



**URGENT BUSINESS**

**THURSDAY, 6 JULY 2006**

Please find enclosed Urgent Business Notices in connection with the following:

1. URGENT BUSINESS - LEASE OF ACCOMMODATION WITHIN MORECAMBE TOWN HALL TO LANCASHIRE COUNTY COUNCIL (Pages 1 - 10)

The Chief Executive (in consultation with the relevant Committee Chairman – Cabinet Portfolio holder) has been asked and has agreed to make a decision in accordance with the City Council's Urgent Business Procedure.

Details of the above decision and the reasons for urgency are set out in the attached Notice.

Additionally the Chief Executive (in consultation with the Chairman of the Overview and Scrutiny Committee) has been asked and has agreed to waive call-in in accordance with the Overview and Scrutiny Committee Procedure Rule 17(a). The Chairman of the Overview and Scrutiny Committee was not in agreement with the decision to waive call-in.

**Queries regarding these documents**

Please contact Jon Stark, Democratic Services - telephone (01524) 582132 or email [jstark@lancaster.gov.uk](mailto:jstark@lancaster.gov.uk).

Gillian Noall  
Head of Democratic Services  
Town Hall,  
Lancaster LA1 1 PJ

Published on Thursday, 6<sup>th</sup> July 2006

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## Urgent Business Procedure

### Lease of accommodation within Morecambe Town Hall to Lancashire County Council

| PURPOSE OF REPORT   |  |                  |          |                                 |  |
|---|--|------------------|----------|---------------------------------|--|
| To report to Cabinet on the principle of letting accommodation to Lancashire County Council within Morecambe Town Hall. |  |                  |          |                                 |  |
| Key Decision  |  | Non-Key Decision | <b>X</b> | Referral from<br>Cabinet Member |  |
| <b>This report is public</b>  |  |                  |          |                                 |  |

#### 1. RECOMMENDATIONS OF OFFICER

**To agree to the principle of letting accommodation within Morecambe Town Hall to the County Council and that the details of terms and conditions be delegated to the Head of Property Services as set out in the Constitution.**

#### 2. Introduction

As Members may be aware the Local Highways Partnership between the County and City Council's will terminate with effect from the 30<sup>th</sup> of June 2006. Approximately 16 City Council staff will transfer to the County Council under TUPE as part of the process. The County Council has identified alternative accommodation for the staff at their depots at Hampson Green and Caton. The depot at Caton needs to be extended to accommodate the additional staff. The work to extend the property is subject to a planning permission and it has become clear to the County Council that they will not meet the 1<sup>st</sup> of July deadline to have the accommodation available for the staff involved in the transfer.

**3. Proposal Details**

As a result of the accommodation issue outlined above, a formal approach has been made to the City council to ascertain whether they would agree to the principle of the TUPE staff remaining in their existing accommodation in Morecambe Town Hall for approximately three months until their new offices in Caton are readied. Negotiations have begun between the respective Property Services of the City and County Council's and it is anticipated that a satisfactory agreement will be reached soon.

**4. Details of Consultation**

There has been no consultation on this matter other than the discussions between the two Councils.

**5. Options and Options Analysis (including risk assessment)**

- a. To agree to the principle of letting accommodation within Morecambe Town Hall to the County Council and delegate terms and conditions to the Head of Property Services to agree. This will help the County Council with their immediate accommodation issues and result in an income for the City Council. The City Council has previously let accommodation within its building to a third party; Capita had a lease for accommodation within Palatine Hall, following the transfer of the City Council's Architect's Department
- b. Not agree the principle. This would cause the County Council immediate problems trying to find accommodation for the staff concerned and would be against the spirit of co-operation which exists between the City and County Council.

**6. Officer Preferred Option and Comments**

Option (a) is preferred for the reasons outlined above. Negotiations are on-going with the County Council to agree terms and conditions for a licence for their proposed occupation of the Engineering accommodation within Morecambe Town Hall.

**7. Conclusion**

That the principle of letting accommodation to the County Council within Morecambe Town Hall be agreed.

**RELATIONSHIP TO POLICY FRAMEWORK**

There is no specific relationship to the policy framework.

