

## Notice of Non-key Executive Decision

<b>Subject Heading:</b>	To seek permission to give a Community Based Organisation called 'Works, Skills & Independence Group" (WSIG) a one year extension to continue running the Café based at the South Essex Crematorium.
<b>Cabinet Member:</b>	Cllr Viddy Persaud, Cabinet Member for Public Protection & Safety
<b>SLT Lead:</b>	Barry Francis, Director of Neighbourhoods
<b>Report Author and contact details:</b>	Louise Roast, Head of Bereavement & Registration
<b>Policy context:</b>	Charging for services
<b>Financial summary:</b>	Occupier to pay a rental income
<b>Relevant OSC:</b>	
<b>Is this decision exempt from being called-in?</b>	No

## Part A – Report seeking decision

### DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

The Works, Skills & Independence Group (WSIG) have been successfully running the Café at the South Essex Crematorium since February 2016, following a successful one year pilot scheme followed by the granting of a three year lease, which will expire in February 2020.

The Café, is a well-regarded and well used facility, providing income to the Council by way of annual rent payable. It is charity who provide work experience / placements for adult with learning difficulties.

WSIG have brought considerable experience and knowledge to the tearoom, having enhanced menus, catered for small wakes and bereavement industry meetings, installed free Wi-Fi for customers and created many placements/opportunities for adults with learning difficulties.

The tearoom lease requires WSIG to maintain high standards of cleanliness and hygiene in the Cafeteria and achieve a rating of at least three stars in the 'Food Hygiene Rating Score' as assessed by local environmental health officers. In 2016 the tearoom was awarded five stars, the highest grade the tearoom has ever achieved.

Bereavement Service wish to offer WSIG a year long extension to the current lease arrangement, to February 2021, so that the Café can continue to operate to the same high standard. This will allow the service time to seek procurement advice (to assess the option of carrying out a tender exercise) and for the rent to be re-assessed.

### AUTHORITY UNDER WHICH DECISION IS MADE

Powers of Assistant Directors and Heads of Service under Part 3 Section 3.4 Contract Powers (a) of the Council's constitution to approve commencement of a tendering process for and to award all contracts below a total contract value of £156,000.

Para 2.1 of the Constitution:

(h) To have overall responsibility for acquisitions and disposal of any interest in land, buildings or the real and leasehold property of the Council and to have responsibility for land and property used for operational purposes, 'in principle', disposals of land in excess of £1,000,000 [with the Cabinet Member for Finance & Commerce having authority to agree the 'in principle' disposal of land etc., below

## **Part B - Assessment of implications and risks**

### **LEGAL IMPLICATIONS AND RISKS**

The lease extension will be based on the existing terms of the lease dated 6<sup>th</sup> April 2017 and therefore, should not pose any risks that have not been addressed previously.

Upon completion of the lease extension, Legal will produce a completion report detailing the terms of the extension which will be circulated to the relevant departments of the Council.

Jacqueline Osei-Bonsu, Property Lawyer. 20.11.19

### **FINANCIAL IMPLICATIONS AND RISKS**

The occupier will continue to pay the existing rental income as covered in the confidential appendix 1 to this report throughout the duration of the year long extension to the lease, enabling the income target to be met. This figure is based upon a review of the rental value this year by Property Services, assessed on the space occupied and the facilities provided.

Rita Batcheta. Finance 05.12.12

### **HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)**

There are no HR implications or risks arising that impact on the Councils workforce as the Café does not employ Council staff

Geraldine Minchin. Human Resources. 18.11.19

### **EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS**

The Works Skills and Independence Group are committed to continuing the operation of the Café as a community based social enterprise, as well as a viable Cafeteria business. They currently train and provide work placements for clients (adults with learning difficulties).

There are no Equalities and Social inclusion implications or risks arising from this proposed extension to the lease.

Vernal Scot. Equalities & Diversity. 25.11.19

Non-key Executive Decision

**Part C – Record of decision**

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

**Decision**

Proposal agreed

*Delete as applicable*

~~Proposal NOT agreed because~~

**Details of decision maker**

Signed



Name: BARRY FRANCIS

Cabinet Portfolio held:

CMT Member title: DIRECTOR OF NEIGHBOURHOODS

Head of Service title

Other manager title:

Date: 9/12/19

**Lodging this notice**

The signed decision notice must be delivered to the proper officer, Debra Marlow, Principal Committee Officer in Democratic Services, in the Town Hall.

**For use by Committee Administration**

This notice was lodged with me on

9/12/2019

Signed

