



ADUR & WORTHING
COUNCILS

**Record of Officer
Executive Decision
Ref No: HMP&I/002/21-22
Date of Decision: 08 June 2021**

If you have any questions about this decision please contact Democratic Services on 01903 221006 or email democratic.services@adur-worthing.gov.uk

Record of Decision: HMP&I/002/21-22 Grant of lease at Portland House to Sussex Partnership NHS Foundation Trust (SPFT)

Decision taken by: Head of Major Projects & Investment

Declaration of Disclosable Pecuniary Interests:

I do not have a disclosable pecuniary interest, or conflict of interest.

Delegated authority: Head of Major Projects & Investment is permitted to grant leases under 3.13.3 of the Councils' Scheme of Delegations.

Decision:

The preparation and grant of a lease of part of Portland House, Richmond Road, Worthing to Sussex Partnership Foundation Trust (include an agreement for lease if required).

Key Decision: No

Reason For Decision:

The area within Portland House that is the subject to the proposed lease is considered surplus to requirements and therefore a lease of part of the property to another public sector organisation is considered an appropriate use of this available space. This consolidation of staff into small office space will generate a significant saving for the Council.

Summary & Background:

Portland House is a Worthing Borough Council owned property and predominantly occupied by the Councils' staff. The corporate office footprint required by the Councils is expected due to the reasons set out in the Background Papers identified below.

WSCC's Registration service currently occupies a small area of the ground floor but they are due to vacate in July 2021 when their lease expires and the service relocates to the adjacent Worthing Library Hub.

An opportunity was identified for SPFT to take space within Portland House and Heads of Terms for a lease have now been provisionally agreed subject to contract and all other

necessary approval). The annual rent will be commensurate with local market rental values and is what can be reasonably obtained given the property and the lease terms. SPFT will also be contributing a service charge sum proportionate to their level of occupation within the property but with no obligation to contribute to replacement of boilers, windows or soffits and fascias.

SPFT have had a requirement in the town for some time and had purchased an office on Farncombe Road for this but it is now considered unsuitable. SPFT will have an element of office space within the adjacent Health Hub building which will become its main operation base in the town once constructed. They therefore consider co-locating within Portland House to be an ideal solution.

Once complete, the lease will grant the SPFT occupation over part of the ground (including a shared reception) and all of the second floor.

Alternative Options Considered:

Retain space for sole use by Council staff. The office space is not considered to be required due to consolidation of staff workspace across the Councils corporate portfolio.

Grant of a lease to another party. No other potential tenants have been sought as the sharing of the building with another public sector organisation is considered preferable for centralising of public services.

Other Matters Considered:

Legal Advice and Issues	x	Financial Advice and Issues	x
Sustainability Issues	x	Equality Issues	x
Community Safety Issues	x	Human Rights Issues	x
Reputation	x	Risk Assessment	x
Health & Safety Issues	x		

Consultation:

N/A

Background Papers:

- Report to JSC: WorkspacesAW - Designing a new model of working following Covid 19 - [LINK](#)
- Future Ways of Working - Use of corporate estates following Covid-19
- Platforms for our Places

Contact Officer:

Head of Major Projects & Investment
 Cian Cronin
cian.cronin@adur-worthing.gov.uk

Call-in: The call-in deadline for this decision will be 5:00pm on 15 June 2021

A handwritten signature in black ink, appearing to be 'Cian Cronin', written in a cursive style.

Signed:

Dated: 7 June 2021

Name: Cian Cronin, Head of Major Projects & Investment

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