**CONCLUSION OF IMPACT ASSESSMENT  
(including Diversity, Human Rights, Community Safety, Sustainability etc)**

This report raises no implications.

**FINANCIAL IMPLICATIONS**

This transaction will generate an opportunity rental income for the City Council. At this stage of the negotiations the exact value of the lease is still to be agreed.

**SECTION 151 OFFICER'S COMMENTS**

The S151 Officer has been consulted and has no further comments.

**LEGAL IMPLICATIONS**

Legal Services will prepare the necessary licence agreement in due course.

**MONITORING OFFICER'S COMMENTS**

The Monitoring Officer has been consulted and has no further comment.

**BACKGROUND PAPERS**

Property Services files M3420

**Contact Officer:** Ann Wood  
**Telephone:** Ext. 2506  
**E-mail:** awood@lancaster.gov.uk

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*Contact:* Jon Stark  
*Telephone:* (01524) 582132  
*Fax:* (01524) 582161  
*Minicom:* (01524) 582175  
*E-mail:* JStark@lancaster.gov.uk  
*Our reference:* CE/JS/UB38  
*Your reference:*

**CHIEF EXECUTIVE**

Councillor Ian Barker,  
Leader of Cabinet.

Councillor Alex Stone  
Cabinet Member with Special  
Responsibility for Property

Town Hall  
Dalton Square  
Lancaster  
LA1 1PJ  
  
DX 63531

28<sup>th</sup> June 2006

Dear Councillor,

**URGENT BUSINESS – LEASE OF ACCOMMODATION WITHIN MORECAMBE TOWN HALL  
TO LANCASHIRE COUNTY COUNCIL**

Members are requested to consider the principle of letting accommodation within Morecambe Town Hall to Lancashire County Council, in accordance with the Council's Urgent Business Procedure, details of which are set out within the attached report.

The urgency for this decision is that it is necessary to enact the decision prior to the transfer of the Engineering function to Lancashire County Council on 1<sup>st</sup> July 2006, and it is impracticable to defer the decision until the next appropriate meeting of Cabinet.

The recommendation is to agree to the principle of letting accommodation within Morecambe Town Hall to the County Council and that the details of terms and conditions be delegated to the Head of Property Services as set out in the Constitution.

The approval of the Chief Executive in consultation with the Chairman of the Overview and Scrutiny Committee has been sought to this action in accordance with Overview and Scrutiny Committee Procedure Rule 17(a). Please note that this is subject to your agreement to the proposal.

I would be grateful if you could complete the attached slip, signifying whether you are in agreement with the recommendation or not, and return it to the Town Hall as soon as possible. In the meantime, could you please telephone Jon Stark on 582132, or e-mail JStark@lancaster.gov.uk, with your decision.

Yours sincerely,

**CHIEF EXECUTIVE**  
**Enc.**

*Mark Cullinan – Chief Executive*

**URGENT BUSINESS – LEASE OF ACCOMMODATION WITHIN MORECAMBE TOWN HALL  
TO LANCASHIRE COUNTY COUNCIL**

Councillor Consultation

\*I am/~~am not~~ (**\*please delete as appropriate**) in agreement with the recommendation to agree to the principle of letting accommodation within Morecambe Town Hall to the County Council and that the details of terms and conditions be delegated to the Head of Property Services as set out in the Constitution.

Signed: Ian Barker

Name: Councillor Ian Barker

Position Held: Leader of the Council

Dated: 30/06/2006

Chief Executive Decision

\*I agree/~~do not agree~~ (**\*please delete as appropriate**) to exercise my delegated authority and approve the principle of letting accommodation within Morecambe Town Hall to the County Council and that the details of terms and conditions be delegated to the Head of Property Services as set out in the Constitution.

Signed: Mark Cullinan

Chief Executive

Dated: 06/07/2006

Please return to: Jon Stark,  
Democratic Services,  
Town Hall,  
Dalton Square,  
LANCASTER. LA1 1PJ

Ref: UB38



*Contact:* Jon Stark  
*Telephone:* (01524) 582132  
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**CHIEF EXECUTIVE**

Councillor Ian Barker,  
Leader of Cabinet.

