

**WEST MIDLANDS FIRE AND RESCUE AUTHORITY**

**25 NOVEMBER 2013**

1. **OFFICE ACCOMMODATION LEASING OPTIONS**

Joint report of the Chief Fire Officer and Clerk and Monitoring Officer.

RECOMMENDED

THAT the Authority gives approval to lease office accommodation space at the Headquarters site on the basis outlined in this report.

2. **PURPOSE OF REPORT**

This report is submitted to Members to set out the proposed basis of leasing part of the Headquarters site to an external organisation.

3. **BACKGROUND**

3.1 West Midlands Fire Service (WMFS) staff moved to the current Headquarters in September 2008.

3.2 Since then, given the need to make efficiencies, there have been reductions in the number of staff occupying the Headquarters site, combined with the restructure of a number of sections which has lead to vacant workspace within the building.

3.3 In recognition of the need to improve the efficiency of the building and potentially generate income, consideration has been given to leasing part of the building.

3.4 An approach has been made to WMFS by Birmingham City Council (BCC) Youth Offenders. BCC representatives have visited the HQ building and are interested in discussing a lease option based on the following key aspects:

- Occupy 4,240 sq. ft.
- Lease period of 3 years
- A rental charge of £9 per sq. ft.
- A service charge of £4.00 per sq. ft.

3.5 To accommodate the rental of the area, Human Resources staff would be relocated elsewhere within the Headquarters building.

#### 4. **EQUALITY IMPACT ASSESSMENT**

In preparing this report an initial Equality Impact Assessment has been carried out which did not raise any issues which required a full Equality Impact Assessment to be completed.

#### 5. **LEGAL IMPLICATIONS**

West Midlands Fire and Rescue Authority owns the freehold of the site and as such is able to grant a sub-lease to a third party providing that it is at market rental and does not impact on West Midlands Fire and Rescue Authority's ability to deliver an effective service.

#### 6. **FINANCIAL IMPLICATIONS**

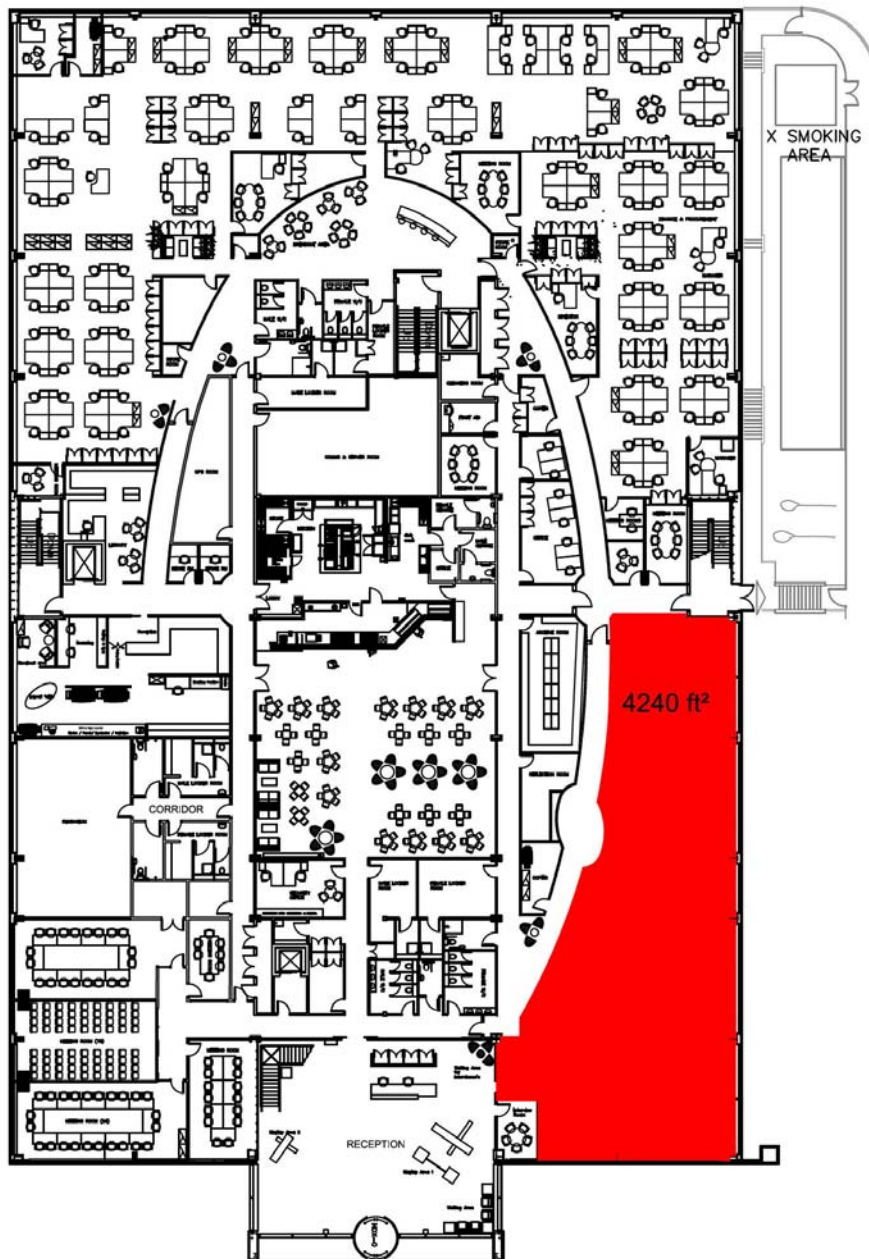
6.1 Based on the information contained in the body of the report (paragraph 3.4), the proposed arrangement would generate approximately £55k income per annum (£38k rent plus £17k service charge).

6.2 There would be initial costs required of approximately £40k in order to appropriately segment the space which would still be occupied on the ground floor by WMFS staff and staff from BCC. Appendix A identifies the proposed space for the lease arrangement.

PHIL LOACH  
CHIEF FIRE OFFICER

NEERAJ SHARMA  
CLERK AND MONITORING OFFICER

## APPENDIX A



GROUND FLOOR

