Making Decision: Tim Wynn (Strategic Asset Manager)

Subject / Description & Reason for Decision: Property – Office space in Hartlepool Police Station

The Council has entered into a new working model with the Police and Fire Brigade which has resulted in the Council's Community Safety Team moving to Hartlepool Police Station. A licence to occupy the space on a shared basis has therefore been agreed. The relevant part of the Police Station is shown hatched on the plan below.

In recognition of the fact that the Council funded the re-location costs no licence fee is payable for the first 3 years. A licence fee of £9,182.16 per annum will be payable thereafter subject to review on a Retail Price Index basis and adjustment if the number of desk spaces (currently 15) required varies. The licence fee payable reflects the standard Cleveland Police cost recovery amount of £85.03 per square metre.

The licence will run from 26<sup>th</sup> February 2018 as the Council's team has been in occupation from that date. The licence is terminable on 6 months' notice by either party.

Type of Decision: Non Key

Nature of Delegation Being Exercised: Committee Delegated Authority

The Director of Regeneration and Neighbourhoods has delegated powers for a variety of transactions within a prescribed threshold which is currently £30,000 in capital value and £12,000 in rental value. The powers are to approve land

**ODR No.: TO BE COMPLETED BY DST**

and property disposals, leases, lettings, licences, wayleaves, easements, undertaking and concluding rent reviews, lease renewals and the release and amendments of restrictions, covenants and other land and property matters within the prescribed thresholds as approved by the Council.

Delegated Powers Authority was approved at Finance & Policy Committee on 18 July 2012

Alternative Options  
Considered &  
Rejected:                      None

Any Declared  
Register of Interest                      No

**OFFICER WITH THE DELEGATION**

**NAME** Denise Ogden



**POST TITLE** Director of Regeneration and Neighbourhoods

**IN CONSULTATION WITH**

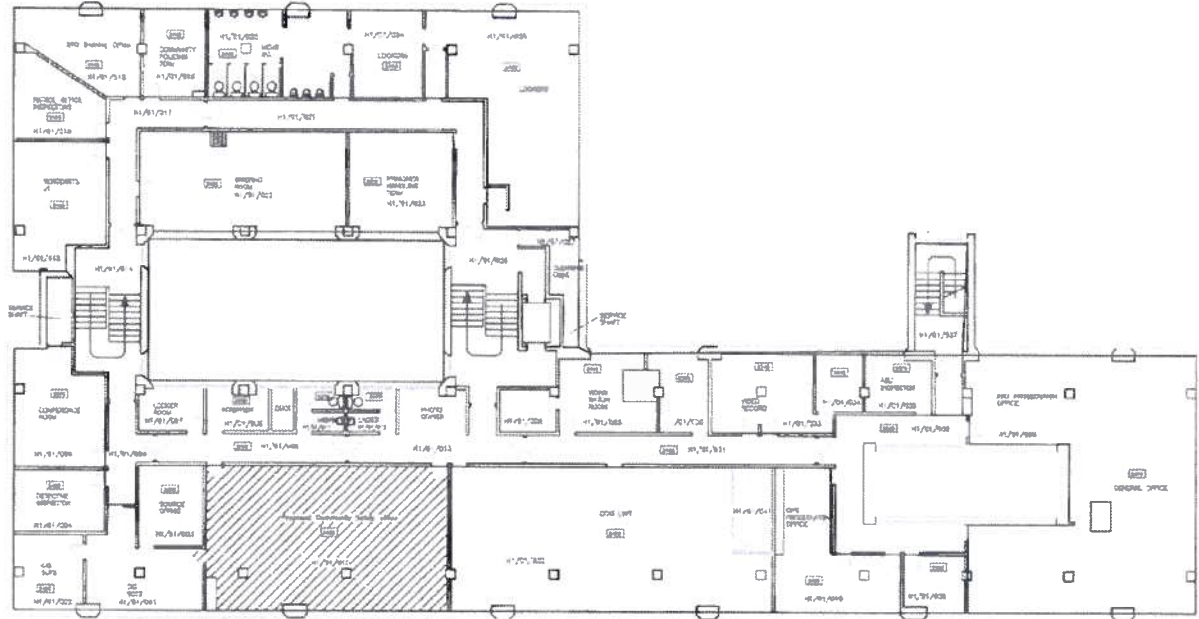
**NAME** Tim Wynn

**POST TITLE** Strategic Asset Manager



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Plan – Community Safety Team Area shown hatched



Hartlepool Police Station Upper First Floor