Councillor Alex Stone  
Cabinet Member with Special  
Responsibility for Property

Town Hall  
Dalton Square  
Lancaster  
LA1 1PJ  
  
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28<sup>th</sup> June 2006

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The recommendation is to agree to the principle of letting accommodation within Morecambe Town Hall to the County Council and that the details of terms and conditions be delegated to the Head of Property Services as set out in the Constitution.

The approval of the Chief Executive in consultation with the Chairman of the Overview and Scrutiny Committee has been sought to this action in accordance with Overview and Scrutiny Committee Procedure Rule 17(a). Please note that this is subject to your agreement to the proposal.

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Yours sincerely,

**CHIEF EXECUTIVE**  
**Enc.**

*Mark Cullinan – Chief Executive*

**URGENT BUSINESS – LEASE OF ACCOMMODATION WITHIN MORECAMBE TOWN HALL  
TO LANCASHIRE COUNTY COUNCIL**

Councillor Consultation

\*I am/~~am not~~ (**\*please delete as appropriate**) in agreement with the recommendation to agree to the principle of letting accommodation within Morecambe Town Hall to the County Council and that the details of terms and conditions be delegated to the Head of Property Services as set out in the Constitution.

Signed: Alex Stone

Name: Councillor Alex Stone

Position Held: Cabinet Member with Special Responsibility for Property

Dated: 30/06/2006

Chief Executive Decision

\*I agree/~~do not agree~~ (**\*please delete as appropriate**) to exercise my delegated authority and approve the principle of letting accommodation within Morecambe Town Hall to the County Council and that the details of terms and conditions be delegated to the Head of Property Services as set out in the Constitution.

Signed: Mark Cullinan

Chief Executive

Dated: 06/07/2006

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Democratic Services,  
Town Hall,  
Dalton Square,  
LANCASTER. LA1 1PJ

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*Our reference:* CE/JS/UB38  
*Your reference:*

**CHIEF EXECUTIVE**

Councillor S. Langhorn,  
Chairman of the Overview and Scrutiny Committee.

Town Hall  
Dalton Square  
Lancaster  
LA1 1PJ

DX 63531

28<sup>th</sup> June 2006

Dear Councillor,

**URGENT BUSINESS – LEASE OF ACCOMMODATION WITHIN MORECAMBE TOWN HALL TO LANCASHIRE COUNTY COUNCIL**

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The recommendation is to agree to the principle of letting accommodation within Morecambe Town Hall to the County Council and that the details of terms and conditions be delegated to the Head of Property Services as set out in the Constitution.

The approval of the Chief Executive has been sought to this action in accordance with Overview and Scrutiny Committee Procedure Rule 17(a). Please note that this is subject to the agreement of the Cabinet Member with Special Responsibility and Leader of Cabinet.

I would be grateful if you could consider the immediate implementation of this course of action subject to the agreement of the Chief Executive to waive the right of call-in, in accordance with Overview and Scrutiny Committee Procedure Rule 17(a). Please complete the attached slip signifying your decision and return it to the Town Hall as soon as possible. In the meantime, could you please telephone Jon Stark on 582132, or e-mail [JStark@lancaster.gov.uk](mailto:JStark@lancaster.gov.uk), with your decision.

Yours sincerely,

**CHIEF EXECUTIVE**

**Enc.**

*Mark Cullinan – Chief Executive*

**URGENT BUSINESS – LEASE OF ACCOMMODATION WITHIN MORECAMBE TOWN HALL  
TO LANCASHIRE COUNTY COUNCIL**

\*I ~~agree~~/do not agree (**\*please delete as appropriate**) to this matter being treated as a matter of urgency in accordance with Overview and Scrutiny Committee Procedure Rule 17(a) and therefore not being subject to call-in.

Signed: Councillor Stuart Langhorn

Dated: 03/07/2006

Please return to: Jon Stark,  
Democratic Services,  
Town Hall,  
Dalton Square,  
LANCASTER. LA1 1PJ

Ref: UB38