



COUNCIL EXECUTIVE

**LINLITHGOW PARTNERSHIP CENTRE
PROPOSED LEASE TO POLICE SCOTLAND**

REPORT BY HEAD OF FINANCE AND PROPERTY SERVICES

A. PURPOSE OF REPORT

To seek Council Executive approval to lease an area within Linlithgow Partnership Centre to Police Scotland.

B. RECOMMENDATION

It is recommended that Council Executive:

1. Approves the lease of office space plus ancillary storage for a period of 25 years subject to terms and conditions set out in this report, and,
2. Authorises the Head of Finance and Property Services to carry out any further negotiations with Police Scotland in respect of the lease on the basis that any revised terms and conditions still represent the best interests of the council.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open and accountable; making best use of our resources; working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	The Disposal of Land by Local Authorities (Scotland) Regulations 2010
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	The lease will contribute towards the appropriate performance indicator for revenue income.
V Relevance to Single Outcome Agreement	We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
VI Resources - (Financial, Staffing and Property)	A revenue income of £5,489 will be received during the financial year 2017/18, rising to £9,410 in 2018/19.

VII Consideration at PDSP

Not applicable.

VIII Other consultations

The elected members for the ward have been provided with a copy of this report for their information.

D. TERMS OF REPORT

Police Scotland was identified as a potential partner for the new Linlithgow Partnership Centre in the early stages of planning the new building. Discussions have been ongoing with Police Scotland regarding space requirements and lease terms. Heads of Terms have been provisionally agreed subject to Scottish Police Authority approval at their meeting in August 2016.

The main terms and conditions of the proposed new lease are as follows:

- Tenant is Police Scotland
- Area of lease is 85.2 square metres on ground floor of Linlithgow Partnership Centre plus 12 square metres of external storage space.
- Use will be Police offices with ancillary storage and welfare facilities.
- Date of entry will be 1 April 2017.
- The term will be 25 years.
- The initial rental will be £5,489.15 per annum in year one rising to £9,410 in the following four years.
- The rent shall be reviewed on the fifth anniversary of the date of entry and five yearly thereafter.
- An annual service charge will be payable based on the floor area occupied.

E. CONCLUSION

It is considered to be in the council's best interests to approve the lease to Police Scotland on the terms and conditions set out in this report.

F. BACKGROUND REFERENCES

None

Appendices/Attachments: None

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Donald Forest, Head of Finance and Property Services

Date of meeting: 21 June 2016